

Co-Captain

(revised – September 11, 2026)

Audrey Orgo 2025/2026

Pursuant to the Bylaws, Article 6, the Co-Captain/Race Chair shall:

- a. Serve as a member of the Salty Sisters Board of Directors.
- b. Assist the Captain in the discharge of duties.
- c. Serve as Chairman of the Race Committee.
- d. Serve on Sailing Center Board and Attend Monthly Meeting.
- e. Perform the duties in the absence of the Captain.
- f. Automatically succeed to the office of Captain for the balance of the year should that office become vacant.

In the Salty Sister Sailing Instructions, it states:

All races are to be sailed under the management of the Salty Sister Co-Captain, as the Race Chair. She will determine all series scheduling, the types of racing, the courses to be sailed, the type of boats that will be used and the assignment of boat numbers. Her decisions will be based on providing the best possible sailing experiences for the Salty Sisters.

The Co-Captain is responsible for keeping boats, sails, flags and other equipment owned by Salty Sisters repaired and replenished.

Wednesday morning sailing:

Be at the sailing center at 7:45am so that everything can be available (or posted on the locker board) and provide the clipboards with Recorder Sheets so that Safety Ashore can check everyone in and distribute race committee equipment. Scores sheets are to be posted on the Locker Bulletin Board and on the Official Bulletin Board at SPYC for the prior week. Open the Salty locker (combination=6920) and unlock the Pram sails or assign this duty to Safety Ashore.

Sailing does not happen when winds are 15 knots or higher or if lightning and/or thunder are nearby on the weather monitor. The PRO (Principal Race Officer) you have assigned should be consulted and together decide if sailing is safe. Do not allow spinnaker use in high winds. Phone apps SailFlow, Wind Alert, WFTV Weather Radar and Radar X are useful, as is Albert Whitted's automated phone line – 727-821-4334.

The incoming Co-Captain shall use the dates indicated as sailing days in the Salty Sister Roster Calendar. During this time several series for prams, 420's, Ideal 18's, Sonars,

J70's and Sunfish should be scheduled. If there are launch fees charged, use the Salty Sister member number 8122.

The Co-Captain shall assign sailors to sail numbers for Prams and race committee duties every Wednesday of the Friday or Saturday prior to each Wednesday. She can send an email or another form of communication such as TeamReach to all Salty Sister Active Sailor group noting the type of boats that will be sailed. For upcoming series, the co-captain may also request sign-ups at lunch. Rotate the pram sail numbers weekly to provide even wear and not give any sailor an unfair advantage. You should contact the Sailing Center on Tuesday and they can usually tell you what Ideal and/or Sonar numbers are available. When these larger boats are to be used, boat/sail numbers. Have those available boat/sail numbers available to be drawn by each Skipper.

Members respond to the group communication thread to request/choose sailing and race committee positions for the week or series. The Co-Captain uses these responses to make assignments based on skills needed for the positions and the day.

Important: Also on the prior Tuesday, the Race Chair will email the Sailing Center to request a specific number and types of boats, needed equipment, i.e. Spinnakers and the number of power boats to be used. Copy both the waterfront director and sailing center maintenance team in this message:

sailingcenter@spyc.org and racing@spyc.org.

Wait until Tuesday night to print the Recorder Sheets as changes will be made at the last minute. Print three or four (3 or 4) copies of each form – one for the Signal Boat, one for the Mark Boat, one for a Safety Boat, if used and one for Safety Ashore.

Important: Have skippers of all crewed boats sign into the SC computer with their SPYC member number and their boat/sail number. If the sign-in fails, permissions may have expired. The skipper should see the Co-Captain to clear. Only SC staff can reset them.

After sailing, make sure all equipment has been rinsed and returned to its proper place. The Safety Ashore officer is a big help in this regard. Lock the Salty Sister locker and pram sails.

When forecasts are not safe for sailing, it is preferred to request all participants to come to the Sailing Center regardless, for either working on sails or an education program. The Race Chair with Wednesday Morning Trainers/Education committee shall arrange, at the beginning of the season for several education programs that can be done at the Sailing Center on any non-sailing days.

The Co-Captain, with the Wednesday Morning Trainers/Education Committee, is also in charge of assigning programs for scheduled education days at SPYC. The Captain will reserve the meeting rooms for these dates at the beginning of the season.

The Co-Captain gives a summary of the day's sailing events at the Salty Sister luncheon meeting. Work with the Awards Chair prior to the last day of an award and/or charm series so that she can have the awards and charms ready for presentation at the luncheon that day to the winners along with the race committee people who have participated in 100% of the series. Also notify the Smooth Sailing editor.

General Sailing Information:

The **Safety Ashore Helpers** are staffed and trained by the Safety Ashore Chair. We have eight (8) radios with chargers. You are custodian of the radios. The Safety Ashore Chair may assist you with this task. See that the radios are charged and ready to be used. The radios are labeled for each course and each boat along with two (2) for Safety Ashore. The Safety Ashore personnel conducts radio checks each Wednesday morning to ensure they are in working order, assigns the radios and checks each radio back in at the end of the sailing day. The Salty Sisters use Channel 05 for the Pram fleet and Channel 63 for the larger boats.

You will assign race committee. Make sure each RC boat has at least one person checked out by the Sailing Center to drive a power boat. It is suggested that at least two people on the Race Committee should be qualified power boat drivers. Allow no more the three (3) people on each RC boat. Guests are not allowed to "ride" of the power boats.

Request for Hearing Forms are in the Salty Sister locker. One should be hanging on the door inside the locker. Notify the Protest Chair to come to the Sailing Center for the hearing. Keep a copy of the protest and decision with the race results to be kept on file.

Scoring:

Refer to Appendix A SCORING of The Racing Rules of Sailing for 2025 – 2028.

Any Club Race Officer can help with scoring if Appendix A is not clear.

Tentative schedule of Salty Sister Regattas:

The **Jobin, Misfit and Chile** are generally sailed in September and/or October. All members of the new class must participate in the Jobin. The Chile can only be won a maximum of three (3) times. Those Salty Sisters are no longer eligible to race in the Chile. The Misfit can only be won once and that person is no longer eligible to participate in the Misfit but is now eligible to race the Chile.

The **Edie Pace Trophy Race** is scheduled in late September/ early October to coincide with her September 23rd birthday. Champaign is served to all participants. The Co-Captain purchases the champaign and cups.

The date of the **FWSA Championship** is determined by FWSA. The FWSA Vice-President is in charge of this regatta and assigns the host club and boats to be used.

The **Candy Cane Regatta and Poker Run** is held the first Wednesday of December. **Summer Olympics Chair** hosts this event. The Co-Captain buys the prizes and candy canes – (approximately 1,500).

The Maggie Mug Regatta is usually held in the spring in 420s, Ideal 18s or Sonars. A Salty Sister that has been approved to skipper the boat used picks her crew. The skipper does not need to be a Skipper's Hat.

The FWSA Rainbow Regatta is usually scheduled in late March or April. The Rainbow Regatta Chair is the previous year's vice chair. The Co-Captain and the Rainbow Chair appoint the new Vice Chair. The date of the race is chosen by FWSA and the rotation is published in the FWSA handbook. The Co-Captain should consult with the "experienced sailors" to select the Rainbow Pram Team, giving preference to those who have sailed regularly. Traditionally, we can have five sailors on the Clearwater Pram team (four team members and one additional Master, at least 70 years of age). There is a Clearwater Pram Masters trophy for the qualified sailor and sails either individually or as part of a club's team. This same structure applies to the Pram IODs (team winners, individual winner and Master winner). We can have six IOD competitors – four (4) team members and two (2) Masters.

Separately, the Sunfish sailors have four (4) age group awards, in addition to the overall Sunfish winner. There is a Sunfish Masters Award (70+ years), Sunfish Super Salt (60-69 years), Sunfish Salt (50-59 years) and Sunfish Apprentice (under 50 years). The Rainbow Chair is in charge of team and boat prep for the event, with the support of the Co-Captain. The Co-Captain's job in this often involves recruiting and helping with preparation such as transporting boats and equipment from the storage locker and rigging boats. The Co-Captain may also be involved in hiring coaches for the practices that begin roughly six weeks prior to the event. The Co-Captain should also ensure that the SS boat trailer "A Team", which is stored at the SPSC, is in good shape to transport prams and IODs several weeks before needed.

Sailing Center staff can attend to repairs. The trailer's registration is updated and retained at the Sailing Center.

On the Wednesday close to Mother's Day, the Grandmother's Race, Other Grandmother's Race and the NOTTO MOMMA Race are scheduled.

Salty Sisters generally **DO NOT SAIL IN THE MONTHS OF JUNE, JULY AND AUGUST** because of the extreme heat and the ongoing youth summer sailing programs, as well as the absence of many members. The Co-Captain and the Social Chair are free to plan education or other gatherings during those months.

Recordkeeping:

Waivers of Liability and Emergency Contacts: The Co-Captain should make sure there is a “Waiver of Liability” on file for each sailor prior to sailing each calendar season. No Salty Sister may sail in a Salty Sister activity unless she signs this waiver. The Emergency Contact list is updated yearly and a copy should be kept in the Salty Sister locker at the Sailing Center.

Power Boat Drivers: Keep an updated list of all power boat drivers. No one may drive the power boats unless she has been checked out by the Sailing Center and these approvals do expire. Ask the drivers to be sure they can check out a boat on the sailing center computer. (It will not allow the ID if certification has expired)

Participation: The new class must complete two Series during the first two (2) years of sailing, the year they complete the classroom education and the one following before they become full members. Let the Membership chair know when the sailors have completed their series for each year. Notify the Membership chair should a sailor not participating enough to complete this requirement prior to the end of the season. Membership will contact those sailors. Salty Sisters are considered “participating” if they show up per assignment, even if the day’s sailing and/or other activities are cancelled. If a cancellation notice is sent out, pre-registered participants are given attendance credit. **Keep a separate record for the top three winners of each series in your records.** The Handbook Chair will use this to update the handbook.

PARTICIPATION CHARM AWARD: The Co-Captain is responsible for awarding charms for outstanding participation for Wednesday morning attendance. At the end of each Sailing year, one week prior to the annual meeting, “Participation Charms” will be given out each year. This charm is based on the total accumulation of Wednesday mornings a Salty Sister has participated for Sailing, Race Committee, Education and/or any other activities that helps and facilitates sailing. This could include activities such as repairing/organizing sails and boats or using a Wednesday morning to upkeep/organize the Salty Sister locker. This annual charm is awarded by the Co-Captain and the Awards Chairman. The Co-Captain is responsible for tracking the Wednesday morning participation and the Awards Chair is responsible for ordering the appropriate charms.

Three Charms will be awarded based on three percentages; those Salty Sisters that participate 50%-74% Wednesday morning, those Salty Sisters that participate 75% -99% of Wednesday mornings and those Salty Sisters that participate 100% of Wednesday morning activities. The Charms given out will be a 50% charm, a 75% charm and a 100% charm.

Storage facility: Salty Sisters utilize an offsite storage facility for general items such as equipment for Rainbow Regatta and Holiday items for the Candy Cane Regatta. Extra

Space Storage, 2150 25th Ave. N., St. Petersburg, FL 33713 (727-270-0311). The storage locker is 677 and the locker code is 6776920/Lock combination is 6920.

General Administrative Scheduling:

Attend all Salty Sister Board Meetings and give the Secretary a copy of your monthly report. This report is distributed prior to the monthly meeting by the Secretary.

Review and revise as needed the rough draft of the weekly Newsletter for posting on the website. This usually happens on the Thursday following the Wednesday luncheon.

Near the end of the Co-Captain's term, she should begin finding Committee Chairs for the following year. All chairs need not be replaced and the Co-Captain may choose to retain chairs in their positions if they choose. **FWSA delegates and alternates should be chosen by the Captain in May.**

Toward the end of the term:

End-of-year trophy winners: The Co-Captain is responsible for the selection of the recipient for the Amy Joyce Uhler Race Management Trophy should she feel it is to be given. She is also Chair of the committee to select the recipient of the Betsy Priestly Optimist Trophy. The Co-Captain is also part of the committee to select the winner of the Spirit Trophy. These selections should be made by or before early September so that the Awards Chair has time to have the trophies engraved prior to the Annual Meeting at the beginning of October.

The incoming Co-Captain prepares the Handbook's Calendar for the coming year. A meeting is scheduled by the out-going Co-Captain/incoming Captain after she has obtained the yachting calendar, the sailing center calendar supplied by the SPSC Waterfront Director and the FWSA calendar. The committee attending this calendar meeting consists of: the out-going Captain, the out-going Co-Captain, the incoming Co-Captain, the incoming Social Chair and Handbook/Roster/Calendar Chair. They must select appropriate dates and take into account holidays and other yachting events that would affect the Salty Sister use of the Sailing Center on Wednesday mornings and for FWSA events. Before submitting the final draft of the upcoming fiscal year calendar, the Waterfront Director should review and revise as needed.

Review and update Ra Co-Captain Job Description as needed.

Work with the Awards Officer on the list of charm recipients. This would include officers, board members, committee chairs, special trophy winners and FWSA officers.

Review the current budget, provide any recommended changes and attend the Budget Committee meeting held prior to the September Board Meeting. The Treasurer will present a proposed budget for the upcoming fiscal year to be approved by the Board of Directors.

As incoming Captain, meet with the SPYC Catering Director to book rooms for all board meetings, Wednesday luncheons and all social functions for the next 12 months.

Meet with the Education Chair, the Wednesday Morning Trainers/Education Chair and the incoming Co-Captain to list education and training goals for the year. The main training will be for the new class and to assure the availability of boats for their training.

Assist the incoming Race Chair to assume her duties.