



## REGISTRATIONS AT AIEC COMPETITIONS - PROCEDURES AND RULES -

### AIEC STUDENT RIDING NATIONS CUPS [SRNC]

Participation at AIEC-SRNC is open to every student rider fulfilling the conditions of participation [see *AIEC SRNC General Regulations*].

In order to guarantee fairness and equal chances for every country to reserve one or more of the limited available spots, as well as to provide AIEC and the OC [Organising Committee] with reliable commitments about the diversity and distribution of the participants, registration procedures must follow clear rules.

Invitations to and information about upcoming events as well as actual standings of running registrations are available at all times on the AIEC web site. Any information on the official AIEC site is authoritative unless specifically indicated otherwise by the AIEC Director of Competitions [DOC]. OC, National AIEC Responsibles [NR], Chefs d'équipe [CE] must make sure that all information is represented accurately, and intervene in a timely manner with the AIEC DOC where necessary.

The present procedures and rules apply only to registrations for AIEC SRNC. For more information about registrations for other events, please consult the appropriate guidelines.

It is the NR's responsibility to comprehend and follow these procedures, and to make sure that his/her riders fully understand the meaning and consequences of their commitment to participating at an AIEC-SRNC.

### THE REGISTRATIONS

- All registrations must be done online through the appropriate link on the AIEC web site.
- Only approved National Responsibles may register teams and individual riders.
- National Responsibles may only register teams and individual riders from their own country.
- Only online registration forms completed properly are considered.
- There is no notification sent by AIEC in case of invalid registration attempts. Valid registrations usually appear within 48 hours on the registration status list on the AIEC site. In case there is a problem, NR must contact the DOC and/or resubmit a valid registration form.
- Participation is determined according to the order in which registrations are received, following a first come first served procedure, and based on the **Participation Priorities Status Rules** described below.
- Registrations follow a compulsory two-step procedure:
  1. During the registration period, NR may register any number of teams and/or individual riders from their country. Registrations can be done at the same time or at different times. Registrations may also be withdrawn during this period, and during this period only. [See also **Registration Status List** below.]
  2. After the end of the registration period, the confirmation period starts and usually lasts for one week. Exactly during the confirmation period must the NR confirm all riders with the status BLUE. [See **Registration Status List** below].





## REGISTRATION STATUS LIST


NR must check the registration status list on the AIEC web site. While the list may change and be updated daily during the registration period, **the standing at the closing of the registration period is authoritative and final.**


**IMPORTANT:** After the end of the registration period, riders with the status BLUE may still be replaced by other riders from the same country, but they may NOT be withdrawn anymore.

There are 4 different stati for teams and individual riders:

**Status BLUE:**  A team or individual rider with the status BLUE is considered "**registered and awaiting confirmation**". The team /rider's participation is required and cannot be withdrawn anymore after the end of the registration period. During the confirmation period, NR must confirm all teams and riders with this status. Names of riders may still be changed during the confirmation period, but not the number of riders.

**Status YELLOW:**  A team or individual rider with the status YELLOW is considered "**registered but on waiting list**". The team /rider's participation is not required and may be withdrawn during the confirmation period. During the confirmation period, NR must confirm either the further availability or the withdrawal of all teams and riders with this status. Names of riders may also still be changed during the confirmation period. Teams/riders with the status YELLOW whose further availability has been confirmed will be considered to replace teams/riders of previous status BLUE or GREEN who withdraw. When confirming the further availability of YELLOW status riders, please indicate the duration of this availability.

**Status GREEN:**  A team or individual rider with the status GREEN is considered "**registered and confirmed**". The team/rider's participation and name(s) have been confirmed. Participation is required and cannot be withdrawn anymore.

**Status RED:**  A team or individual rider with the status RED is considered "**not properly registered and participation suspended or cancelled**". May be due to unresolved financial issues, applied penalties, or some other problems. The NR should contact the DOC immediately.

## PARTICIPATION PRIORITIES STATUS

Participation is based on the order of registrations, following a first come first served procedure within the following status categories of the registered teams and riders.

Priority is given to and in the following order:

1. Complete official member teams
2. Incomplete teams of official riders of member countries
3. Complete official non-member teams
4. Incomplete teams of official riders of non-member countries
5. Additional riders of member countries
6. Additional riders of non-member countries



### Explanations:

- Ad 1 - The first 3 registered riders from a member country form the official team for this country.
- Ad 2 - A member country registering one or two riders only is represented by an incomplete official team. The remaining spot(s) in the team is filled by a rider from another country, determined according to the present priority procedure.
- Ad 3 - In order to facilitate the integration of new countries, non-members may register for an AIEC competition. The first 3 registered riders from a non-member country form the official team for this country.
- Ad 4 - A non-member country registering one or two riders only is represented by an incomplete official team. The remaining spot(s) in the team is filled by a rider from another country, determined according to the present priority procedure.
- Ad 5 - Member countries may register as many riders as they wish. Only the first 3 riders are forming the official team. All further riders are considered additional riders, and are integrated into international teams based on availability and order of registration.
- Ad 6 - Non-member countries may register as many riders as they wish. Only the first 3 riders are forming the official team. All further riders are considered additional riders, and are integrated into international teams based on availability and order of registration.

The AIEC web site reflects at all times the correct registration order and the corresponding priority status in the listed order.

[See also the **Registration Status List** above.]

## **THE ROLE OF THE NATIONAL RESPONSIBLE IN THE REGISTRATION PROCESS**

- It is the NR's responsibility to comprehend and follow the present procedures, and to make sure that his/her riders fully understand the meaning and consequences of their commitment to participating at an AIEC-SRNC.
- The NR is exclusively responsible and authorized to make registrations or to withdraw them within the appropriate periods.
- Registrations have to be made through the appropriate link on the AIEC web site.
- Withdrawals of registrations have to be made via email to [info@aieeworld.com](mailto:info@aieeworld.com) by indicating the name of the rider to withdraw.
- Replacements of registered riders have to be made via email to [info@aieeworld.com](mailto:info@aieeworld.com) by indicating the name of the rider to be replaced plus the name and birthdate of the new rider.
- NR may NOT at any time replace any of their own riders by riders from other countries.
- NR must make sure that all riders fulfill the conditions of participation as stipulated in the AIEC-SRNC General Regulations. Attention: Failure to do so may lead to riders being considered as having withdrawn without justification and entail heavy penalties (penalty D).
- NR may express any special wishes regarding the position of their additional riders within international/mixed teams to the DOC, who will try to accommodate them where possible.
- Any changes not reflected on the AIEC web site within 48 hours (except weekends) should be inquired with the DOC at [info@aieeworld.com](mailto:info@aieeworld.com).

## TIMELINES AND ACTIONS

<b>Before Registration Start:</b>	<ul style="list-style-type: none"><li>- Invitation is put online</li><li>- Informal email is sent to all NR with registration dates</li></ul>
<b>During Registration:</b>	<ul style="list-style-type: none"><li>- Registrations, replacements, withdrawals at leisure (common sense required)</li></ul>
<b>At Registration End:</b>	<ul style="list-style-type: none"><li>- Registration Status List final standings become authoritative</li><li>- Provisional list of participants is emailed to NR for confirmation</li></ul>
<b>During Confirmation:</b>	<ul style="list-style-type: none"><li>- Status BLUE names and birthdates may be exchanged and must be confirmed in number</li><li>- Failing to properly and correctly confirm status BLUE will be considered as a withdrawal (penalties applicable)</li><li>- Status YELLOW must either be withdrawn or further availability confirmed, including duration of prolonged availability</li><li>- Failing to either withdraw or confirm availability of status YELLOW will be considered as withdrawal (no penalties)</li><li>- Status GREEN is all set, no further action required at this point</li></ul>
<b>At Confirmation End:</b>	<ul style="list-style-type: none"><li>- If necessary, list of participants is updated with the next-in-line confirmed YELLOW status riders, and the respective NR are informed</li><li>- Confirmed and final list of participants is emailed to NR and put online marked "final list"</li></ul>

## PENALTIES FOR DISRESPECTING THE REGISTRATION PROCEDURES

Countries who fail to abide by the present registration procedures and regulations must be looked upon as so expressing their disrespect for the work and efforts invested by the OC and AIEC as well as their open disapproval for fair game and equal participation opportunities of other student riders.

The following penalties are cumulatively \* applicable:

### **A. Withdrawal of one or more riders after the end of the registration period:**

- a penalty fee of the full amount of the BSC [Basic Staying Costs] for one rider must be paid for each withdrawn rider (applicable to additional and official riders likewise)

### **B. Withdrawal of one or more additional riders after the end of the registration period:**

- the country is not allowed to register any additional riders for two consecutive AIEC-SRNC, starting at the next AIEC-SRNC whose registration period has not ended yet at the time the penalty verdict is announced by AIEC and payment of any fines has been received



**C. Withdrawal of one or more official riders after the end of the registration period:**

- the country is not allowed to register any additional riders for two consecutive AIEC-SRNC, starting at the next AIEC-SRNC whose registration period has not ended yet at the time the penalty verdict is announced by AIEC and payment of any fines has been received
- the country loses its regular priority status at the next AIEC-SRNC following the current event whose registration period has not ended yet at the time the penalty verdict is announced by AIEC and payment of any fines has been received, and the registration of an official team, or part thereof, is put at the very end of the registration list

**D. Withdrawal of one or more riders less than 72 hours prior to the start of the competition:**

- the country is not allowed to register any rider for two consecutive AIEC-SRNC, starting at the next AIEC-SRNC whose registration period has not ended yet at the time the penalty verdict is announced by AIEC and payment of any fines has been received

The present list of penalties only includes common problem situations concerning registrations. The DOC, the Board of AIEC, or the General Assembly of AIEC reserves the right for additional penalties in case of other problems or more severe infractions.

\* Registrations of the penalized country for running and future AIEC-SRNC are suspended until full payment of all fines sub A has been received by AIEC. The cumulative penalties B, C, D are applied accordingly considering the date payment is received.

**PENALTY DECISIONS AND APPEALS**

The DOC, in accordance with the Board of AIEC, represents the authority to address all penalty issues appropriately. Any decision, or verdict, taken by the DOC according to the present rules and procedures is considered valid.

The DOC may decide to suspend or renounce to a penalty or part thereof in exceptional cases, influenced by circumstances outside the concerned rider(s)' control. Such circumstances may include unforeseeable last-minute occurrences such as illness, medical inability, and personal tragedies, but will for sure not include excuses such as missed airplanes, lost visas, broken suitcases, dead pet rabbit, or sudden empty bank accounts. Also, one rider's justified inability to attend does not provide an excuse for other riders of the team to stay away as well.

It is the NR's responsibility to inform the DOC as soon as possible of a rider's unexpected inability to attend and the reasons thereof, providing any required appropriate documentation of proof.

By paying the fine announced in the verdict the country accepts the penalty as expressed.

If a country does not agree with the decision by the DOC, the NR may present their case to the DOC followed by any documentation or material deemed helpful. The DOC and the Board of AIEC will then review the case and either confirm or adjust the penalty verdict based on the additional information and explanation presented by the NR. During the revision process, registrations for the penalized country remain suspended as mentioned above.

If a country does not agree with the revised verdict either, the NR has the right to present the case to the next General Assembly, who will make the final decision. However, registrations for the penalized country will remain suspended during this time, until either the fine is paid or until the General Assembly decides otherwise.