



**ASSOCIATION INTERNATIONALE DES
ETUDIANTS CAVALIERS**

ORIENTATION GUIDELINE FOR SRNC ORGANIZERS

*“Even the longest way begins with the first
step”*

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FOREWORD

This Nations Cup Organisers' Guide is provided by the Association Internationale des Etudiants Cavaliers (AIEC). It intends to support the organisers of a Nations Cup with their task of preparing and holding a Nations Cup at a proper quality standard.

Users of this guide are advised to read it in its entirety before starting the preparations of their Nations Cup.

This guide is meant to make organisers familiar with the requirements and the traditions of a Nations Cup. For some of you who have already organised some competitions, there will hardly be something new in here, but you should read it just as well to remind you of all you have to think of.

Organisers are strongly recommended to read the official AIEC Student Riding Nations Cup rules as well some time before the competition is held. Details that are clearly stated in the rules are not repeated in this guideline!

No rights, rules, responsibilities, or liabilities, can be derived from this guide. Only the Nations Cup rules have an official status. This guide is solely meant to provide organisers with advice and ideas for the aims of easing their task and for organising a sporting competition.

We appreciate your initiative to organise a Nations Cup and we wish you luck and success!

Aiecalement,

October 2010,
The AIEC-Board.

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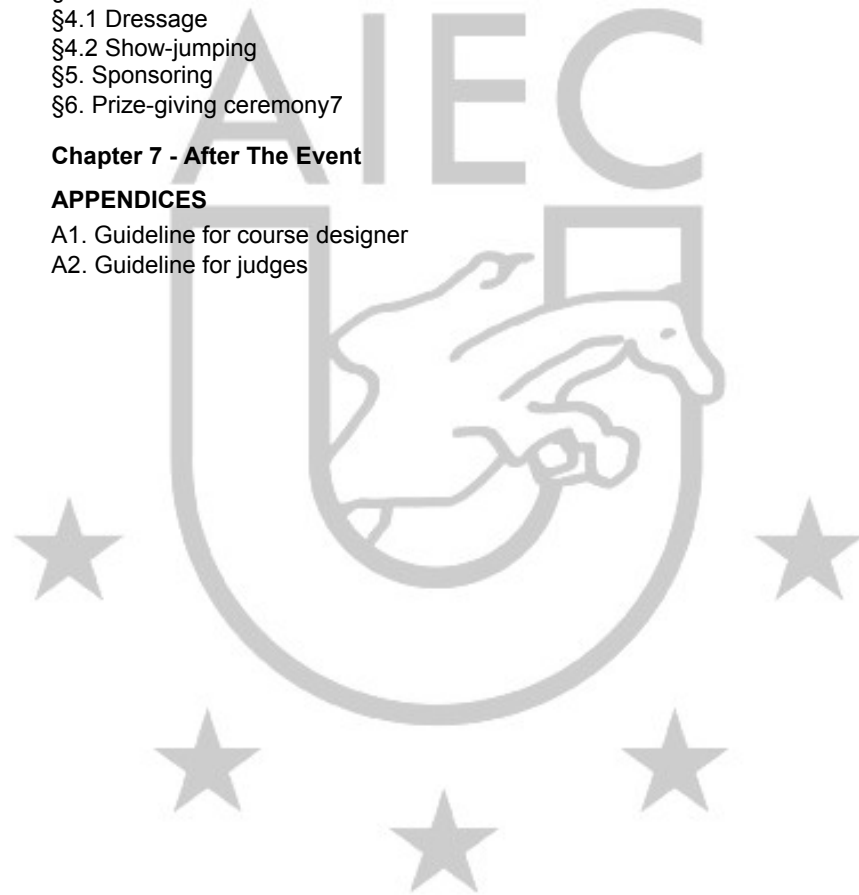
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CHAPTER 1 - GETTING STARTED WITH A NATIONS CUP

§1. Permission to be obtained from AIEC

To organise a Student Riding Nations Cup (SRNC), an organising committee (OC) will be formed. The goal of this committee will be, within a given period of time, to organise an international student competition: a so-called Student Riding Nations Cup.

The status of SRNCs assures to the competitors that the competition is organised with the recognition and support of the AIEC and that certain requirements are fulfilled. This competition will also be financially supported by the AIEC.

So the first thing an organising committee must do, is to **send a written request to the AIEC Technical Director for Nations Cups at least 3 months in advance.**

In this request are stated:

- date of the event;
- location of the event;
- fee for competitors and supporters (see **ART. 2.7.1.-2.7.2.** of the NC-rules);
- program (may be preliminary).

The Technical Director will mainly check if the date fits into the AIEC schedule, if the fee does not exceed the maximum fees allowed by the rules, and if, in the opinion of the AIEC board, this country will be able to organise a Nations Cup that lives up to the standard AIEC expectations of its Nations Cups. Countries that are organising an event for the first time are usually not allowed to have a Nations Cup. Instead, they are encouraged to hold an international competition (CHIU) first in order to gain more experience.

As soon as possible the Technical Director will appoint a Technical Delegate (TD) for the event. This will be a person not having the nationality of the organizing country, as complete impartiality must be ensured. The TD will be a person who has experience in organizing SRNCs and who will assist the organizing committee with advice on any problems, including the calculation of the results. However, the TD is not responsible for calculating the results him/herself. The OC will delegate the necessary manpower for this task. As the TD will be helping you, it is customary that he/she does not pay his/her own costs, i.e. the organising committee covers the costs of stay, while AIEC will pay for the travel expenses.

§2. The Organizing Committee (OC)

For its own sake the OC must try to start as soon as possible with the organization of the event. Recommended are at least six months, especially for acquiring sponsor money.

An OC should split up all tasks between its members. You should think of tasks as: a president, a secretary, a treasurer, sponsoring/financing responsible, catering (parties, accommodation, food, beverages), public relations, and horses. These are the most essential tasks; of course an OC can devise any new tasks that fit into the organisation of an NC in their country. Also for some tasks it can be necessary and handy to have more than one person per task, so you can split the workload.

A short description of individual tasks:

- President:

Responsible for the general overall coordination. Must be able to help out at any moment. Should have a general view of all activities. Stress-proof is a must!

- Secretary:

Takes care of all correspondence. If necessary, must be able to replace or take over some tasks of the president. Is very well informed about the whole event, and will be the person people turn to when wanting information or when having problems.

- Treasurer:

Must have an eye for figures and know exactly what goes in and what goes out. The budget should be made as soon as possible to give an early idea what costs will be like and especially what will be needed in sponsoring resources. Rule #1 for the treasurer: all expenses must be covered! So, if certain expenses must be made that were not budgeted, first ascertain the extra incomings needed! Otherwise do not make the extra payment!

- Sponsoring:

Must be a very assertive person who is not afraid that people might turn him/her down. A rather extensive task that is very important because the more money you have the more "extras" you can offer at your event. When you have a big scoop with the sponsoring, try to let the riders and supporters benefit first; they already pay a lot of money for traveling as is.

- Catering:

This task can be split in several ways. Absolutely essential is that parties, eating and drinking are well organised. The student riders remember parties very well as a degree of how good the competition was. So this part is just as important as having good horses.

- Public relations:

This task can be combined with sponsoring or secretary quite well. This person makes sure the event gets the right attention in the media. Must be able to develop and maintain good working relationships with local media and political authorities. Ensures post-event media coverage as well.

- Horses:

This person(s) should have knowledge about horses so he/they can make a proper assessment of horses you will need and the ones you get. Always aim for horses that are a little better than the required level - that way a horse will never be pushed too far. More specifics about this in the following chapters.

One of the members of the OC - usually the president - will be appointed as second fiscus, which means that he/she is the second responsible for the finances and is also the first person the treasurer turns to for support in financial matters.

Generally it is very important that **each task of the OC is double-covered**. I.e. at all times two persons know everything about a task to ensure continuity in case of the incapacitation of the main responsible.

§3. The inscription procedure

When the permission from AIEC is obtained, the date for the SRNC will be published on the AIEC web site. The complete invitation will be sent to all national AIEC-responsible (NR). In case there are more applying countries than there are places, the selection will be made by AIEC. AIEC will inform the organisers as soon as countries apply. It is only the National Responsible of the AIEC member country who can register a team.

The additional teams will be composed by AIEC on a first come first served basis. This means that the country that registers first an additional team comes first on the additional team waiting list. If there are more additional teams than there are places left, every country can send one rider to fill up an international additional team until all places are filled up. The country that has registered first on the additional team waiting list will be the first to send an eventual additional rider and so on.

The total number of teams has to be a multiple of three, i.e. 12, 15, 18, 24 teams.

After the OC has received the complete list of competing official teams from AIEC, further communication with the competitors is the concern of the OC. The competing countries must receive **one month before** the competition a final information mail including:

- addresses / phone- / fax numbers of at least 2 organisers who can provide additional information;
- repeat date and place of the competition;
- address and phone number where the OC can be reached before and during the event;
- check the number of supporters accompanying each team;
- driving directions to all places as well as the name(s) of railway station(s) and/or airport(s) where people will be picked up (verify the driving directions at least once before you send them out! Directions written only from memory have the bad habit of usually not working.);
- repeat the exact amount of costs; note that you are not allowed to raise the costs later! (See also **ART.2.7.1.-2.7.2.** of the NC-rules!)
- final program: remind the competitors if there are any special clothes needed; state any additional activities you might want to hold, so people can prepare themselves;
- special rules specific for the country
- a copy of the first and second round dressage tests (they can translate and practice when wanted);
- indicate if the first and second round of show jumping will be on style, fault/style or fault/time.

N.B.: The above information will also be published on the AIEC web site. It is the OC's responsibility to provide AIEC with the detailed information.

§4. Booklet and posters

You can make a booklet, including the time schedule, the dressage tests, a drawing of the show jumping course, the names of the organisers, driving directions to different locations and any information you wish to share with the competitors, supporters, and visitors. You should give a copy of this booklet to at least the Team Manager of each team. You can give the booklet to them when they are paying their fees upon arrival or at the first team chef meeting.

Furthermore, you can have posters printed. Both, the posters and the booklet should be started with quite early, especially if you want them printed professionally. Posters are good for publicity, but only if they are spread early enough.

Posters and booklet can be expensive but they can earn themselves back if you sell advertising space to sponsors. Also mention in the booklet, which horses are for sale; the horse owners will be pleased. Posters and booklets must clearly show the AIEC logo as well as the correct title of the competition. The correct title of any SRNC is (see also the paragraph about the Honorary Committee below):

AIEC-SRNC Country (City) Date - e.g. AIEC-SRNC Belgium (Bruxelles) 2004

Or:

AIEC Student Riding Nations Cup Country (City) Date

§5. Honorary committee

Before initiating any correspondence with sponsors and member nations, you can choose to form an honorary committee of local or national celebrities, politicians, etc. E.g. famous international riders, the mayor of the town where your competition is going to be held, or someone to do with sponsors; this might make it easier to get sponsorships. These people might want to lend their name or their company name to your event. Contact them in advance so

that you can use their names on all the correspondence you make, as a sort of letterhead. (E.g. you might be able to name your competition: **The Coca Cola AIEC SRNC Belgium (Bruxelles)**

2004.) Of course, including a company name in the title of the event should assure an appropriate amount of sponsor money.

One advantage of having an honorary committee is that anyone you correspond with, especially potential sponsors and horse owners who may not be aware of your association or student riding in general, are more likely to be convinced to cooperate when seeing some well-known names backing up your event.

§6. Co-workers

The OC will need help from others during the event. These co-workers also have to sleep somewhere, eat and drink. The best thing to do is to ask other student riders from your country to help because they will more or less know what an NC is about and how everything should be handled.

Tasks where you will need co-workers:

- in the stables;
- in the secretary's office: writers for the judges;
- drivers: for the transportation of horses, for driving competitors and supporters around (especially those who didn't bring a car or those who insist on drinking; make sure these people don't have to drive back after a party!)
- catering: serving and washing up;
- ringmasters and people who assist in building the jumping course.

Make clear to your co-workers what their job will be during the competition and assure that you can count on them!

§7. The judges

The judges are very important people during your event! Judges must also be contacted a long time in advance: most judges have very busy schedules. AIEC-SRNC-rules state that a certain part of the jury must be composed of official FEI-judges and foreign judges. It is also required that the judge is officially qualified to judge that part (dressage, show jumping). In this point FEI-rules are applied.

What is customary is to provide for the judges' travel expenses, accommodation, meals and drinks, some flowers, a bottle of wine/champagne/etc. or any other original present. Always think of the fact that you might need these people again, so it is a good idea to send them a thank you letter after the event. They will appreciate it. Also keep in mind that a judge is not necessarily accustomed to student riding habits (e.g. the drink and the kissing before the finals) and that he/she has perhaps no idea of what the knockout system consists of. You must explain very carefully and when they are judging the first few horses just stand next to them and explain the system again.

§8. The course designer

The course designer must be someone who has experience in building courses for student riding. If not, he/she should agree to build the way the organisers instruct him/her to. Course designers need to keep the judging criteria in mind when building the courses. Both show jumping on style and on time have advantages and disadvantages:

On time:

- * neutral comparison of results;
- * when the course designer does a good job with possible shortcuts in the course, the best riders will be selected;
- * people might get too excited and fanatic and be rough on the horses; owners don't like this idea, so it could be more difficult to find enough horses, or to retain horses for a possible next event.

On style:

- * the horses are usually ridden more carefully;
- * less experienced riders manage better;
- * a good judge will be able to select the best riders anyway;

The first round is on style, because there might be some inexperienced riders who are not used to speed in show jumping. Horse owners like to see their horses being ridden in a friendly and respectful way.

The second round is on faults + style, the third and the fourth rounds are on faults + time.

You have to inform the course designer about the knockout system, riders on strange horses, comparing riders on the same horse, etc. The course should be curvy and with difficult lines rather than too straightforward, the latter encouraging riders to speed more and therefore possibly qualifying the more careless ones. The AIEC recommends building courses under 300 or 400 meters long. Otherwise it might be too much for some of the horses. Always think of the horses first, they will have to go up to three times the course.

Remember: the course designer could use some help when building or re-building the course. Also think of the fact that flowers look very nice in the course but can be very expensive if not sponsored.

CHAPTER 2 - FINANCES

§1. The budget

The treasurer of the OC makes up the budget. Probably this will have to be adjusted several times because as time passes you will gain more and more insight into expenses you will have to afford.

Base the budget on incomes you will get for sure. Here you should think of the entrance fees of the riders and (sure!) sponsoring and subsidies you will get. **The AIEC support is calculated by the next formula: 500 Euro + teamfees/2+ 5 x member countries**; this will be paid after the competition. Always put an entry on the expense side of the budget of 5% of the total of expenses, which will be your unexpected expenses.

The most important task of the treasurer is to guard the expense side of the budget. Opposite of every extra expense should be an extra income about the same amount; otherwise you will get into problems.

The treasurer should also be the person who discusses all costs with the persons who lend (or rent) you accommodations. Very important is to let them sign a written contract including all the points and agreements you made. Make sure the people who sign are legally allowed to represent your organisation.

Also make a time planning for the budget in which you have to reckon the deadlines when payments are due, e.g. to the riding school, to the horse owners, to the insurance companies.

AIEC should receive a copy of your budget as soon as possible, so AIEC might be able to help you with advice or contact you if something has been evaluated incorrectly.

What should absolutely be on the budget:

- horses (travel and possibly rent);
- accommodations (rent etc.);
- transportation;
- judges, course designer, co-workers, first aid team, standing-by ambulance, vet, farrier costs;

- meals, parties (DJ, Live-Band, etc.);
- prizes;
- printing your booklet;
- secretarial costs (phone, fax, paperwork, stamps, anything needed at the secretary's office during the event);
- insurances (civil responsibility insurance, horse insurance)
- anything else you can think of.

It is wise to make an internal rule for the OC: that all payments that are to be made, even the smallest, are first discussed with the treasurer. Otherwise the treasurer can suddenly be surprised by a whole lot of bills!

§2. During the event

Count on the fact that the treasurer will need cash money to pay for things on the spot. You will need money for gas and any last minute things you might have to buy.

You will also get a lot of money at once when the competitors arrive and pay their fees. Make sure you can bring this to a safe place. Best is to take it to the bank right after you've collected it (e.g. in the night safe). Don't forget to subtract from this amount the money you will need during the event itself. And don't forget to have enough coins and small bank notes to give back to people when they pay with big bank notes.

§3. Maximum fees allowed

The AIEC has fixed a maximum amount for SRNCs depending on the duration (see NC-rules 2.7.1.-2.7.2.). **By exceeding these amounts it will become too expensive for most student riders, and you risk not having enough teams participating. Do always try to keep the fees as low as possible: if the event is cheaper you will get more supporters and with this a better atmosphere and more income.**

These fees must include everything the riders will need during the (long) weekend, i.e.:

- the riding;
- all party entrances
- breakfast, lunch and dinner for all days
- sleeping accommodation
- any excursions you will make;
- all transportations.

Actually, the only thing you don't have to include are their drinks although it would be great if e.g. one of the parties has free drinks, if there are free drinks during the meals etc. It is also recommended to keep the costs for the drinks at the event(s) on the low side, since people might otherwise tend to buy their own drinks at the supermarket or liquor store instead.

Supporters should pay less than the competitors, since they don't get riding included. It is wise to make a specification of the costs per day because many supporters will only stay for part of the event, usually the second half. What you can do is to differentiate the costs and make the first days relatively cheaper than the second half of the competition. In this way you might get some more supporters during the whole event, which can contribute to a better atmosphere!

CHAPTER 3 - SPONSORING AND SUBSIDIES

§1. Going about sponsoring

First thing you will have to remember is that most companies are planning their budget for a given year in or around November/December of the previous year. So make sure you are in time with your requests; it would be a pity if a company refuses you a sponsorship just because you are asking too late. Experience shows that a personal approach works best. Sending out emails or letters won't do the job. Sometimes it is also handy to phone a company first to see if they are interested at all. If you get a direct no, don't waste any money with sending them letters. Again, a letter should be directed to someone personally (after you spoke with them on the phone or in person). A generic letter will most likely be thrown away without being read. Send detailed letters to companies, considering and implicating their products or services, by arguing why you think they might be interested in your event. Note: very often companies are not interested in giving you money, but they might be willing in giving you some of their products. So think about supermarkets, big drink shops, etc. Don't hesitate to contact anyone. **Don't be afraid to ask: the worst that can happen is you get a no for an answer.**

When you have found a company ready to sponsor you, try to get a sort of written confirmation. Some companies say yes to help you and do not or do forget about it. Another thing AIEC should bring to your attention is that an organiser must always sign in the name of the organising committee, association, or federation. By signing under your own name it might have very unpleasant legal liability consequences for you, as you might become personally liable in case a sponsor does not pay in the end. It is important to check your legal structure and possibilities anyhow.

§2. Subsidies

Subsidies can be provided from unexpected corners. Think of the university, the city or town where the event is held, tourist board, youth or sports ministries, national associations or

federations. You can approach possible subsidiaries the same way you approach sponsors: personally, explain them why your event is interesting for a subsidy of that particular organization, etc. **Same**

as for sponsor approach: do not forget to refer to the names in your Honorary Committee!

§3. What to offer

In fact you have a lot of possibilities to offer to your sponsors. Always keep in mind to stay flexible if a sponsor wants something different than you expected. Be creative in considering what you can offer!

Some possibilities:

- an advertisement in the booklet: you can offer, of course, whole, half and quarter pages;
- their name on the official posters of the event;
- hang up their banners in the riding arena, in the party or dining rooms;
- sponsoring of a horse: each time the horse comes in the arena, this sponsor's name is mentioned;
- billboard or jump in the show jumping course;
- name an entire round of dressage or show jumping after a sponsor (e.g. The BMW First Round of Dressage, etc.)
- sell all of your teams to a sponsor each (e.g. BMW as the official sponsor of the German team, Heineken sponsor of the Dutch team, etc.)

Don't forget to invite one or more representatives of the sponsor to your event (best is normally for the finals) and don't forget to take care of them once they are there. Best is to delegate one or two persons to look after all sponsors at a time. The gala is the perfect occasion to invite and thank them officially.

At the end of the event it is usually much appreciated to give the sponsors a reminder of the event and to thank them profusely. Give them at least a booklet and perhaps something like a group photograph etc.

IMPORTANT: Avoid conflicting sponsor interests! A title such as:

The BMW First Round of Dressage at the Mercedes-Benz AIEC-SRNC Germany 2004 is no good!

§4. What sponsors can provide

Sponsors can be useful in many matters. Not only money wise but in naturalia as well. Think of sponsors for food, drinks, flowers (for the arena and as thank-you-presents), even some free copies of a local newspaper, office materials, gifts, etc.

They can arrange you for special prices for anything you have to rent, to insure, etc.

Just remember that your Nations Cup won't be successful without any sponsors, so be enthusiastic and correct to get them and to keep them (for the next time as well).

CHAPTER 4 - THE LOCATION

§1. The location in general

Best is always if **all is situated in one place**, so nobody will have to drive anywhere during the whole event. What will suit you best is a riding arena or riding school with sleeping accommodation and party rooms on the same grounds. It is also handy if the riding school has horses you can use. That will save you a lot of work, time and money. If you cannot find a riding school with accommodation facilities, you will have to provide a good transportation to and from the riding arena and the parties. Try absolutely to keep everyone sleeping in the same place; that is much more fun. Don't spread people among too many places. Luxury is not necessary although comfort will always be very appreciated.

§2. The riding arena

If you want to assure riding in any weather you should make sure the riding school has an indoor arena that is big enough. As is the custom at SRNCs, dressage and show jumping are never at the same time, so you won't need more horses and everyone can watch each other.

One arena for the competition and another arena (can be outdoor, but might not be very comfortable when raining or snowing) where riders can prepare horses are sufficient. More arenas are of course handy: e.g. it's easier if you can prepare the jumping course without having to wait for the dressage test to be finished, etc., but again that is not necessary.

If the weather is nice (that sometimes happens in some places) and if you have the facilities to, the AIEC SRNC-rules allow outdoor competition. In this case ground conditions should be good and safe.

The riding arena has to be at least standard size, i.e. 20x40 meters. Of course, to ride higher-level dressage tests and to have a nice jumping course a bit bigger is recommended. Most AIEC dressage tests for semi-finals and finals are made for a 20x60 meters arena. So in case you cannot have such an arena, you should contact the AIEC to find a solution for the higher level tests.

Try to borrow items such as jumping poles, dressage fences and letters for the dressage arena from the riding school. Most riding schools have a good collection of these items and can help you save time and money. Check with the riding school if you can use their facilities for free.

Another thing is to make sure that the riding school has enough stables to spare for the horses you are bringing in from elsewhere. Some might have to spend the night because they will be used again the next days.

A good idea is to try to get stands for competitors, supporters and other spectators. Do absolutely try to have a bar as close to the riding arena as possible; this is very appreciated, because student riders are always very thirsty!

§3. The sleeping accommodation

Student riders don't mind sleeping on air mattresses, although this almost never happens at SRNCs. Try to provide beds for at least the riders. Try to keep your competition on the level of comfort everyone is used to. Try to find a riding school that has own dormitories. It doesn't matter how many people will have to sleep in the same room. Just check - if possible - if there is no problem when noise is made during the night (because there will be noise!). If the parties are held elsewhere or if the riding school doesn't have own dormitories, avoid long distances and places that are hard to find. After a long night of partying people are bound to be tired. Have clear and precise driving directions available!

Which will be appreciated most - or disliked most! - are the **bathing facilities!** Everyone should be able to shower properly (with warm water for all) and there should be enough toilets (with toilet paper!).

Another thing you should consider (especially when making your schedule) is that riders appreciate some time to rest between activities. Most will want to have a nap and a shower after the riding and before going to dinner and the party. Make sure the accommodations are accessible at this time. Try also to be flexible in your time schedule: student riders tend strongly not to be in time!

§4. Meals and parties

The handiest thing to do with meals is to devise a kind of system to see who is entitled to have meals, e.g. with tickets, bracelets or stickers. Although tickets are often easier to handle, there are always almost half of the people who don't have their tickets with them whenever they need them. To avoid problems in this case, it is wise to check on your list with all the people if they have paid at all, to write their names down and to ask them to give you the ticket later. There is normally no problem with riders and team chefs. You just have to check the supporters. Some of them try to avoid payment by telling you that they have paid and forgotten their tickets. Just make your list very carefully and try to remember faces! After a short time you will know all the people.

You should provide for at least one hot meal per day. Two (lunch and dinner) are most common. Competitors should be able to sit down for eating.

Breakfast:

It should be a normal breakfast. Hot food is not necessary though it can be appreciated. Provide for some fresh fruits as well. Another thing you can think of is to let breakfast run on until very late (11 am). There are always supporters and no longer competing riders who tend to get up later. They will appreciate very much if they can get breakfast as well.

Lunch:

As normal as lunch should be.

Dinner:

You don't have to provide for a three-course dinner; that will probably be too expensive anyway. A hot meal as dinner is expected though. It is customary to have one gala-dinner (which is supposed to be three or more courses!). This is up to the organisation's possibilities.

Parties:

It is very important that parties can end as late as wanted (5 am is always a good guideline). Good parties are really important! One of the main criteria determining the quality of your competition is the organisation of good parties. There should be enough alcohol, but then again avoid drinking and driving, respectively make sure the cars may be picked up in the morning and provide for a shuttle service if needed. **Keep the prices for drinks as low as possible.** Don't try to make too much benefit out of selling drinks. Experience has proved that if the prices are too high people drink less and have less fun. An acceptable price is e.g. 1.50 Euro for 0.25l or 0.3l beer.

Good music is the guarantee for a good party. Most student riders love to dance the night away! There is nothing to stop you if you want to have a theme party or something like that: use your imagination!

On Sunday most competitors will leave after the prize-giving- ceremony, so usually you won't have to worry about a party, but sometimes when you know people will be staying one more night (e.g. if they get a flight only the next day), you can organise something for them (farewell party?). This is often the case for competitors coming from overseas. You may be able to charge a little extra from people who stay longer to cover the additional costs.

CHAPTER 5 - THE RIDING

§1. Dressage

Dressage is ridden over four or five rounds. That will mostly depend on the number of horses and riders you have. In most cases there are four rounds: first round, second round, semi-finals and final. Student riders ride according to the "knockout" system. This means that two or three riders compete against each other on the same horse and the best of the three (the one with the highest points on that horse) qualifies for the next round.

In the first round the team rides together in an AIEC group test. The following rounds are, of course, individual tests.

In the finals two riders ride two tests each. Both riders ride one test on one horse and the other test on a second horse. One test consists of a normal test and the other test is a free-style test with music. The level in dressage can be as high as you want, but remember that competitors and horses may not be up to a very high level. Important is to make sure that the horses can compete at the level you want to show for the round. Always include judges in this dialogue as well: they can "judge" best whether the level should be lowered if the horses or the riders will not be able to handle the planned level.

In the **first round** there should be **four judges**, three of them judging the three riders and the **fourth to judge the team as a whole.**

If a judge has no experience with the knockout system, it must be explained very carefully. The point of the KO-system is that a judge has to select the best rider out of all the riders competing against each other on the same horse. So the judge has to understand that he must judge the same horse every time it comes in the arena during the same round. He has to notice that the order in which the horses appear in the arena may vary throughout the round.

The best thing you can do to avoid any misunderstandings is to give the horses clearly visible numbers or colors attached to the bridle (also during the presentation of the horses). These are an enormous help to the judges and to the riders to recognise their horses.

Numbers might be a good idea for riders as well, because names might prove to be a problem at times (spelling foreign names can be very adventurous...). The numbers of the riders are put on their boots.

In further rounds two or even three judges are recommended so that an average note can be obtained and there will be less reasons for complaints. Obviously, these judges can be different ones than the ones who judged the first round. Having different judges for each round might also help avoiding problems with personal preferences of judges. When you debrief the judges, insist

– without insulting or offending – on the fact that they should be as impartial as possible, and especially towards the riders from the team of the organising country.

See also the AIEC SRNC Regulations and the Special Notes for Judges document for additional guidelines and explanations on how to best communicate with the judges.

§2. Show Jumping

Again the same principle of the knockout system is followed. Only the drawing is different: this is explained in the paragraph about the secretarial work at the event itself. Now the horses are even more important because with show jumping inexperience can

lead to disastrous results. Whether faults/style or faults/time are the criteria, faults always count first!

The semi-finals and finals are ridden on faults/time because from the third round on the so far qualified riders are expected to be more experienced. Remember to have proper equipment for jumping on time, which means at least two stopwatches along with an electronic chronometer!

Please refer to the SRNC-rules for the judging criteria. These criteria have been devised to ensure having one standardized system that will be applied at every student riding competition. This is to avoid any misunderstandings by the riders concerning judging. Experience has shown that the different national systems and rules vary too widely and riders do often not know what the exact rules are. You should always explain the rules very carefully - which are mainly FEI-rules - to the judges and the competitors before the competition.

When the jumping is judged on style, you have to ask the judges to use the following system: for every fence one style mark is given. "One fence" means from the landing of the former fence to the landing of the fence judged. Then, one overall mark is given for all the fences judged. The final mark is reached by adding up all separate points per fence plus two times the overall mark, then divide this sum by the number of fences and add two.

Now some guidelines for judges to take into consideration when judging on style:

- rider's influence when riding towards the fences;
- seat and position when jumping the fence;
- the way the horse is positioned before the fences;
- the way lines and curves are ridden;
- confidence and submission of the horse.

Remind the judges to the point that the lack of a classical seat between the fences should not be penalized, since the seat depends on national preferences. See also the **"Guideline for judges"** in the appendix of the present document.

§3. Additional activities

Another thing the organisation might think of - besides the dressage and show jumping - are some other activities on horseback or not on horseback. It is always fun to have extra activities for those not riding or those who are no longer taking part in the competition. You can as well have some small prizes for the winners of such extra activities.

For dressage and show jumping extra prizes are welcome e.g. for the nicest fall-down or the unluckiest rider etc. A lot of fun is always the special prizes for the "survival team" (the team that stays the longest together at parties, or the team that drinks the most, etc.), the prize for the most obvious couple ("Bagger Prize") of that weekend (there are always a lot of people "coming together" at a student riding competition). So these two prizes are almost the classical special prizes.

But you can think of some more funny prizes (people love to get these funny prizes), e.g. a prize for the guy (or girl?) that snores the most and the loudest during the nights, a prize for the person that had the worst "shutdown" by alcohol, etc.

A very important tradition in student riding is that the riders riding in the finals offer each other a drink and kiss. So before the finals start have your national drink ready! You might need to explain this ceremony to the spectators before, especially to the sponsors and the horse owners.

Another possibility is to take a group photograph and give it to the riders as a memory. Might be an idea for sponsoring too.

§4. Horses in general

It can't be stressed enough that the horses are very important. Without enough horses there will be no competition. Therefore make sure to start your search for horses with time to spare. It often happens that owners call a few days before the event and cancel the agreement for whatever reason. You need a lot of horses:

- * 12 teams need 20 horses dressage + 20 horses show- jumping;
- * 15 teams need 24 horses dressage + 24 horses show- jumping;
- * 18 teams need 28 horses dressage + 28 horses show- jumping;
- * 24 teams need 39 horses dressage + 39 horses show jumping!

You need to have at least one reserve horse standing by for each round. Rerides are quite often required!

It will probably be hard to find a riding school that has enough horses to cover for all the different required levels. Stay optimistic! It rarely happens that competitions do not have enough horses at the end. But it will be one of the hardest jobs to do! Keep in mind that it would be nice when you can have different horses for every round, but this is not compulsory. A horse can ride in more than one round if it is up to it. Just make sure that riders do not ride the same horse twice at the competition. This counts as well for dressage and show jumping. If it is going to happen, they will have to draw again to get another horse. Paying attention to this will be one of the tasks of the person in the office during the competition.

It might happen that you need horses to stay overnight, e.g. because they are needed the next day, or when there is no possibility to drive them back home earlier. Good care must be taken of these horses; at this particular moment the horses are your responsibility. On forehand you have to check with the owner what kind of stable material the horse is used to, which kind of food it needs, etc.

At the beginning of each round the horses are shown in the main riding arena. The riders responsible for this should make sure that the horses are warmed up properly and put through their paces. The movements asked in the test can also be practised. It is wise not to do too much as the horse has to do three dressage tests or three jumping courses right afterwards, including a few minutes of warm-up time for each of the three riders. In show jumping, just showing how the horse jumps for two or three times

is enough. Experienced riders should show the horses. It always looks nicer when all the presenting riders are wearing the same (riding) clothes or T-shirts/sweater. Tell the riders as much details as possible about the different horses. They appreciate this very much. You can as well tell the riders some details when they are getting on the horse in the warming-up arena, but then you have to make sure that the same details are told to every rider on that same horse. Tell the riders if the horse should better be ridden with or without spurs or a whip. The AIEC does not recommend riding with very long spurs and at all times only blunt spurs are allowed. (See **ART.3.5.2** and **3.5.3** of the NC-rules). Final instructions from the horse owners always override any other instructions. If there happens to be any sort of conflict between the horse owner's instructions and instructions from the jury or the AIEC SRNC Regulations, consult the AIEC TD immediately. He/she will help resolve the issue.

Some more general advises:

- * when trying to find horses, think of riding schools, training stables, private owners, (former) student riders and visit local competitions to meet owners/riders;
- * if horses are for sale, this can be announced at the competition (when entering the arena and specified in the booklet): this publicity can be a good reason for people to lend you their horse;
- * when you select horses, a good guideline is that they should normally be competing one level higher with their owner than the level you need them for. Try to get experienced show jumpers and ask the owner if they are used to different riders. It's anyway very wise to try them yourself before bringing them to the SRNC;
- * think of the insurance: if horses are not insured by their owner it is wise you do so; think of both travel-insurance and insurance at the competition. Make also sure to check on any kind of possible national or regional legal requirements for this matter.

§5. Stabling and transportation of the horses

Especially in the stables a lot of co-workers are needed; it is best to assign one person per horse. The horse is then the responsibility of this person.

You will need enough people to transport the horses. In some countries a special driving license is needed to drive a horse trailer. In this case make sure that all drivers have this permission. Count enough extra time for traveling to be sure that the horses arrive in time. Always think of traffic jams!

- When the horse is picked up make sure the horse is not lame (make the horse trot on a hard road), that it is not suffering from any diseases etc. Check its legs for any cuts and its hooves for any possible problems as well. Sometimes you might even want to video film the horse for the insurance company.
- The horse should be well equipped for traveling and should be wearing protective gear. Bring an extra set if you are not sure that the owner supplies this.
- Some horses come without any saddlery. There should always be extra saddlery (e.g. a double bridle is something you might need) and protective leg gear. Then again, if the horse comes with its own saddlery make sure this is returned well cared for.
- Horses that do normally not have straw in their stable should not have so at the competition either. The reason for this is probably that the horse eats all the straw it finds. Also check if the horse drinks out of the automatic watering system found at most riding schools. Some horses only drink out of a bucket.
- Ask the owner about the feeding habits and, if possible, bring its own feed. Some horses are also very particular about what they eat and have their own special brand (while you might have a sponsor of a completely different brand!).
- It is a lot quicker and cheaper if two horses can travel on one horse trailer. Don't forget to ascertain that the horses travel well with one another.

- Very handy and important to avoid confusion: make name plates for all of the horses with any specific details and put them on the stable door.
- Important: a farrier and of course a veterinarian must at least be notified that this event is going to take place in their district. They must be able to be called at any time. Refer also to the AIEC SRNC Regulations.
- The horses have to be turned out properly: its mane plaited and brushed neatly with all hairs in place!

CHAPTER 6 - DURING THE EVENT

§1. Arrival and registration

The first one to arrive, besides the OC, is the technical delegate (TD). This is a person designated by AIEC, who will help you all weekend; a TD is an experienced SRNC organiser. If you have followed AIEC recommendations, the OC and the TD will have had contact prior to the event. Main tasks of the TD at a SRNC are to solve problems, to check the results, to check the riders' admission, to check all AIEC fees and to give advice. The TD is NOT there to do any work you couldn't find anybody else for! The TD's job is to advise and supervise.

Next the riders, supporters and team managers will start arriving. Now it's the time to register the people: let all competitors (and preferably all supporters as well) pay immediately! This saves you problems later on (they might have spent all their money or who knows which excuses they invent - by the way: one very common excuse is that they need to go to a cash point first; explain them the way immediately and tell them to be back at once).

The riders' student cards and identity cards/passports will also be checked; this is taken care of by the TD upon arrival of the teams, at the time of registration. For the conditions of being allowed to participate at a SRNC see **ART. 2.5.4** of the AIEC SRNC Regulations.

Documents that the team managers (chefs d'équipe) should receive for their team members:

- programs (time table) for each rider and supporter;
- driving directions to all the places you are planning to go to during the event;
- a copy of all dressage tests;
- the numbers for the riders (mostly stickers to put on the boots); don't forget to write down which rider has which number;
- any tickets or bracelets they will need for eating, drinking and parties.

Like it was said before, part of this information can be printed in a booklet as well (which will avoid having to handle lots of single sheets of paper).

§2. Chef d'équipe (team manager) meeting

The (first) chef d'équipe meeting is compulsory and must be done before any of the riding starts. The TD will invite all the needed persons to it. You will have to provide for an adequate room where the meeting can be held. The TD will check all details about this meeting with you.

Depending on the actual needs there might be a second or even additional meetings. This will be decided at the event itself.

Once a year there is a General Assembly of AIEC. This GA is always held during a SRNC. If the GA is going to be held at your competition, you will be informed about it in advance so that the necessary preparations can be made.

§3. Secretary's office

Main task of the secretary's office during the event is the draw of the lots and the results calculations. The OC must provide the necessary manpower and electronic equipment for this. The TD will supervise these tasks. All lots should be prepared in advance.

The secretary's office will probably also be a central meeting point for organisers and co-workers.

3.1 Drawing of lots

For the first round dressage lots are drawn team by team. Don't forget to write down which rider of the team is going to ride on which horse and in which order they will appear in the arena. The TD will be supervising this process closely.

The following rounds are more simple because riders do their tests individually; they draw a lot and there is no choice left.

Just make sure that riders from the same team are never on the same horse except for the semi-finals and finals if and when there are more riders from the same team than there are horses.

§4. Calculation of results

For every round and every horse the rider with the best result proceeds to the next round. The ranking of the non-qualified riders is made according to the difference of penalties and/or points they have compared to the results of the winner on their horse. The rider with the least difference is ranked higher. If two riders have the same points difference, the one with the highest absolute amount of points is ranked highest.

4.1 Dressage

Examples to make it clear: Dressage first round, horse #1:

1st rider 130 points

2nd rider 125 points

3rd rider 131 points

Obviously the third rider has the most points and thus will proceed to the second round. In this case the first rider will be ranked second on the horse because he has only a difference of 1 point and rider 2 will be third on the horse with a difference of 6 points.

Dressage first round, horse #2:

1st rider 135 points

2nd rider 129 points

3rd rider 132 points

Rider 1 proceeds to the next round. Rider 3 is ranked second on the horse with a difference of 3 points and rider 2 is last on the horse with a difference of 6 points.

Now to see how these riders will be ranked in the individual classification:

Rider 3 on horse #1 and rider 1 on horse #2 are through;

3rd place:	1st rider horse #1	(diff. -1)
4th place:	3rd rider horse #2	(diff. -3)
5th place:	2nd rider horse #2	(diff. -6, 129 points)
6th place:	2nd rider horse #1	(diff. -6, 125 points)

When it isn't clear who will proceed to the next round with dressage because two riders on the same horse have exactly the same total of points, you should first of all check the following points on the test: submission (attention and confidence), rider's seat and position (correct use of the aids) and the total impression of the presentation (harmony between rider and horse, correctness of the ways on the track). If you still can't make a difference you should ask the judges for their opinion and they will have to decide. (See also **ART. 4.5.3** of the AIEC SRNC Regulations).

4.2 Show jumping

The procedure for show jumping is similar to the one for dressage.

When jumping on style, there is one style mark for each rider; the one with the highest style mark proceeds to the next round whereas the other riders on the same horse are ranked according to their difference of points compared to the winner on the horse.

When jumping is on faults and style, the rider with the least faults gets through and the others get ranked according to their faults. If two or more riders on the same horse have the same amount of penalty points, they are ranked according to their style mark.

When jumping is on faults and time, then again are considered first the penalty points. In case of equal penalty points the difference is made to the advantage of the fastest rider.

§5. Sponsoring

The person who has dealt in gathering sponsoring should also be the contact person during the event. This is a very important job because the proper welcome and entertainment can break or strengthen your relationship with a sponsor (think of the next event). Most sponsors are quite satisfied if they get a little attention, they will understand that most people will probably be too busy to constantly entertain them. But there should at all times be one person who is taking care of the sponsors. He or she has to explain them what is going on, what is coming next and show them what has been done with their sponsoring. Offer them a drink. If the possibility is given, you can always welcome the sponsors by presenting their names through the microphone in the riding arena; they will get an extra applause. Have a good seat ready for them when they want to sit down.

§6. Prize-giving ceremony

During the last afternoon of the event you should start with putting up the table with all the prizes and decide which prize you will give for what. Always try to get prizes sponsored because buying nice prizes can become very expensive.

The prize-giving ceremony should in no case be later than you scheduled it, because most people leave right after it. Some may have to catch a plane or a train. If you are later than planned, you might be surprised to have less than half of the people at the

ceremony. Experiences have shown that the best time to have the prize giving is at about 5 pm. Try to finish no later than 6 pm.

Start with thanking everybody who has helped you "make the event possible". I.e. sponsors, horse owners, owners of the locations, judges, course designer, co-workers, competitors, etc. Have a small present for the most important of them.

After all this you can start with the prize-giving ceremony itself. Team combined and individual combined are the most important prizes so they should be presented last. **Compulsory** other prizes are individual dressage, individual show jumping, and team dressage and team show jumping. Of all disciplines at least the first three prizes should be presented. Usually it is done as follows: in the individual disciplines all the riders who made it at least to second round are named, i.e. 12, 15, 18 or 24 riders each time, in the team disciplines all the teams are named. You don't have to give presents to all of them; just giving their names and places is sufficient. When starting from the back you can keep the suspense longer! After this you can give the special prizes. Usually there is no ranking for it and just the winner is named. But it would be a nice alternative to give for example the first three "best fall-downs" or "survival drinkers". Don't forget to have all the dressage tests, show-jumping sheets and the result lists ready to give to the competitors.

VERY IMPORTANT:

Remember that the official language at your Nations Cup is English! Make sure that all signs, information and speeches are written / spoken in English. Speeches and information are worthless if you don't understand them...

7 - AFTER THE EVENT

Right after the event most competitors and supporters will be leaving. The OC will probably have to stay to finish everything up and tie up any loose ends.

It's good to have a checklist (which was made before) with the tasks that have to be finished and the persons responsible for them, since everybody will be tired and might not be happy with the idea of working anymore.

Make sure the horses and yourself return home safely.

If some competitors stay another night, you look after them: take them to a restaurant, find a sleeping place and have someone to take them to airports/railway stations the next day.

If asked for and possible, try to organise another small party or have everybody go to a bar!

One or two days after the event some follow-up phone calls should be made:

- to the riding school to ask if everything is all right or if unexpected things have shown up; thank you;
- to all horse owners to ask if the horse(s) are all right; thank you;
- see to bills that should be paid, check them very carefully for any mistakes;
- check when sponsors are going to pay because some prefer to pay after the event.

To some people you might want to write thank you letters; also make sure **that especially the judges get written thank you notes**. Idem for riding location, horse owners, and sponsors.

KEEP IN MIND:

When you have accomplished organising a successful event, you are very likely to do it again the following year, or the year after. Pretty much everywhere, the horseback riding community is quite a closed community, meaning that everybody knows what everybody else does. Word of mouth spreads fast, so you want to make sure that ALL the horse owners are very happy with how their horses performed and how they were treated. You will be surprised at how much easier it will be for you the following year to get horses!

Same goes for sponsors, riding location, judges, co-workers.

AND LAST BUT NOT LEAST:

Whenever asked about what a student riding competition is:

A student riding competition is a horseback riding sports event, where people from all over the world come together to share their common passion: the horse, and socialise while doing so.

A student riding competition is NOT a drinking and party event with some horseback riding between the parties.

APPENDIX A

GUIDELINE FOR COURSE DESIGNERS

Already when you approach the course designer for the first time concerning your competition, you ought to inform him/her about the student riding system.

Explain the knockout system and tell him/her that everybody is riding on strange horses, and that the quality of the riders varies widely. Describe the atmosphere at a student riding competition in gentle words, so he/she knows that the competition is the major event, but that the socialising goes along with it.

Make sure that the course designer knows if it is style jumping or jumping on time. Explain that you want a technically difficult course to make sure that the best riders will go on to the next round.

Tell the course designer about the style-jumping criterion, which makes it easier for him/her to build the course you want. You can also ask if he/she wants to see the technical rules - it might give him/her a better view of student riding.

Explain the tasks of the Technical Delegate and the Technical Commission, so the course designer knows who they are.

Style-jumping criterion

Style is to be judged on the correctness and accuracy of the ride. The rider should demonstrate a forward pace, and the jumps should come smoothly out of stride with a constant rhythm throughout the course.

Balance of the horse and rider, the number of strides between the fences, leads and efficiency should be taken into account by the judges. The lack of a classical seat between and over the fences should not be penalised, unless it is detrimental to the horse or appears to be unsafe.

APPENDIX A

GUIDELINE FOR JUDGES

Already when you approach the judges for the first time concerning your competition, you ought to inform them about the student riding system.

Explain the knockout system and tell them that everybody is riding on strange horses, and that the quality of the riders varies widely. Describe the atmosphere at a student riding competition in gentle words, so they know that the competition is the major event, but that the socializing goes along with it.

Make sure that the judges realize that the riders are only riding against the other riders on the same horse.

Tell the judges about the style-jumping criterion, and tell them that each fence is to be judged separately. You can also ask them if they want to see the technical rules - it might give them a better view of student riding.

Provide the judges with the dressage tests before the competition, so they have a chance to look them through.

Make sure that the main judge (head of jury) knows that he/she has to check on the other judges throughout the first round, so that they are judging the right horse.

Explain the tasks of the Technical Delegate and the Technical Commission, so the judges know who they are. Ask for one judge to take part in the Technical Commission.

Style-jumping criterion

Style is to be judged on the correctness and accuracy of the ride. The rider should demonstrate a forward pace, and the jumps should come smoothly out of stride with a constant rhythm throughout the course.

Balance of the horse and rider, the number of strides between the fences, leads and efficiency should be taken into account by the judges. The lack of a classical seat between and over the fences should not be penalized, unless it is detrimental to the horse or appears to be unsafe.

Should you have any questions, comments or suggestions at any time during the competition, please do not hesitate to contact me. I will be available for any assistance throughout the event.

On behalf of AIEC and the organising committee I would like to wish you good luck and a lot of fun during your stay at this student riding competition.

Best regards,

Your AIEC Director of Competitions.

Renske 't Hart

Stand 01/2010