

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 **2010 LOG** and **Starlights** on schedule, dues payment and forms must be received at the Central Office by **1 February 2010.**

The forms used for submitting **FLEET MEMBERSHIP for 2010** are the following:

- | | |
|--------------------------------------|------------------------------|
| A. 2009 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 2010

1. Use the **2009 Fleet Membership List** to contact each 2009 member to determine if they are renewing their membership for 2010. If the member is renewing his/her membership, check and verify...

- | | |
|---------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Spelling of name | <input type="checkbox"/> Yacht number |
| <input type="checkbox"/> Complete mailing address | <input type="checkbox"/> Phone and fax numbers, and e-mail address. |

On the 2009 Fleet Membership List make any changes or corrections, cross out members that are not renewing for 2010, and mark any changes in Life, Active or Associate status for members in 2010.

You may submit your own computer list if this is easier, but it must include all of the same information as the 2009 Fleet Membership list.

2. Collect dues. **2010 ISCYRA dues are 75 USD for Active members, 35 USD for Associate members.**
3. *It is important for the Central Office to have accurate information in order to make the 2010 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

1. 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.
2. Again, verify that all information is complete and that the new member has signed the application.
3. Collect dues. **2010 ISCYRA dues are 75 USD for Active members, 35 USD for Associate members.**

C. ANNUAL REPORT

1. 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.
2. 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, CVV Code from the back of the card and name exactly as it appears on the card.
3. Mail the **Annual Report (Form B-2)**, the corrected **2009 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 2010** in order to receive the **2010 LOG** and **Starlights** on schedule.

D. MONTHLY REPORT

1. 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 2010 Fleet Kit

In addition to the membership forms, the following forms are also included in the 2010 Fleet Kit:

- A. 2010 Championship Fixture List
- B. Class Merchandise Order Form

A. 2010 CHAMPIONSHIP FIXTURE LIST (blue)

This is the most current list of the 2010 championship regattas with the following information: dates, organizers, entry deadline, etc. Please check the Star Class webpage, 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, CVV Code and name exactly as it appears on the card. Shipping costs must be added to the price of all items.

If you still need a copy of any of these or other 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.