

## **YPRC POLICY AND PROCEDURE REGARDING USE OF CLUB OWNED BOATS AND EQUIPMENT**

### **CLUB SPONSORED ACTIVITIES**

A member of Yonkers Paddling and Rowing Club (YPRC) in good standing, i.e. who has paid all annual membership and rental fees and who 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 and who has signed a waiver for the current membership year may 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.

### **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 2019-2020 season, the SCC shall consist of the following:

- Chevaughn Dixon ACA Level 4 Sea Kayak, ACA Level 1 Paddle-board
- Jack Gilman ACA Level 2 Sea Kayak
- Frank Horvath ACA Level 2 Sea Kayak
- Phil Giller ACA Level 2 Sea Kayak
- Lee Reiser ACA Level 2 Sea Kayak

### **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 that at least one person on the trip have a safety bag. Only a safety certified member may use a club boat. 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.

Boats may only be used during daylight hours only. No night trips are allowed unless it is a club sanctioned event. No solo trips are allowed. It is recommended that a minimum of three people be on the trip.

At least one safety certified member or member with their own boat **MUST** have a have a safety bag (pump, paddle float, tow line, contact tow and rescue stirrup) and be comfortable using the equipment inside 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 member and other paddlers on the trip to consider all such conditions on the date of intended use in conjunction 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 member 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 folder on wall in Clubhouse) A sample Form Float Plan is annexed as Exhibit B.

4. All boats, safety bags, radios and any other equipment taken out must be returned where it was found. 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 SCC 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. 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 published on the wall of the boathouse.

### **SKILLS TO BE DEMONSTRATED TO BE SAFETY CERTIFIED:**

#### **STROKES AND MANEUVERS**

LIFTING ~ CARRYING: 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.

STOP: 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 sweeps.

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 BRACE: both sides ( at least demonstrate knowledge)

### **RESCUE & 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 RESCUE: 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

### **KAYAK EXPERIENCE**

EXPERIENCE: Has paddled at least a short duration (3 hr) and distance (5 miles)

### **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 currents guide or line 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 & HYPERTHERMIA: Know symptoms and treatment.

TRIP PLANNING: Familiar with how to prepare self for a short half day-trip.

GROUP AWARENESS: Familiar with whistle and paddle signals .

VHF Radio: Have a working knowledge of basic radio use. See YPRC Protocol regarding VHF Radio operation which is annexed as Exhibit “C”

# YPRC: FOR CLUB BOAT USE ONLY

## GEAR LIST + FLOAT PLAN

### Gear List

#### Using this List

Make a copy of this page for each type of outing you'll be taking (see "This List For" above). Fill in 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
- \_\_\_\_\_

#### Accessible Personal Gear

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

#### Stowed Personal Gear

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

#### Paddling Gear

- Pump
- Sponge
- Spare paddle
- Tow line/heaving line
- Short/contact towline
- Rescue knife
- Paddle float
- Sling

#### Navigation

- Chart
- Tide & current tables
- Weather radio
- GPS

#### Clothing

- Brimmed hat
- Rain jacket
- UV-protective shirt
- Paddling shoes

#### Paddling/Immersion Clothing

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

#### Repair Kit

- Duct tape
- Epoxy
- \_\_\_\_\_

- Signal mirror
- Flashlight

#### Signaling

- Whistle
- Cell phone & case
- VHF & case

### Float Plan

If we do not report in by            AM/PM on            Date

please call: **911** For Yonkers Marine unit or Westcher County Marine Unit or NYC marine Unit

Report us as overdue/missing and provide the following information:

DESTINATION \_\_\_\_\_

KAYAKERS:

Names \_\_\_\_\_

Medical info \_\_\_\_\_

**Launch Site:** Yonkers Paddling and Rowing Club

**Going TO:** List route \_\_\_\_\_

**Final Landing Site:** Yonkers Paddling and Rowing Club

### Exhibit C

Club Radios Are Available For Use, located on hooks above counter. When you return PLEASE check the battery level and plug in to charge as needed. ALL RADIOS MUST BE 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 radio has a full

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.

EXAMPLE: Radio check 68, radio check 68 Chelsea Piers. 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,

#### SAFETY

ALL SAFETY SIGNALS SHOULD BE BROADCAST ON CHANNEL 16  
Channel 16 is for Emergency, Distress, Safety, MONITORED BY USCG + NYC HARBOR PATROL and Commercial Boaters

Channel 13 is for NYC Harbor Patrol and Bridge to Bridge (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 (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

HIGHEST 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. 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. REPEAT ENTIRE MESSAGE AGAIN UNTIL YOU GET A CONFIRMATION.