



Guiding document for NR's

Main tasks:

- Attend the annual General Assembly
- Use the AIEC website for general information about AIEC and contact details for the AIEC board.
- Communicate with AIEC as and when it is required.
- Keep your riders and supporters updated with any relevant passed down from the AIEC board.
- Arrange payment of the annual AIEC fee within a timely manner when the invoice is received in January.
- Send teams to AIEC-SRNCs (see below).
- Ensure that you are familiar with the rules and regulations of AIEC:
<http://www.aiecworld.com/documents.htm>

Promotion of AIEC:

- Maintain standards of student riding by selecting the best possible team for every competition from your available riders.
- Look for new riders to represent your country at AIEC-SRNCs.
- Keep an overview of student riding in your country to ensure that you can select the best riders from your national structure.

How to send in a team to an AIEC-competition:

- http://www.aiecworld.com/sub/docs/REGISTRATIONS_AIEC_COMPETITIONS.pdf
- Check the AIEC website for upcoming competitions:
<http://www.aiecworld.com/schedule.htm>
- Make a selection in your country on which riders and supporters are going to represent your country.
- Register on time via the AIEC website:
 - Go to the competition schedule
 - Click on the event which you wish to look at
 - check the competition registration dates on the page of the competition
 - when the registration is open, click on the riders registration button and follow the instructions on screen.
- Make the payment for the riders and supporters on time to the organising committee via PayPal or bank transfer. The information can be found on the schedule for each competition.
- Make sure everyone has booked a flight and forward these details onto the organising committee.
- Coordinate your riders and supporters in arranging travel details to and from the competition.

**ASSOCIATION INTERNATIONALE DES ETUDIANTS CAVALIERS
INTERNATIONAL UNIVERSITY EQUESTRIAN FEDERATION**

At AIEC-SRNCs:

- You are responsible for the behavior of any riders and supporters that are registered with your country.
- Please ensure that all new riders have their student identification and proof that they are eligible to ride for your country (e.g. passport).
- Ensure that all riders and supporters are at the correct place at the right time.
- Make sure that your team follows the rules, if these are broken, you may face elimination.
- If you are unsure, ask a member of the AIEC board or the technical delegate (TD).

In general, if you have any questions, please do not hesitate to contact any member of the AIEC board who will be glad to help you.

