

# Welcome to the Yonkers Paddling & Rowing Club



## Mission Statement

The Yonkers Paddling & Rowing Club is a 501c3 all-volunteer, non-profit membership organization that brings together a large community of people of all ages, backgrounds and skill sets who are interested in paddling and rowing. With over 250 members, membership is open to all regardless of age, race, ethnic background, religion or sexual orientation.

In addition to facilitating paddling activities, events and trips, YPRC actively engages in community service/outreach, safety training, and Hudson River environmental efforts. We rely on our members' volunteer efforts; and participation from everyone is actively encouraged.

## Governance

The Yonkers Paddling & Rowing Club is a 501c3 not-for-profit membership organization run by a volunteer group of Officers and Board Members.

### Officers:

#### Commodore

Lee Wordsman (2024-2025)  
commodore@yprc.org

#### Vice Commodore

Michael McHugh (2023-2024)  
vicecomm@yprc.org

#### Treasurer

Peter Riley (2023-2024)  
treasurer@yprc.org

#### Secretary

April Shiau (2023-2024)  
secretary@yprc.org

#### House Captain

Jack Gilman (2024-2025)  
captain@yprc.org

#### Members at Large

Chevaughan Dixon (2023-2024)  
John Maggiotto (2023-2024)  
Catherine McGibney (2023-2024)  
Nazaria Marte (2024-2025)  
Alex Morales (2024-2025)  
Rikki Williamson (2023-2025)

## Club Location/Directions

The historic YPRC boathouse is located on the Hudson River, behind The Center for the Urban River at Beczak at 19 Alexander Street in Yonkers. This is in the heart of the revitalized and expanding Yonkers Waterfront District.

The boathouse has a seasonal dock to facilitate launching into the Hudson River, limited inside/outside reserved boat storage berths, and a picnic area. The club grounds are accessible through Habirshaw Park next to the Center for the Urban River at Beczak as well as from the Promenade to the south. As the Yonkers waterfront development has proceeded, we will now have our grounds open to the public as part of the public Promenade.

The club is easy to reach by major highways. The Yonkers Metro-North Station is a couple of blocks away. There is metered parking on Alexander Street, and the Beczak Center lot can be used when they do not have programs scheduled. If you have any questions about parking or specific driving directions, they are posted on our web site: [www.yprc.org](http://www.yprc.org). or use Google maps.

## Web site

Our website is [www.yprc.org](http://www.yprc.org). It outlines many club activities, gives information on our historical boathouse, announces club events through an Event Calendar, and has driving directions.

## YPRC's Google Group

All members are encouraged to subscribe to the club's [Google Group](#), which will allow you to get up-to-date information about club activities and safety issues. It is open to members and non-members. Instructions on signing up are on the website at [yprc.org/yprc-google-group](http://yprc.org/yprc-google-group). All new members are sent a link to subscribe to the Group by the membership chair. It is recommended you subscribe to receive all YPRC news and participate in discussions.

## How You Can Help

YPRC is an active club. We have many opportunities to volunteer your services for projects for the club. These include community outreach, work parties, helping at events, and responsibilities at the the Lake Sebago ACA Camp. As needed, meetings for committees formed for other events or objectives are announced on the Google Group.

## Monthly Board Meetings:

The YPRC Board holds live/virtual Board Meetings each month. All members are invited to attend. Notices of the Meetings will be sent out on the Google Group.

## Fall Annual Meeting:

An email announcement includes agenda items and ballots for election of club officers. Notice is also posted on the Google Group. Location is at the boathouse on a weekend, mid-day, or on-line. Dates to be posted on the Google Group and on the web site.

## Holiday Party

YPRC holds its annual Holiday Party in early December. Date, location and times to be announced.

## Membership Dues and Fees

Membership dues are invoiced yearly and cover the period from May 1st to that date the following year. Memberships beginning on or after September 1st will be invoiced for 50% of the annual fee. Renewals will be invoiced the following April 1st for the full fee.

**Individual:** \$200 a year; age 23+

**Family:** \$300 a year; adult couples (spouses or partners) and any children under the age of eighteen.

**Young Adult:** \$100 a year (ages 18 – 22); eligible to vote in board elections/no keys to the boathouse.

**Junior:** \$30 a year (ages 12 to 17 years old); a young person who joins individually. Parent or guardian must sign a waiver. Not eligible to vote in board elections/no keys to the boathouse.

**Social Member:** \$100 a year; not eligible to vote in board elections/no keys to the boathouse, only eligible to paddle at YPRC public programs.

For existing members, billing invoices are sent out early April. New members will be billed by the Treasurer. Membership begins when payment is received.

## Fees for Boat Berths/Lockers at Alexander Street and Storage Berth Waiting List:

YPRC's goal is to get as many people on the water as possible. Members who receive a berth space will hopefully use their boats frequently during the course of a season.

The club keeps a waiting list for new berth assignments. Please contact the House Captain at [captain@yprc.org](mailto:captain@yprc.org). Spots are assigned according to date of being on the waiting list as they come open.

Only members in good standing may be on this list. Berth assignments must be paid for within thirty days or the space will be given to the next member on the list.

## Fees for Berths and Lockers at Alexander Street:

Inside Storage – \$170.00

Outside storage – \$140

Lockers – \$25

## Storage and Launching Fees at Kennedy Marina

There are inside and outside berths available at Kennedy Marina. Access to JFK storage is 24/7, you will receive keys and parking is free at all times except for Fridays, Saturdays and Sundays, May to October.

To launch from the Marina you will have to purchase a separate launch permit tag from the City of Yonkers.

For more information on storage at Kennedy Marina, as well as the fee structure for launch permits and to purchase permits, please contact Andy Laosia at [andyprc@gmail.com](mailto:andyprc@gmail.com).

## Fees for Boat Berths/Lockers at JFK Marina

YPRC Members:

Inside Storage – \$155, Outside storage – \$140

Non-members of YPRC – \$290 Inside/Outside

Lockers – \$25

## Health/Covid-19

At YPRC we follow the current State and Local health policies regarding gatherings at the club. Updates will be posted on our Google Group as things change.

**At this point in time, mask use is optional for all YPRC members. Masks are not required on the water.**

We provide hand washing stations and hand sanitizer and disinfect all common gear after use. You can help us maintain a safe and healthy environment at YPRC.

## Keys and Access:

Paid-up members (except Young Adult, Junior and Social) will receive a key to the entrance gates and boathouse.

We offer a new member orientation to all new members. To schedule an orientation and receive your keys, please contact the House Captain at [captain@yprc.org](mailto:captain@yprc.org).

It is suggested that you take your house keys with you whenever you launch from the club.

## Security:

The entrance to the club from the North is through the Beczak parking lot/Habirshaw Park on Alexander Street; from the South through the Esplanade at Wells Avenue. The Esplanade continues through to Habirshaw Park, so the clubhouse has public traffic through our deck and ramp area.

To insure safety of the clubhouse and personal property please make sure that all doors to the clubhouse are locked when you launch or leave the grounds. Please follow the posted **Checklist for Closing Club** procedures when you are the last to leave.

We haven't had any problems with missing gear, but please don't leave gear strewn around so it becomes misplaced. We keep a lost & found underneath the paddles in the main storage area.

**If anyone/anything presents a danger to yourself or the premises, call the Yonkers Police Department at 914-377-7900 or dial 911.**

**The address to use for the club for reporting any incidents is 19 Alexander Street, Yonkers.**

## On-water Safety:

All members/guests are required to wear a personal flotation device (PFD) when going out on the water. A VHF base station is in the boathouse for communicating with paddlers with VHF radios and for weather reports. We use Channel 68 as our main channel. All trips should be recorded in our Trip Log.

There is a First Aid Kit/CPR/Narcan kit in the clubhouse by the entrance to the Women's locker room.

All Guests/non-YPRC members must sign a waiver prior to entering the water on any boat from our facility.

## Garbage Disposal:

Please take any food garbage out with you when you leave, especially in the summer. Pack it in, pack it out.

## Group Paddles/Calendar

All club sponsored paddles, activities and instruction are listed on our website at [yprc.org/calendar.html](http://yprc.org/calendar.html).

During the warmer months (June–September), the club holds weekday trips Thursday and Friday at 11am, Monday, Tuesday, and Wednesday afternoons at 5:30pm, with weekends 11am and 2pm as well as skill classes Thursday nights at 5:30pm. We post a schedule weekly and you can sign up online and request a boat.

Participants will be able to use club gear and boats. You are expected to be knowledgeable in safety skills/procedures and/or be willing to learn them.

## Weekly Skills Instruction

We will have an open Skills Training on Thursday nights at the club at 5:30. The club also holds several Rescue Clinics on the Hudson, allowing members do wet exits to get certified to wear a spray skirt during club paddles.

## Sebago Safety Clinics

Full day instruction is given to club members several times each summer at the Lake Sebago ACA Camp in Harriman, New York. These are usually held on a Sunday, and instruction is given by club volunteers in assisted and unassisted rescue and other skills. Dates are posted on the website calendar and reminders are sent out on the Google Group.

## Racing Program

We participate in a racing series each summer between YPRC, Inwood Canoe Club and the Sebago Canoe Club with each club hosting a series of races.

We offer a Saturday Morning Kayak Fitness Training from 10:00am – noon at the Alexander Street clubhouse led by Nancy Kalafus and Bob Morrow. To reserve a boat or for more information, please contact Nancy Kalafus at [nkalafus18@gmail.com](mailto:nkalafus18@gmail.com).

## Volunteering at YPRC

YPRC is powered by its volunteers. Club members are encouraged to pitch in and contribute; from boathouse maintenance and membership communication to the Tuesday night potluck bbq, there are countless opportunities for members to join in and participate.

Volunteering is a great way to meet new people and spread the word about all that YPRC and the riverfront have to offer. The spirit of volunteerism is what makes us not just a paddling club, but a paddling community.



## Youth Activities and Public Paddling at Kennedy Marina and Alexander Street

### Walk-up Community Paddling

JFK Marina, Yonkers

Wednesdays and Thursdays 4:00 pm–7:00 pm

### Community Groups and Camps

JFK Marina, Yonkers

Thursdays & Fridays 11:30 am–1:30 pm

### Sea Kayak Tours

YPRC Boathouse

Fridays 5:30 pm–7:30 pm

Saturdays 5:30 pm–7:30 pm (paid trips)

*All times/locations subject to change.*

For more information on these programs or to volunteer, please contact Chevaughan Dixon at [dixon.chevaughn@gmail.com](mailto:dixon.chevaughn@gmail.com) or Alex Morales at [amorales172002@gmail.com](mailto:amorales172002@gmail.com); or connect online at [hudsonriverriders.org](http://hudsonriverriders.org).

## American Canoe Association (ACA) Camp at Lake Sebago

YPRC is a Paddle America Club associated with the American Canoe Association (ACA). The ACA runs a camp for all ACA members in Harriman State Park.

YPRC has the use of a dedicated cabin at Lake Sebago for members use.

Seasonally, the cabin is available for overnight use. You must be both a YPRC and an ACA member to use the cabin or participate in any activities at Lake Sebago.

Specific information about the camp including fees and directions are on the YPRC web site. For further information, please contact Catherine McGibney at [catherine.mcgibney@gmail.com](mailto:catherine.mcgibney@gmail.com). Reservations for the cabin can be made through this link: <https://www.signupgenius.com/go/10C0E4EAFAB2EA2F5CE9-yprc3>.

Membership into the ACA is NOT part of your YPRC dues. The club does not require members to have an ACA membership, but we encourage you to join; you will receive a reduced membership rate because YPRC is a Paddle America Club.

Season passes for the Camp are available at \$65 for an adult and \$150 for a family, and only season pass holders can invite guests that are not ACA members.

The Camp website can be found at [aca-atlanticdivision.com/aca-camp-at-lake-sebago/](http://aca-atlanticdivision.com/aca-camp-at-lake-sebago/)

## **YPRC Policy and Procedures Regarding Use of Club-Owned Boats And Equipment**

### **Club Sponsored Activities**

A member (adult or approved minor) of Yonkers Paddling and Rowing Club (YPRC) in good standing, i.e. who has paid all annual membership and rental fees, has signed a waiver for the current membership year, may be permitted the use of a club-owned boat and certain equipment during Club sponsored events. Such use shall be arranged with the House Captain and shall be based on a first-come, first-served basis.

### **Non-Club Sponsored Activities**

An adult member of Yonkers Paddling and Rowing Club (YPRC) in good standing, i.e. who has paid all annual membership and rental fees, has signed a waiver for the current year and has been safety certified by the Safety Committee will be permitted the use of a club-owned boat and certain equipment on a non-club sanctioned paddle subject to the terms and conditions contained herein.

**All trips by safety certified paddlers must have at least 3 paddlers. No solo trips are allowed.**

Guests will not be allowed to use club equipment on non-club paddles. Young Adult and Junior members do not have this privilege.

### **Guest Paddler Policy**

A guest may be allowed a one-time participation on a scheduled club-sponsored paddle only, and must sign a waiver.

### **The Safety Certification Committee**

YPRC has established a Safety Certification Committee (SCC) that will be responsible for certifying members to use club owned boats and equipment at non-club-sanctioned paddles.

Any member in good standing can request to be on the committee. The request will be subject to the approval of the Commodore and the SSC. The SSC shall never have less than 3 members or more than 7 members.

For the 2023 season, the SCC shall consist of the following members:

**Chevaughn Dixon** ACA Level 4 Sea Kayak, ACA Level 1 Paddle-board

**Phil Giller** ACA Level 2 Sea Kayak

**Frank Horvath** ACA Level 2 Sea Kayak

**Jack Gilman** ACA Level 2 Sea Kayak (emeritus)

### **YPRC Safety Certification for Members**

Safety Certification is an assessment offered by the SCC to members in good standing of YPRC. Those who pass have the privilege of requesting the use of club boats with club-owned equipment consisting of a paddle, a PFD, a spray skirt, radio and safety bag.

**Only a safety certified member may use a club boat outside of a club-sponsored paddle. No guests may be taken out. No solo trips are allowed. It is required that a minimum of three people be on the trip.**

Boats may only be used during daylight hours. No night trips will be allowed unless it is a scheduled club-sanctioned event. A safety certified member may not permit a non-certified member, minor or guest to use a club boat.

A member who is not safety certified may only request to use club boats on club scheduled trips and approved events.

To be approved, a member must demonstrate the basic kayaking skills listed in this document and should have knowledge of YPRC general policies.

This certification only permits club boats with equipment to be launched at the Alexander St boathouse. All YPRC Policies and Procedures regarding launching a boat at the Alexander Street boathouse must be followed. Club boats and other club equipment may be taken off property to launch from a site other than the Alexander St. boathouse only with the express written permission of the House Captain. No other club officer has the authority to grant this permission.

### **Process for becoming Safety Certified**

Each member seeking safety certification is required to become fully familiar with YPRC rules and safety protocols as outlined in this document. Each member is responsible for adhering to them at all times. **Any Member who, in the sole discretion of the SCC, disregards the written protocols may lose their privilege of club membership or their certification as safety-certified with permission to use club boats and equipment.** The decision of the SCC may be appealed to the YPRC Board of Directors, but will stand unless and until the Board decides otherwise.

### **Boating under the influence of drugs or alcohol is strictly prohibited.**

At least one safety certified member or member with their own boat **MUST** carry a safety bag (pump, paddle float, tow line, contact tow and rescue stirrup) and be knowledgeable in the use of this the equipment on each trip. A club owned safety bag will be hanging next to the First Aid equipment in the club house.

### **Process for Safety Certified members to use club boats**

1. Notify the House Captain via email at least 24 hours before intended use. The House Captain will advise whether there is a conflict with a club program, or other group, on the date of intended use. By authorizing the use of club boats on a specific date, the House Captain does not warrant that the conditions, including but not limited to the weather, wind, current and water temperature in existence on the date of intended use will be safe for the planned trip. It is the sole responsibility of the safety certified paddlers on the trip to consider all such conditions on the date of intended use in conjunction with the member's level of kayaking experience to determine whether it is safe to operate the club boat. It is also the

sole responsibility of the safety certified members to insure that he/she possesses and utilizes all necessary gear and or additional equipment which may be necessary under the conditions attending on the day of intended use. Annexed as Exhibit A is a suggested Gear Check List.

2. It is the responsibility of the safety certified member to inspect the boat and equipment prior to use. Any missing or damaged equipment must be reported to the House Captain via email.

3. On the date of intended use the members must enter into the log book the names of all individuals on the trip, A Float Plan MUST be written up and left in the log book. (blank copies located in a folder on wall in Clubhouse) A sample Float Plan form is available as Exhibit A.

4. All boats, safety bags, radios and any other equipment taken out must be returned where it was stored. Any issues with any of the equipment must be reported to the House Captain by email.

### **Safety Certification**

Safety Certification status is designated by the SSC or by any of its individual members. To be Safety Certified, a member MUST understand all YPRC safety policies as contained in this document and either take the Level 2 instruction course (ACA Level 2) and pass or demonstrate the ability to perform the kayaking skills set forth herein and others at the discretion of the SSC.

Any member who has been given an ACA Coastal Kayaking Level 2 Assessment and passed will be eligible to use club boats if they are able to provide the safety committee with the name of the ACA instructor who passed them.

Level 2 skills include getting in and out of a boat safely; self-rescue; group rescue, the ability to paddle straight, both forward and backward; and the ability to turn on command including boat maneuvering with draw and sweep strokes.

A Safety Certified member may be asked at any time by the SCC or any of its individual members to demonstrate continued maintenance of the required skills. All Safety Certified members must renew their Safety Certification every 5 years. A list of all Safety Certified members will be maintained at the Club and posted on the wall of the boathouse.

### **Skills to be Demonstrated to become Safety Certified**

#### **Strokes and Maneuvers**

**Lifting and Carrying Kayaks:** Good, safe technique.

**Launching:** Ramp, low dock or beach for entering boat in a safe manner.

**Efficient forward paddling:** 50 yards in a reasonably straight line against the current.

**Stopping:** Stop the kayak from a good speed, forward and reverse.

**Reverse:** 10 yard paddle with reasonable control, looking over shoulder.

**Rotate 360 degrees on the spot:** Spin kayak using forward and reverse sweep strokes.

**Turning on the move:** Sweep strokes while underway to turn boat.

**Landing:** Return to ramp, dock or beach and exit boat in a safe manner.

**Draw sideways:** Move the boat sideways 10 feet, both sides.

**Ruddering:** Trailing paddle to keep the boat straight at reasonable speed.

**Low Bracing:** Both sides (at least demonstrate knowledge)

#### **Rescue and Recovery**

**Wet Exit:** Capsize and wet exit and perform a rescue; including making sure paddler is safe, empty capsized boat safely and get capsized paddler back into their boat quickly.

**Assisted Rescues:** T-Rescue (or any approved group rescue) to empty boat or side-by-side assisted and re-entry. Rescue with use of a stirrup. Each candidate must perform rescue and being rescued on the Hudson River in normal conditions.

**Self Rescue:** demonstrate use of paddle float.

**Towing:** Demonstrate use of tow line and or tow belt and contact tow and knowledge of when to employ.

#### **Kayak Paddling Skills**

Can paddle at least a duration of 3 hours; and distances up to 8 miles with wind and currents.

#### **Technical Knowledge**

**Equipment:** Have a working knowledge of basic paddling equipment.

**Safety:** Understand the dangers of kayaking and how to avoid trouble. Understand the tides and currents for the Hudson River, how to read the Eldridge current tables or an online chart such as NOAA, and leave a trip plan for their expected return. It is the sole responsibility of the safety-certified member to become aware of all conditions in existence on the date of intended use.

**Hypothermia and Hyperthermia:** Know symptoms and treatment.

**Trip Planning:** Be familiar with how to prepare a group for a short half day-trip.

**Group Awareness:** Be familiar with whistle and paddle signals, and be able communicate with other paddlers.

**VHF Radio:** Have a working knowledge of basic radio use. See YPRC Protocols regarding VHF Radio operation (Exhibit B).

## Exhibit A: YPRC Gear List for Club Boat Use Only

### Using this List

Make a copy of this page for each type of outing you'll be taking (see "This List For" above). Check the circle for each item that you'll need for that type of outing. For gear that you carry that is not listed here, fill in one of the empty entry lines. Save each copy as a master list. Before an outing, make a new copy of the appropriate master to use as a checklist for that outing. As you pack the gear for each circle marked, check the square next to it.

### Essentials

- Kayak
- Hatch covers/lids
- Flotation
- Paddle
- Spray skirt
- Life jacket
- Whistle
- Float plan
- Other: \_\_\_\_\_

### Accessible Personal Gear

- Glasses
- Sunglasses
- Eyewear strap
- Sunscreen
- Lip balm
- Bandana/towel
- Water bottle/hydration system
- Energy bars
- Other: \_\_\_\_\_

### Stowed Personal Gear

- Wallet/pocketbook
- Cash
- Float plan copy
- Medications
- Other: \_\_\_\_\_

### Paddling/Immersion Clothing

- Wetsuit
- Dry suit
- Neoprene hood
- Neoprene gloves
- Neoprene booties
- Other: \_\_\_\_\_

### Paddling and Rescue Gear

- Pump
- Sponge
- Spare paddle
- Tow line/heaving line
- Short/contact towline
- Rescue knife
- Paddle Float
- Webbing Rescue Sling
- Other: \_\_\_\_\_

### Navigation

- Chart
- Tide & current tables
- Weather radio
- GPS
- Other: \_\_\_\_\_

### Clothing

- Brimmed hat
- Rain jacket
- UV-protective shirt
- Paddling shoes
- Other: \_\_\_\_\_

### Signaling

- Whistle
- Signal Mirror
- Flashlight
- Cell phone & case
- VHF & case
- Float Plan
- Other: \_\_\_\_\_

### Repair Kit

- Duct tape
- Epoxy
- Other: \_\_\_\_\_

## Exhibit B: Use of VHF Radios

Club radios are available for use, located on hooks above counter. Check radio for sufficient charge before use. When you return please check the battery level and plug in to charge as needed. All radios must be turned off and returned to the proper location.

### YPRC VHF Radio Protocol Regarding VHF radio usage for Human-powered boaters

The advantage of a VHF radio is that you can call the Coast Guard or other boats for help. Always check that the radio has a full charge. Cell phones should be your secondary backup and stored in a dry case.

The distance a VHF radio can transmit is line of sight. In a kayak, this could be less than a mile if you are talking to another kayak. Try to keep your radio on your PFD not lying across your deck. The Coast Guard antennas are high, which will increase the transmittable distance.

**Channel 68** (Alternate 69 + 72) is for ALL recreational boaters in local NYC waters.

If there are multiple radio on the water at least 1 person should set their radio to scan so in the event that an alert is issued on Channel 16 or 13 your group will be informed. If a commercial vessel (liner, tanker, freighter, tug/barge, ferry, etc.) is trying to communicate with you, channels 13 will be used.

Before you go on the water let everyone in your group know which channel you will be broadcasting on. The first thing is to perform a radio-check from on land to make sure that your radio is functioning.

Remember to hold down the transmit button until the message is complete. Do not talk too loudly, your message may not be understood.

**Example:** Radio check 68, radio check 68 YPRC. The response might be "read you five by five captain" (5x5 is the strongest signal meaning your signal is loud and clear) George Washington Bridge. Tells you how far your signal is reaching. Even if you get no response from outside boaters anyone in your group should respond that your signal is loud and clear.

Human-powered boaters should call each other by boat name and say over to let the other person when the statement has ended.

**Example:** This is Phil Perception 17 calling Pete in Yellow SOT, over. When signal is acknowledged, proceed with message.

All Emergency, Distress and Safety signals should be broadcast on VHF Channel 16

Channel 16 is monitored by USCG and NYC Harbor Patrol and commercial boaters.

Channel 13 is for NYC Harbor Patrol and Bridge to Bridge communication with commercial operators.

**Safety signals:** The lowest safety signal consists of the word SECURITE spoken three times. This signal is an information signal that you want to broadcast.

**Example:** Securite > Securite > Securite > 14 kayakers at Brooklyn Bridge Park entering Buttermilk channel and crossing West to Governors Island.

This will inform the local boaters that your group is in the area.

**Urgent Signal:** The urgent signal consists of the three repetitions of the word group Pan-Pan-Pan (rhymes with CONN). This signal indicates that this is an urgent message concerning the safety of a human-powered craft or the safety of a person. This signal should be used when help is needed but is not life threatening or in imminent danger

**Example:** Pan>Pan>Pan>Pan>Pan>Pan> this is kayaker Phil in a Red and White kayak about 500 yds South of Pier 90 on the East side of the Hudson River requesting assistance from any local boater. Sick kayakers needs transport back to Pier 40. Repeat signal and message

**Emergency Distress Signals:** The distress signal consists of the word MAYDAY spoken three times. This signal indicates that a Marine mobile station is threatened by grave and imminent danger and requests immediate assistance.

Distress signal "MAYDAY", spoken three times. The words "THIS IS", spoken once; Name of vessel in distress (spoken three times). Repeat "MAYDAY" and name of vessel, again.

Give position of vessel distance to a well-known landmark such as a navigational aid or small island, or in any terms which will assist a responding station in locating the vessel in distress. Nature of distress (sinking, fire etc.). Kind of assistance desired. End the message with the word "OVER". Repeat at intervals until an answer is received.

**Example:** Mayday>Mayday>Mayday> This is red and white kayak, red and white kayak red and white kayak MAYDAY> red and white kayak taking on water located 1/4 mile South of Little Red Lighthouse Hudson River on East shore. Over. Repeat entire message again until you get a confirmation.





# **Yonkers Paddling and Rowing Club**

## **Code of Conduct**

The Yonkers Paddling & Rowing Club (the Club) is an all-volunteer organization dedicated to safe recreational boating and fostering public awareness of the Hudson River environment. In support of an enjoyable and safe experience for all members, volunteers, and the participants from the Communities we serve in the Club's programs the following Code of Conduct applies:

### **Respect For Participants**

Courtesy, respect and cooperation must be shown to all, at meetings, events and boathouse activities, as well as any other event or activity while representing yourself as a member of the Club. Differences of opinion and lively debate are encouraged, however rude behavior, intolerance, and personal attacks of any kind will not be tolerated. Discriminatory or harassing language and behavior, especially with regard to a person's cultural heritage, race, religion, gender, ethnicity, age, sexual orientation, disability or other personal attributes will not be tolerated. Sexual harassment or unwanted advances of any kind will not be tolerated.

### **Safety**

The Club's written and agreed upon rules, as periodically updated, will be followed at all times.

### **Respect For Property**

- Follow boathouse guidelines for the use of all shared equipment
- Ensure all shared and private property is secured at all times
- Do not cause or allow theft or vandalism to individual or boathouse property
- Damage to any Club or member's personal property, however inadvertent, must be reported immediately to the House Captain

### **Diversity**

We respect different experiences and cultures and work to create an environment in which all people feel supported, recognized, and rewarded in making their best contributions to the mission of our organization. We define diversity in terms of race, gender, religion, culture, national origin, sexual orientation, gender identity, physical abilities, age, parental status, and socioeconomics.

All members are encouraged to become involved in all aspects of the Club management and leadership by attending monthly Board Meetings, participating on Club Committees, and running for positions on the Board of Directors and any officer position.

# YPRC Sexual Harassment Policy

Revised March 2024

The Yonkers Paddling & Rowing Club (YPRC) is a not-for-profit membership organization (501C3) committed to providing a safe environment for all its members, employees, staff, volunteers, participants and guests free from discriminatory or harassing language and behavior, especially with regard to a person's cultural heritage, race, religion, gender, ethnicity, age, sexual orientation, disability or other personal attributes. Such behavior will not be tolerated. YPRC will not allow discrimination, sexual harassment, sexual abuse or sexual molestation to occur in its workplace or at any activity sponsored by or related to it.

YPRC will operate a zero tolerance policy for any form of sexual harassment, sexual abuse, sexual molestation or other sexual activities that are prohibited to occur in its workplace or at any activity sponsored by YPRC.

YPRC supports and encourages a culture of communication related to abuse or suspected abuse of minors or adults. If you see or suspect inappropriate interaction with or between adults and minors, or minors and minors

All reports of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this Code of Conduct. YPRC is committed to following the federal, state and local legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations.

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. YPRC recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed. YPRC recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships, for example between coach or supervisor and participant.

## Implementation of this sexual harassment policy

YPRC will ensure that this policy is widely disseminated to all relevant persons. It will be included in the bylaws, and in the new member welcome package. **All Employees, Board of Directors, instructors, Trip Leaders and Assistant Trip Leaders who interact with youth must be trained on the content of this policy as part of their induction into the organization.**

They are also required to take and pass YPRC mandatory training (SafeSport and any other training required by our insurance carrier), show proof of completion of such training before they can interact with minors in any of our programs.

In addition, all individuals stated above must fill out the Staff/Board member application form before they can be considered for Board membership, employment or volunteer status.

Every year, YPRC will require those mentioned above, new or old to either take the complete training and pass or take and pass a refresher training course. In addition, they must acknowledge by signing this policy that they have read and understood and agree to comply with all policy requirements. A signature page can be found at the end of this policy.

## Definitions

**Participant/Guest:** Any adult athlete or non-athlete participant who participates in any YPRC program.

**Child, Children, Minor, and Youth:** Anyone under the age of 18.

**Coach:** Any adult who has or shares the responsibility for instructing, teaching, schooling, training, or advising youth about the organization.

**Misconduct:** Behavior that result in harm, the potential for harm, or the imminent threat of harm. Age is irrelevant to misconduct. There are six primary types of misconduct in sports: sexual (including grooming behavior), physical, emotional, bullying, harassment, and hazing.

**Organization:** The Yonkers Paddling & Rowing Club (YPRC).

### **Misconduct Officer (MO) and/or Misconduct**

**Committee (MC):** The officer or a committee appointed by YPRC that manages any and all allegations of misconduct and policy violations.

The MO and MC report to the Board of Directors.

**Staff Member/Volunteer:** Any paid or unpaid member providing service to the organization including but not limited to officers, directors, administrators, coaches, assistant coaches, trainers, members and parents.

Board Members, Staff, Volunteers, Instructors, Trip Leaders and Assistant Trip Leaders are charged with the diligent enforcement of all policies contained in

this Code of Conduct. If any member or guest observes any questionable circumstance, observation, act, omission, or situation that is a violation of these policies, they should report it to the Misconduct Committee.

### **If In Doubt, Report**

Any adult who is subject to sexual harassment should if possible confront the alleged harasser that the conduct is unwanted and unwelcome. YPRC recognizes that sexual harassment may occur in unequal relationships (i.e., between an Instructor and his/her student) and that it may not be possible for the victim to inform the alleged harasser.

YPRC recognizes that because sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward. YPRC understands the need to support victims in making complaints.

### **Retaliation Prohibited**

We prohibit any retaliation against anyone, including an Employee, Volunteer, Board Member, or Individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination of their membership.

Likewise, intentionally making false or malicious accusations of sexual abuse are prohibited. Complainants who act in bad faith in making malicious or frivolous allegations are subject to civil and criminal actions and disciplinary action by the organization.

## **Monitoring and evaluation of the Sexual Harassment Policy**

YPRC recognizes the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects data as to how it is used and whether or not it is effective.

The **Misconduct Committee (MC)** will be responsible for dealing with sexual harassment cases. The MC will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis to the Commodore and Board of Directors. As a result of this report, the organization will evaluate the effectiveness of this policy and make any changes as needed.

## **Confidentiality**

Confidentiality is crucial in cases of child sexual abuse. YPRC's confidentiality policy is consistent with state legal requirements which includes withholding the names of potential victims, the accused perpetrator, the individual who made the report to YPRC and reporting the case only on a "need to know" basis to the appropriate individuals.

YPRC has created a Misconduct Committee (MC) of 3 individuals to look into all instances that go against the YPRC Code of Conduct and Sexual Harassment policies.

The Misconduct Committee (2023 – 2024) currently consists of Commodore Lee Wordsman and two other YPRC Members that he appoints.

When a complaint is brought to YPRC, the MC and complainant will discuss and agree upon the next steps: either an informal or formal complaint, with the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome.

## **Yonkers Paddling & Rowing Club Sexual Abuse and Harassment Informal Complaints Procedure**

If the victim wishes to deal with the matter informally, the Commodore and another assigned person from the Misconduct Committee (MC) will:

- Ascertain the views of the victim as to what outcome he/she wants
- The MC and complainant will discuss and agree upon the next steps: either informal or formal complaint, with the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- Ensure that the victim knows that they can lodge the complaint outside of the organization
- Ensure that the alleged harasser understands the complaints mechanism
- Give an opportunity to the alleged harasser to respond to the complaint
- Facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a Formal complaint
- Ensure that a confidential record is kept of what happens
- Follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped
- Ensure that the above is done speedily and within [4] days of the complaint being made

If the informal complaint mechanism has not led to a satisfactory outcome for the victim, the victim may request to file a formal complaint and then the formal complaint mechanism should be used to resolve the matter.

## **Sexual Abuse and Harassment Formal Complaints procedures**

When YPRC receives a Formal Complaint the full Misconduct Committee (MC) will take these actions:

- The MC and complainant will discuss and agree upon the next steps for a formal complaint, with the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing outside the club mechanism if he/she is not satisfied with the outcome
- Ascertain the views of the victim as to what outcome he/she wants
- Ensure that the victim knows that they can lodge the complaint outside of the organization through the relevant country/legal framework
- Ensure that the alleged harasser understands the complaints mechanism
- Immediately record the dates, times and facts of the incident(s)
- Keep a confidential record of all discussions
- Inform the Board of Directors that a complaint has been brought forth. Only the committee will know names and specifics of the complaint.
- Once the investigation is complete, make a recommendation to the Board on specific actions
- Ensure that the process is done as quickly as possible and in any event within [7] days of the complaint being made
- The Commodore and 1 member from the MC will be the designated people to let the person filing a complaint and the accused know the decision of the club as regards to the alleged incident and actions that will be taken

## **Outside Sexual Harassment complaint mechanisms**

A person who has been subject to sexual harassment can also make a complaint outside of YPRC. They can do so through:

- Yonkers Police Department
- Westchester Child Protection Services
- Or any organization that they feel comfortable reporting to

## **Code of Conduct sanctions and disciplinary measures**

Anyone who has been found to have violated the code of conduct under the terms of this policy is liable to any of the following sanctions:

- Verbal or written warning
- Removal from any office , or board position
- Removal of volunteer status
- Suspension from the organization either temporarily or permanently
- Dismissal and loss of staff position

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser and immediate notification to the Yonkers Police Department.

## **Sexual harassment sanctions and disciplinary measures**

YPRC will operate a zero tolerance policy for any form of sexual harassment, sexual abuse, sexual molestation or other sexual activities that are prohibited to occur.

These include but are not limited to:

- Sexual Harassment
- Physical Sexual Contact
- Verbal Sexual Abuse
- Non-verbal sexual abuse
- Grooming
- Inappropriate Electronic Communication
- Inappropriate Social Media contact
- Inappropriate photos and videos
- Substance abuse
- Inappropriate 1 on 1 interactions
- Individual training sessions
- Locker room and changing area procedures
- Travel/away procedures
- Staff responsibilities
- Chaperone responsibilities

## **Definition of sexual harassment**

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual Harassment can involve one or more incidents and actions constituting harassment and may be physical, verbal and/or non-verbal. This section defines Sexual Harassment. If examples are included, it is important to note that they are not exhaustive and the policy is not limited to only these examples; and that sexual harassment can include any conduct of a sexual nature which is unwanted and unwelcome by the recipient.

## **Physical sexual conduct**

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching. Genital contact whether or not either party is clothed; fondling of a participant's breast or buttocks; sexual penetration; sexual assault, exchange of a reward for sexual favors; lingering or repeated embrace that goes beyond acceptable physical touch; tickling, wrestling, or massage and continued physical contact that makes a participant uncomfortable.
- Physical violence, including sexual assault physical abuse include punching, beating, biting, striking, choking, slapping, or intentionally hitting a participant with objects or sports equipment; providing alcohol to a participant under legal drinking age; providing illegal drugs or non-prescribed medications to any participant; prescribing diet or other weight control methods for humiliation purposes; isolating a participant in a confined space; forcing participant to assume a painful stance or position for no athletic purpose; withholding, or denying adequate hydration, nutrition, medical attention, or sleep.
- The use of job-related threats or rewards to solicit sexual favors.

- Peer to peer sexual misconduct between minors. This includes children of the same sex, different sex, same age or different age. All sexual acts between minors, even if it seems to be “natural curiosity” is considered to be abuse.

## **Verbal Sexual Abuse**

- Prohibited sexual abuse: verbal acts including comments on a worker’s appearance, age, private life, including making sexually oriented comments, jokes and innuendo; staff member discussing his or her sex life with participant; asking about a participant's sex life; requesting or sending a nude or partial dress photo; exposing participants to pornographic material; voyeurism; and sexting with a participant.
- Sexual comments, stories and jokes including having any sexual materials like magazines in the company of minors
- Sexual advances toward either sex at any time
- Repeated and unwanted social invitations for dates or parties
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)
- Communicating directly with a minor: All communications regarding YPRC activities and participation in any program must be directed to participants and to parents and guardians including voice messages, e-mails and text messages. It is the responsibility of a child’s parent(s) and/or guardian(s) to forward necessary communications to their children.
- Bullying of any kind is unacceptable and will not be tolerated. Bullying is often committed by other participants, bullying is defined as intentionally aggressive behavior repeated over time that involves an imbalance of power. It is a pattern of committing or allowing others to commit intentional and repeated acts that are intended to cause fear, isolate, or belittle others physically, emotionally, or sexually.

Being mean is defined as purposefully saying or doing something to hurt someone very infrequently. Being rude is defined as inadvertently saying or doing something that hurts someone else. Mean or rude conduct does not rise to the level of bullying absent the imbalance of power, but is a code of conduct violation and is treated as such.

- Cyberbullying acts through electronic communications or social media to humiliate harass, spread false rumors, or to exclude a participant and ask others to do the same, sexually related taunting, teasing, ridiculing based on gender traits, sexual orientation, or sexual attractiveness

## **Non-verbal Sexual Abuse**

- Voyeurism is an invasion of privacy of a child by an adult including inappropriately viewing a child perform bodily functions or bathing; or requiring a child to expose his or her buttocks, genitals, or breasts; or recording images of all or part of a child’s naked body or part of a child performing bodily functions
- Display of sexually explicit or suggestive material including photos, text, magazines or videos
- Sexually-suggestive gestures such as movement of the tongue, lips or mouth or simulated grabbing or touching
- Whistling is defined as a subtle sexual harassment such as when a man wolf-whistles at a woman
- Leering is a sly, lascivious look or sideways glance suggesting a sexual interest or malicious intent
- Hazing is defined as coercing, requiring, and forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for a minor or adult to be socially accepted by a group’s members or any act or conduct described as hazing under federal or state law. This includes physical assault and battery such as paddling, beating, branding, forced consumption of illegal drugs or alcoholic beverages or forced public actions that embarrass or are illegal or socially unacceptable.

## Grooming

Grooming occurs when someone intentionally engages in a series of manipulative behaviors in order to sexually abuse a child. Grooming can occur in person, online, by phone, or in a combination of ways. Texts, social media, video chat, and messaging apps can give abusers constant (and potentially secret) access to children they are grooming. Remember that abusers not only groom children—they also groom parents by using trust-building actions to groom a child or their family members, abusers often focus on children who are isolated or vulnerable. Younger children and children with disabilities face increased risk of being groomed.

Sexual grooming can appear like innocent behavior. It always starts out with a series of increasing boundary invasions that indicate which children will make the best targets. By the time the boundary invasions become inappropriate, the child is often brainwashed into thinking that a special relationship exists with the predator that justifies the behavior.

Sexual grooming steps used by predators:

1. Find a vulnerable child with low self-esteem or who is paid little attention by parents
2. Involve the child in peer-like activities
3. Desensitize the child to touch
4. Spend time alone with child and urge him/her to keep secrets
5. Make the child feel responsible for sexual misconduct

The typical five-step process used by predators is to first find a vulnerable child with low self-esteem or who is paid little attention by his or her parents.

Examples of common targets are children who are often left alone, depressed, have disabilities, lack self-confidence, or who have speech impediments. The second step is to engage the child in peer-like activities, such as shopping, running errands, watching TV or playing video games at the home of the molester. The third step is to desensitize the child to touch. This starts out as appropriate touch that gradually changes to inappropriate. Examples are tickling, rough housing, and wrestling. The fourth step is to isolate the child by spending a lot of time alone with him/her and by making the child feel special by having secrets and granting special

privileges. The fifth step is to make the child feel responsible for the inappropriate behavior.

Examples would be telling the child that he/she will be arrested for his/her own illegal behaviors (such as drinking alcohol or taking drugs), or that he/she actually welcomed the sexual activities in the first place.

Below is a list of inappropriate boundary invasions into a child's personal life that may lead to sexual grooming:

1. Showing undue interest in a child (special relationship) Giving gifts for no legitimate sports-related reason
2. Peer-like behavior, such as hanging out
3. Granting special privileges
4. Discussing adult matters
5. Telling/keeping secrets
6. Being alone with, attending outings with, or transporting a child
7. Sexual jokes, showing pornography, asking sexual questions
8. Hugging, kissing, physical contact

## Electronic Communication and Social Media

Electronic Communications and Social Media interactions between staff and participants and their parents/guardians are essential with regard to activities, schedules, and administrative issues.

Staff and minor participants should not connect directly on social media outside of the organization's official social media account.

A staff member and minor participant may communicate via email, text, or instant message if the communication is about official organization activities. A parent/guardian of minor participants MUST be copied on all such communications sent by a staff member. This should be limited to those 14 years and older and should be in a "group chat".

All communication is to be public in nature. Coaches and minor athletes may "follow" each other. Coaches cannot "re-tweet" athlete message posts. Coaches and volunteers are not permitted to "direct message" minor athletes through Twitter, Instagram (or similar media). Coaches and volunteers are not permitted to post inappropriate off-color content or comment on inappropriate off-color posts. If there is doubt, treat the content as inappropriate.

## **Photos and Videos including Digital**

YPRC frequently publishes photos and videos of activities on their website and social media accounts, and transmits them via email to various media outlets. All photos and videos should be taken in public view and should be appropriate and in the best interest of the participant and the organization. Photo or video imagery must not be contrary to any rules or guidance outlined in this Code of Conduct.

The parent or guardian of a minor athlete may request in writing that their athlete not be contacted by coaches through any electronic communication; that request must be honored. Additionally, a parent or guardian of a minor athlete may request in writing that photographs or videography of their athlete not be posted on program or team websites, understanding that group photography or videography may render this impracticable; to the extent this request is practicable, it should be honored.

## **Substance Abuse**

YPRC does not allow for the use of alcohol or any illegal substance in connection with any of its programs. Coaches and volunteers are prohibited from being under the influence of alcohol or any illegal drugs while participating in any YPRC Activity. Coaches and volunteers are prohibited from providing alcohol or illegal drugs to minor athletes or any other program participant.

YPRC programs and activities are tobacco-free. YPRC requires coaches and volunteers to refrain from the use or possession of tobacco products while in the presence of minor athletes or their parents. Coaches and volunteers are prohibited from providing tobacco products to minor athletes.

## **One-on-one Interaction**

The majority of child sexual abuse is perpetrated in isolated, one-on-one situations. YPRC Policy is that one-on-one interactions should be avoided.

One-on-one interactions between adults and minors must at all times be observable and interruptible.

Two adults (example: any combination of coach(s), volunteer(s), parent(s)) should be present at all times so that a minor cannot be isolated one on one with an unrelated adult. This also helps to protect the adult from false accusations.

If a one-on-one situation is unavoidable, such as you are waiting for an adult to pick up a youth, move to an open place that can be viewed by anyone.

The only exception to this rule is:

- In case of an emergency
- Personal Care Assistant – The Adult Participant is a Personal Care Assistant and has met all the requirements
- Parents or Guardians have provided specific instructions in writing to YPRC

## **Individual Training Sessions**

One-on-one interaction between adults and minors must be observable and interruptible. Written permission from a parent or guardian must be obtained before the start of any one-on-one training and must follow the policies set forth in this document.

Parents or guardians must be allowed to view the individual training session if asked.

## **Locker Rooms and Changing Areas**

Participants are particularly vulnerable to misconduct including bullying, harassment, and hazing in locker rooms/changing areas due to various stages of undress and less direct supervision. YPRC suggests the following guidelines:

- Coaches and volunteers that participate in YPRC activities should never be nude in the presence of minor athletes
- Sufficient staff supervision that is not overbearing. Staff should always be located just outside of the room to be on call if a problem arises and should make periodic sweeps inside. The sweeps should be conducted by staff who are the same sex as the minor participants.
- Prohibit parents/guardians from entering unless it is truly necessary. In such cases, the parent/guardian should inform staff in advance and should be the same sex as the minor participants.
- Prohibit the use of all recording devices including smartphones
- Comply with all misconduct rules
- If a minor participant enters a bathroom/locker/changing during a competition, staff should be aware and check so that such minor participant returns within a reasonable time.



## Travel/Away

If traveling to an event that involves multiple days which require an overnight stay or longer:

- Written permission from the parent/guardian must be obtained.
- All hotels and ground travel should be booked in advance with schedules published for all staff, chaperones and parents/guardians.
- All drivers should have a valid driver's license, meet state insurance requirements, and operate a well-maintained vehicle in accordance with state laws.
- Be sure to maintain appropriate adult-to-minor ratios, which will vary with the age of the participants.
- Participants should share rooms with 2 to 4 participants per room of the same sex and age range depending on room size.
- Attempts should be made to have one chaperone of the same sex for each group.
- No chaperone or other adult will spend the night in the same room with any unrelated minor participants.
- The organization should ask the hotel to block pay-per-view channels in the rooms of each participant.
- Meetings should not occur in rooms and a large room or suite should be rented so that staff can meet and socialize as a group with minor participants.
- Family members attending the event should be encouraged to stay in the same hotel as participants.

## Staff and Chaperone Responsibilities:

- Chaperones must be cleared by a criminal background check and undergo YPRC required awareness training and follow all YPRC rules and policies including this Code of Conduct and Sexual abuse and molestation policy before having any appropriate one-on-one interactions with a minor participant.
- Brief participants and parents/guardians prior to travel on policy guidelines, expectations, and travel and competition schedules.
- Follow all policies on preventing misconduct including travel, locker/changing rooms, and two-deep leadership.
- Assist participants in preparing for event.
- Encourage minor participants to engage in daily communications with parent/guardian.
- Set curfews based on age and competition schedule.
- No use of alcohol or drugs by chaperones in the presence of minors and they should not be under the influence while performing duties.
- Chaperones should make sure that staff complies with all travel and other misconduct policies.
- Immediately report any violation of travel or misconduct policy to MO or a board member.
- Notify parent/guardian not traveling with the minor participant of any injuries, discipline problems, or any other concerns.

## Suggested Reading

YPRC encourages all parents and guardians to read online;

[US Center for SafeSport: The Parent and Guardian's Handbook for Safer Sport](#)

[Safe4Athletes: What Every Parent Should Know](#)