



**ASSOCIATION INTERNATIONALE DES  
ETUDIANTS CAVALIERS**

AIEC ATD Guide

ASSOCIATION INTERNATIONALE DES ETUDIANTS CAVALIERS  
INTERNATIONAL UNIVERSITY EQUESTRIAN FEDERATION

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## **AIEC-Assistant Technical Delegate (ATD)**

*An ATD is a person who assists the official AIEC TD at a Student  
Riding Nations Cup.*

### **Preconditions:**

- Any individuals interested in applying for an Assistant Technical Delegate (hereinafter referred to as 'ATD') job must be familiar with student riding competitions (by participation in at least one SNRC) or must have experience as a member of the Organizing Committee (hereinafter referred to as 'OC') of a Nations Cup.
- The applicant should write a short bio or "CV" and send this to the AIEC Director of Competitions.
- The AIEC Board will decide which candidates meet the requirements to follow the ATD program.

### **Before the competition:**

- The ATD is **an official representative of AIEC**. This individual needs to be responsible, responsive and reachable at all times prior the event.
- **Communication** between the ATD and TD/OC begins three months before the competition:
  - Daily email check desirable
  - Responsiveness required
  - Must also reachable by phone
- The ATD is to be cc'ed on all relevant communication between the TD and OC.

- An ATD is not supposed to take matters in their own hands and start sending out their own comments to the OC. But the ATDs are welcome and encouraged to send the TD any suggestions they might have.
- An ATD should **download and read the Rules** and the **AQUILO-Software** for her/his self training:
  - Read and memorize the Technical Regulations
  - Familiarize themselves with the software so that they know what to do in case there are no computers available to calculate the results (this should not occur, but it happens from time to time)
- Travel arrangements **have to be made according** to the TD:
  - If your travel plans don't match, don't plan to be an ATD
  - The ATD is encouraged to arrive at least 3-4 hours before the official arrival of the competitors, just to get familiar with the OC, the location and everything around
  - The ATD **must** stay at least until the after the prize-giving ceremony

### **During the competition:**

- She/He **is not allowed to compete** at this competition and **is not allowed to be a part of any official delegation (e.g., team chef)** at this competition she/he is assisting.

- She/He must be at the **full time disposal** of the TD for the entire duration of the competition:
  - No sleeping too long
  - Not drink irresponsibly
  - Arriving in time and not leaving too early
- An applicant has to participate two times as an ATD at a SRNC before they can become an official TD
  - Limitation time between first and second ATD session:
    - **1.Session:** the ATD is looking over the shoulders from the TD
    - **2.Session:** involving in the work of the TD

#### **After the competition:**

- A **Judgement of the ATD** will be made by the TD after the competition.
- After two times being ATD, the person must participate in a final "**TD Briefing**" which can include:
  - Several random questions about the rules
  - What has to be organized at the SRNC
  - Proof of proper handling of AQUILO-Software
  - Proof of calculating results by hand
  - Theoretical questions
- They will get an evaluation from the TD, which will be presented, to the AIEC Board.

#### **Travel expenses:**

- ATD's are travelling and taking part at the competition on their **own costs**.

### **AIEC-Technical Delegate (TD)**

*A TD is a person who is the official AIEC Supervisor at a Student Riding Nations Cup. She/He is the control power of the Rules and not there to watch over Organisation Committee.*

#### **Preconditions:**

- The TD is selected by the AIEC-Director of Competition under agreement of the AIEC-Board.
- TD's are required to have been a member of the OC of a Student Riding Competition or be very familiar with organising a Student Riding Competition and to have been an ATD a minimum of two times before becoming an TD.
- Requirement of speaking proper and understandable English. Fluently would be preferred.
- **Requirement to have the AIEC state as AIEC TD.**

#### **Before the competition:**

- The TD is **an official representative of AIEC**. They need to be responsible, responsive and reachable at all times.
- **Communication** between the TD and ATD/OC begins three months before the competition:
  - Daily email check desirable
  - Responsiveness required
  - Must also reachable by phone

- The TD must introduce her-/himself to the OC, and explains what the tasks are of the TD. Close regular contact between the OC and the TD is very import.
- The main challenge is to convince the OC that we are all working on the same side of the fence.
- The TD is supposed to take matters in his/her own hands and start sending out his/her own comments to the OC. She/He should involve the ATD in all communication.
- The TD is required to be familiar with the AIEC-SRNC Regulations and be able to perform the calculations with AQUILO-Software. A TD is supposed to know the rules off the top of her/his head.
- Travel arrangements **have to be made accordingly** to the OC time schedule:
  - TD's are required to arrive at least 3-4 hours before the official arrival of the other participants, just to get familiar with the OC, the location and everything around
  - The TD has to stay at least until the after the prize-giving ceremony

#### **During the competition:**

- She/He **is not allowed to compete** at this competition and **is not allowed to be a part of any official delegation (team chef)** at this competition she/he is assisting
- A TD is omnipresent at all the times. The OC and all team chefs must be able to find and talk to the TD whenever needed.

- The TD should welcome at least every team chef personally and get to know as many competitors as possible, as she/he will be the main contact person for all participants throughout the event.
- Main tasks of the TD at a SRNC are to solve problems, 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.
- The TD should control the results before they are made official to the competitors and public. There should be a time delay of at least **30 minutes** between the presentation of the results of a round and the corresponding drawing for the following round, in order to provide for the allowed time window for protests, and to avoid unnecessary redraws. It is the TD's responsibility to make sure the OC time table for the event is adjusted accordingly.

#### **Information transfer TD→OC:**

- To inform that the OC should have a person who is responsible for the office for the entire duration of the competition. This person should also be at the full time disposal of the TD and vice versa.
- An important task of the TD is to ensure that the OC is using the AIEC logo on all official communications and that the correct title for the competition is being used all times: "AIEC-SRNC [country] ([city])(year)" or "AIEC Student Riding Nations Cup [country] ([city]) (year)". **NOT ALLOWED "SRNC [city] ([country]) (year)"**.
- A sponsor's name can be integrated into the official title, either by preceding or following the above title, e.g. "The Landrover AIEC-SRNC... or AIEC-SRNC .....by Landrover".

- Requests from the OC to use a sponsor's name within the official title must be cleared with the Director of Competitions.
- The TD is responsible to make sure that the OC time table for the event is accurate and realistic. **She/He should control this prior the competition.**

**After the competition:**

- The TD **MUST** take a **copy of the results** and forward them during the following days to AIEC
- The TD has to write a short evaluation of the competition (organisation, accommodation, horses, Judges etc.).
- The TD should also write a short comment to her/his ATD.
- The TD is required to hand in the final official results to the AIEC board for review and publication.

**Travel expenses:**

- The travel expenses, 2<sup>nd</sup> class return tickets for plane, train and ferry are paid by AIEC. Please book your travel early enough to keep the costs as low as possible. Book your travel accordingly to the OC's schedule.
- AIEC will afford also for the fuel if you take the car
- AIEC will additionally afford for airport transfers with bus and train if necessary.
- AIEC will **NOT** afford for parking fees at the airport and transfer with taxi.
- In all cases, AIEC is need of the **receipts....**
- The expenses for accommodation, food etc., are paid by the OC of that event.

THE TD IS REQUIRED TO FORWARD AN ESTIMATION ABOUT HIS/HER TRAVEL COSTS TO THE AIEC TREASURER. THIS MUST INCLUDE THE LOCATION OF DEPARTURE AND THE MEANS OF TRANSPORTATION (PLAN, TRAIN, FERRY OR CAR). IN CASE OF ALREADY BOOKED TICKETS, PLEASE FORWARD THEM.

**Tasks often mistaken by the OC for being the responsibility of AIEC:**

- **Warming-up arena:** the OC must have one person supervising the warming-up arena, making sure that riders get on the correct horses, checking every rider's appropriate warming-up time, and ensuring the correct start order of the riders. The TD (and/or his/her ATD) is to supervise the OC representant, not to replace him/her.
- **Office:** the OC must have at least two persons operating the computer with Aquilo and checking the results. The TD (and/or the ATD) is to supervise the work of these two people, offer advice and answer questions where needed. While the OC is responsible for presenting the final and all intermediaire results to the TD, it remains the TD's responsibility to make sure that the results are correct!

**Some Proposals for the work of the TD**

**Registration work:**

- The TD has to check all riders student ID Cards and Passports before the first round starts. 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.

**Control the Preparations:**

- Program (time table) for each rider
- Driving directions to all the places the OC is planning to go during the event
- A copy of all dressage tests

- The numbers for the riding boots for all participants, don't forget to write down which rider has which number
- Any tickets or bracelets they will need for eating, drinking and parties

#### **Competition Office:**

- The 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.

#### **Team chef 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 this meeting. The OC is required to provide for an adequate room where the meeting can be held. The TD will check all details about this meeting with the OC.
- Depending on the actual needs there might be a second or even additional meetings. This will be decided at the event itself.

#### **REMARK:**

**Keep in mind that for the people of the OC, all participants and all other involved people, the TD is the representation and face of AIEC; if the TD does not do a good job, this is a reflection of AIEC.**

**While the TD title means supervision, arbitration and ensuring the smooth running of the event, the TD's job is called offering help and guidance to the OC, providing the point of contact for the OC and participants and acting as a buffer between them.**

#### **Additional required/recommended regulation**

An experienced TD should be present and supervising any newly promoted TD at his/her first competition. While the new TD will be officially in charge at the competition, the "senior TD" will follow him/her around ready to intervene should something go wrong. This would be sort of practical and final part of the exam.

The TD may also require a switch/replacing of horses in case there are too many too small horses in one group.

ATD candidates (ATD-C) need to be approved for each SRNC by the AIEC DOC, who will follow up on the candidate's progress with the training TD. ATD-C must train at 2 events at least, under 2 different TD's. The training TDs may recommend to the AIEC-DOC that the ATD should train at additional competition if they felt that the candidate is not ready to take the exam yet. The AIEC-DOC will decide about additional training units. Upon recommendation by the training TDs, the AIEC-DOC must approve a ATD-C's admission to the TD-state. Only experienced TDs are allowed to officially train ATD's. A minimum of 3 SRNC as a TD are required to be considered an "experienced" TD. TDs with less experience may unofficially required number of sessions. The AIEC DOC will designate the examiner for an ATD-C ready to take the exam.

## **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 (New)**

Style is to be judged on three following points:

1. - The rider's style (position and seat) and effectiveness of using the correct aids
2. - The fluency of the round and the relationship between the horse and the rider (acceptance of the horse to the riders aids) the number of strides between the fences.
3. -The style of jumping/the approach, the jump and the landing/ride away from the fence after the fence.

Mark number two will have a coefficient of 2.

Sincerely, AIEC Director of Competitions

March 2009

## **Appendix:**

### **Practical problems and recommended solutions**

#### **The problem:**

SJ 1 - one rider has a refusal with a fence down. The rider has to wait until the fence is put back up before being allowed to proceed. The rider gets a unusual large amount of time penalties, which suggests to the team chef that the judges might have forgotten to stop the clock while the parcours was closed and the fence rebuilt. The rider in question did not get through to the 2nd round only due to the time penalties, while the other 2 riders on the same horse had the same problem (fence down during refusal), but no time penalties at all.

Upon publication of the results for the SJ 1 the team chef then asked the TD to verify the results, pointing out the suspicion of unjustified excess time penalties. After checking the situation, the TD recommends to the team chef not to pursue the issue any further, which is why the inexperienced team chef did not want to enter an official protest.

The TD appears to have handled the situation inadequately.

As a guideline for such a situation shall be recommended:

First, every round must be clocked, and the time allowed must be announced by the head of jury at the beginning of each round. As the first 2 rounds are on style, the max time allowed for these is supposed to allow for longer (safer) ways without incurring any time penalties. However, with any stop, the time allowed may very well be exceeded, and time penalties apply. It is the TD's job to explain to the judges to be rather generous with the max time especially for the first round, and most times the jury sets the time in such a way that at least one stop won't really do any

damage. Furthermore, when evaluating the protocols at the office, the office responsible(s) must check the time used by each rider against the time allowed, and, if applicable, calculate the time penalties into the final mark. That's why there is an extra box on the protocols to this extent.

In general, the protocols are considered authoritative unless decided otherwise by the CT.

In case one rider's protocol shows a rather unusual long time, the office responsible who notices the potential problem should advise the TD, who in return needs to look further into the matter, e.g. by double-checking the result with the jury.

So far for the technical aspect about how it should be in an ideal world.

From experience AIEC knows that sometimes the time is not taken at all, or the judges' writers do not fill it in. This should, of course, not be happening, but if it does, the time must be omitted completely and for all riders of the relevant round.

In this case the situation should have been handled as follows:

1. After noticing/suspecting the irregularity the team chef notifies the TD, who in return would first check the protocols to make sure the time used is checked against the time allowed for all riders. Since this is supposed to be done anyway, the problem might have been solved right away.

2. If the TD notices that not all protocols include the times, or thinks that there is an incorrect time, he/she needs to talk to the head of the jury and it should be consented to completely omit the time for all.

3. Since the TD has not followed this procedure in the actual case, the team chef should have entered an official protest (in written + deposit) with the TD, who then must convene the CT, who in return first decides about the validity of the protest (which is definitely given in this case). Then the CT would have to follow the same procedure as above, i.e. check the protocols, talk to the jury, remove the time if an irregularity is confirmed, etc.

Now, what might, or seems to have happened is that the jury forgot to stop the clock while the fence was being put up and the parcours closed for the rider. In this case, the protocols do, of course, not reflect the correct time, and thus can't solve the problem. Whether this was the case or not can only be decided by the CT. Should the CT confirm this, the only solution would be, again, to omit the time for all riders - N.B.: not only for the 3 riders on that horse because of the effect of the possibly altered differences on the ranking.

The bottom line for the concerned team is that there is nothing that can be done about it afterwards anymore. Following the regulations, the team chef has sort of silently accepted the jury's judgement by not entering a protest. (BTW, a TD cannot refuse to accept a protest that is entered in due form, no matter what he/she thinks about it, or how inconvenient it might be.)

Protests are not possible after the end of a competition anymore. Only in very grave cases could the AIEC board decide to cancel the results from a competition and to remove them from counting for any further rankings. But to be honest, I don't think the present case is "grave" enough for such a drastic measure. The NR does have, of course, always the right to present his/her case to the board and ask for a decision, but I doubt that it would do any good in the present case.