

# INSTRUCTIONS FOR FLEET SECRETARIES

## International Star Class Yacht Racing Association

**IMPORTANT:** If you are no longer the Fleet Secretary, please forward this package to the current secretary of your fleet **immediately**. The Central Office must be informed of changes in Fleet Officers as they occur.

**DEADLINE:** To receive the **2009 LOG** and **Starlights** on schedule, dues payment and forms must be received at the Central Office by **1 February 2009**.

The forms used for submitting **FLEET MEMBERSHIP** for 2009 are the following:

- |                                      |                              |
|--------------------------------------|------------------------------|
| A. 2008 Fleet Membership List        | C. Annual Report (Form B-2)  |
| B. New Member Application (Form A-3) | D. Monthly Report (Form C-2) |

### A. MEMBERSHIP RENEWAL for 2009

- Use the **2008 Fleet Membership List** to contact each 2008 member to determine if they are renewing their membership for 2009. If the member is renewing his/her membership, check and verify...  
 Spelling of name                       Yacht number  
 Complete mailing address               Phone and fax numbers, and e-mail address.  
On the 2008 Fleet Membership List make any changes or corrections, cross out members that are not renewing for 2009, and mark any changes in Life, Active or Associate status for members in 2009. You may submit your own computer list if this is easier, but it must include all of the same information as the 2008 Fleet Membership list.
- Collect dues. **2009 ISCYRA dues are 75 USD for Active members, 35 USD for Associate members.**
- It is important for the Central Office to have accurate information in order to make the 2009 membership database as accurate as possible. Correct addresses help decrease the amount of **Starlights** and **LOGs** that are returned to the Central Office and saves additional postage costs.*

### B. NEW MEMBERS

- Use the **New Member Application (Form A-3)** to enroll each new member. Check (✓) the correct dues at the bottom (Active or Associate dues). Fill in your name and address at the bottom.
- Again, verify that all information is complete and that the new member has signed the application.
- Collect dues. **2009 ISCYRA dues are 75 USD for Active members, 35 USD for Associate members.**

### C. ANNUAL REPORT

- Use the **Annual Report (Form B-2)** when all fleet members are contacted and the A-3 forms are signed:  
 Complete Fleet Officer information with both officers' signatures.  
 Calculate payment of dues to the ISCYRA - **75 USD for Active, 35 USD for Associate members.**  
 List only the new members at the bottom.  
 Make a copy of any forms that you need for your records.
- Prepare dues payment. For payment of dues, the **ISCYRA** accepts Visa or MasterCard, an international money order or bank check payable in USD to the **ISCYRA** and drawn on a US bank. Bank checks for non-US banks and wire transfers are **NOT** accepted. The preferred method of payment in the US is one check or Visa/MasterCard for the whole fleet. Outside the US, one Visa/MasterCard per fleet is preferred. When paying with Visa/MasterCard, include the card number, expiration date and name exactly as it appears on the card.
- Mail the **Annual Report (Form B-2)**, the corrected **2008 Fleet Membership List**, any **New Member Applications (Form A-3)** and the **DUES PAYMENT** to the Central Office as soon as possible.  
The deadline is **1 February 2009** in order to receive the **2009 LOG** and **Starlights** on schedule.

### D. MONTHLY REPORT

- Use the **Monthly Report (Form C-2)** during the year only when:
  - Enrolling new members -- include completed A-3 forms and dues.
  - Notifying the Central Office of address changes, new boats, changes in boat ownership and any other news from your fleet.
  - Requesting additional forms, Star Class brochures, Star Class merchandise, etc.

The monthly report does not have to be sent unless there are any changes or more membership dues.

## **Other Forms Included In The 2009 Fleet Kit**

In addition to the membership forms, the following forms are also included in the 2009 Fleet Kit:

- A. 2009 Championship Fixture List
- B. Class Merchandise Order Form

### **A. 2009 CHAMPIONSHIP FIXTURE LIST (blue)**

This is the most current list of the 2009 championship regattas with the following information: dates, organizers, entry deadline, etc. Please check the Star Class webpage, [www.starclass.org](http://www.starclass.org), for additional information and possible updates to the fixture list.

### **B. CLASS MERCHANDISE ORDER FORM (pink)**

This form lists the current merchandise available from the Central Office. To order merchandise, complete the form and include the method of payment. The preferred method of payment in the US is check or Visa/MasterCard. Outside the US, Visa/MasterCard is preferred. When paying with Visa/MasterCard, include the card number, expiration date and name exactly as it appears on the card. Shipping costs must be added to the price of all items.

In the interest of keeping our postage costs to a minimum, the following items that were normally sent as part of the fleet kits have not been included this year:

#### **1. Regatta Results Form (Form RR-2)**

Regatta results should now be posted directly on our website, [www.starclass.org](http://www.starclass.org), by someone assigned by your fleet or district secretary. Results should be posted immediately after the regatta results are finalized. Your fleet is encouraged to submit photos and articles for use on our website and in the Star Class publications to our webmaster, Melinda Berge, at [webmaster@starclass.org](mailto:webmaster@starclass.org). Please make sure to include descriptions, captions and locations.

#### **2. Official ISCYRA Entry Form for Gold and Silver Star Events**

This form must be used to enter Gold Star and Silver Star events. Fill in the event name, date and place. Entry forms for each Gold Star and Silver Star event can now be found on our website, [www.starclass.org](http://www.starclass.org), under each event.

#### **3. Request for Forms**

This form was used to request additional forms, mailing lists or labels, or other materials, but you can just send a request to us via an e-mail sent to [office@starclass.org](mailto:office@starclass.org).

If you still need a copy of any of the above forms for any reason, you can print a copy directly from our website by clicking on [Download Forms](#) found at the bottom of the column on the left side and find the name of the form. You may also request a copy from the Central Office by sending us an e-mail or fax.