

# 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 **2016 LOG** on schedule, dues payment and forms must be received at the Central Office by **1 February 2016**.

The forms used for submitting **FLEET MEMBERSHIP for 2016** are the following:

- A. Annual Report                      B. Monthly Report                      D. New Member Application

### A. MEMBERSHIP RENEWAL for 2016

1. Download the **Fleet Membership List** (Excel Spreadsheet) from the Membership database <https://starclass.net/member/> to contact each member to determine if they are renewing their membership for 2016. If the member is renewing his/her membership, check and verify...  
 Spelling of name    Yacht number    Complete mailing address    Phone and e-mail address.  
On the Fleet Membership Spreadsheet make and **highlight any changes or corrections**, cross out members that are not renewing for 2016, and mark any changes in Life, Active or Associate status for members in 2016, then email the updated spreadsheet back to the Central Office. We hope by doing this electronically it will be easier for you to update the information.
2. Collect dues. **2016 ISCYRA dues are 90 USD for Active members, 35 USD for Associate members, 22.5 USD for Junior (under 20) members, 45 USD for Junior Active (under 30) members.**
3. *The database is only useful if the information in it is correct. Up to date addresses help decrease the amount of LOGs that are returned to the Central Office and saves additional postage costs.*

### B. NEW MEMBERS

1. Use the **New Member Application** 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. Verify that all information is complete and that the new member has signed the application.
3. Collect dues. **2016 ISCYRA dues are 90 USD for Active members, 35 USD for Associate members, 22.50 USD for Junior (under 20) members, 45 USD for Junior Active (under 30) members.**

### C. ANNUAL REPORT

1. Use the **Annual Report** 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 - **90 USD for Active, 35 USD for Associate members, 22.50 USD for Junior members, 45 USD for Junior Active**  
 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, and name exactly as it appears on the card.
3. E-Mail the **Annual Report**, the corrected **Fleet Membership Spreadsheet**, any **New Member Applications** and the **DUES PAYMENT** to the Central Office as soon as possible. The deadline is **1 February 2016** in order to receive the **2016 LOG** on schedule.

### D. MONTHLY REPORT

1. Use the **Monthly Report** during the year only when:
  - Enrolling new members -- include completed Membership 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.