



Officers Responsibilities and Guidelines

If you are reading this, you have been elected to office by your fleet and/or district. This document has been put together to give you an overview of what your responsibilities will be. Our rules are written to promote and support Star sailing at the fleet and local levels. All the Class rules are found in the Star LOG, we suggest you understand the rules as they pertain to your elected role. The Central Office stands ready to provide you with tools needed to help you organize and answer questions as they arise. The online Star Class database found through the Star Class website, is the primary tool you use to help you organize your fleet and district. The Central Office will provide you with access to information that is just for you.

Good Luck, Congratulations, and on behalf of the Star Class Office, we appreciate you volunteering your time to help lead this great Association.

Jon VanderMolen
Executive Director
ISCYRA

Rules as written in the LOG

3. The Object of the ISCYRA shall be to promote, develop and govern Star Class racing throughout the world, under uniform rules...The ISCRYA is the Association of Star Sailors and shall be the world's preeminent one-design keelboat class for international racing.

The Star Class has been recognized as the world's preeminent one-design keelboat class for over a century. The Class's success through time is directly tied to the structure in which we operate and the people who are elected to serve. From the Fleet Captain to the International President, the layers of leadership all play important roles to our continued success. The basis of our rules rely on the organizational and promotional skills of our Fleet and District leaders.



Fleet Captain's / Secretary's

The Fleet is the foundation of our class.

5.2 The Fleet, a territorial branch or unit open to all eligible persons within its territory, elects its own officers, which must include a Fleet Captain and Secretary... The Fleet Captain and Fleet Secretary are the fleet officers of a fleet. The Fleet Captain of a fleet can be the Fleet Secretary of the same fleet at the same time.

8. Responsibilities.

8.3 Each fleet shall hold an annual meeting by the end of January...

8.4 Results of election of fleet officers shall be filed promptly with the ISCYRA...

8.5 Each fleet shall collect its members association dues...

8.6 Each fleet shall file an annual report with ISCYRA during January...

8.7 It is the obligation of each fleet to maintain a minimum quota of three life and/or active members in good standing, and a minimum of three eligible Stars...

Organized Fleets have long been the backbone of our success. Our rules for membership, eligibility and regatta qualification all start at the fleet level. As written in the above, a Fleet Captain assumes great responsibility in managing and reporting on membership. Managing our membership accurately is the key to making smart class and management decisions. Our class membership is maintained in an online database. The Central Office will give Fleet Captains log-in access to the database so one can better manage a fleet.

The Fleet Captain/Secretary serve a key leadership role in the Class. Responsibilities include but are not limited to:

- *Fleet Captain reports to their District Secretary membership information on a quarterly basis.*
- *Fleet Captains are asked to organize an annual fleet racing schedule, giving top priority to a world championship qualification series.*
- *Fleet Captains are responsible to forward all race results to the Central Office for printing in the LOG.*
- *Ensure all members contact/boat information is up to date. Report fleet membership updates to the District Secretary on a quarterly basis.*
- *Attend the Districts Annual Meeting.*



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District Secretary

ISCYRA has 21 Districts world-wide. Currently 15 Districts have some regular organized Fleet activity. It is the responsibility of the District Secretary to keep the district organized and all of its members informed about District events. Evidence suggests that those Districts who are enjoying strong Fleet and District activity, also have active, energetic District Secretary's.

12. District Officers shall be elected biennially by vote of the active membership of each district and shall serve for the ensuing two calendar years or until their successors qualify.

12.1 The District Secretary shall have general supervision over all Star activities in his district, be responsible for checking entries in sanctioned events and approving Star race committees conducting championships in his district.

12.2 The Assistant District Secretary shall assist the District Secretary, serve in his absence as chairman of special race committees, and automatically become District Secretary for the remainder of the unexpired term should that office be vacated.

The District Secretary (DS) serves a key leadership role in the Class. The DS's responsibilities include but are not limited to: oversee membership, oversee an annual meeting, oversee sanctioned regattas and other ranking events within the district, and promotion of intra-fleet participation.

- **Oversees District Membership.** *Be familiar with your district's membership as reported by fleets. The DS is responsible for providing quarterly reports to the Continental Vice President tracking membership trends. The class membership is maintained in an online database. The online database is a very valuable tool to use in communicating with those in your district. The system contains members' contact details including email addresses, phone numbers and mailing addresses. You can easily see who is a current member as well as access the archive of members going back several years. The email feature can be used as an easy way to communicate with one member, a select list, or all of the members in your district.*

To help the Central Office maintain the accuracy of the database it is asked that the DS collect quarterly membership information from each fleet captain. It is the District Secretaries responsibility to send the quarterly report to the appropriate Continental Vice President.



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- **Oversee Districts Annual Meeting.** *It is the DS's responsibility to schedule and run an Annual Meeting. Annual Meetings can be scheduled whenever is most beneficial to the district. Historically the District Championship has proven to be a popular time to schedule this. At these meetings there will be reports from the member fleets, regatta schedule, and any other business relevant to members.*
- **Sanctioned Regattas.** *It is the responsibility of the DS to ensure the District Sailing Schedule is established and posted on the Star Class website by January 31. Most important are any and all sanctioned regattas. Absent a Gold or Silver Star, the Blue Star District Championship is the highest priority. In addition, there are Star Class ranking events in each district that are not class sanctioned but rather classified as Special Events. The District Secretary will establish which events are counted for the Star Class Rankings each year.*
- **Promotion and Inter-Fleet Participation.** *It is the responsibility of the DS to promote sailing in his district. Many districts have their own websites, Facebook, Instagram, and other social media to help promote the district events and calendar. The most active Districts in the world have active District Secretaries that work hard communicating and organizing with Fleet Captains.*