

**Association Internationale des Etudiantes Cavaliers**

***World University Equestrian Federation***



**AIEC TD GUIDE**

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# **AIEC TD Guide**

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## **1. Preconditions**

- 1.1. The Technical Delegate (TD) is the official AIEC supervisor at a Student Riding Nations Cup (SRNC), and is responsible for the application of the AIEC General & Technical Regulations.
- 1.2. The TD is selected by the AIEC Director of Competitions (DOC), in conjunction with the AIEC Board.
- 1.3. TDs are required to have been a senior member of the Organising Committee (OC) of at least one (1) international student riding competition (e.g. SRNC, CHIU, WUEC), and to have been an Assistant Technical Delegate (ATD) at a minimum of two (2) international student riding competitions before applying to become a TD.
- 1.4. TDs are expected to speak correct and comprehensible English, preferably fluently.
- 1.5. TDs must first be given the status of "AIEC TD" before being permitted to officially carry out the position of Technical Delegate.

## **2. Before the Competition**

- 2.1. As an official representative and face of AIEC, TDs are, therefore, a reflection of AIEC itself. They are expected to be responsible, responsive, and reachable, by both email and phone, at all times.
- 2.2. The TD must introduce themselves to the OC and explain the tasks of the TD. Close and regular contact between the TD and the OC is very important.
- 2.3. Communication between the TD and the OC begins a minimum of three (3) months before the start of the competition, and should include the ATD (if applicable).
- 2.4. The TD should take the initiative to advise the OC as they see fit during the competition preparations.
- 2.5. The TD is required to be thoroughly familiar with the AIEC General & Technical Regulations in such a fashion that they know the rules verbatim.
- 2.6. The TD is also required to be thoroughly familiar with the Aquilo software, able to manually perform its calculations, and trouble shoot if and when necessary.
- 2.7. Travel arrangements should be made in accordance with the competition timetable as dictated by the OC.
  - i. The TD should endeavour to arrive approximately 3-4 hours before the arrival of all other competition attendees, in order to familiarise themselves with the OC, the competition venue, the accommodation etc.
  - ii. The TD is required to stay until at least the end of the prize giving and closing ceremony.

### **3. During the Competition**

- 3.1. The TD is not permitted to compete in the competition at which they are performing the function of TD, and are also not permitted to be a part of any official delegation in any capacity at said competition (e.g. Chef d'Equipe).
- 3.2. The TD must check the student identification and proof of nationality (i.e. passport) of each new rider at or before registration to verify their eligibility to ride for their country.
- 3.3. The TD should welcome every Chef d'Equipe (CE) personally and get to know as many competitors as possible, as they are the main contact person for all participants throughout the competition.
- 3.4. The TD is in charge of the (first) compulsory Chef d'Equipe meeting, which must take place BEFORE any of the riding starts. The TD will invite the ATD, the CEs, and two (2) representatives from the OC to this meeting. The OC is required to provide an adequate room in which this meeting can be held. Depending on the specific needs of the competition, it may be necessary to hold one or more subsequent CE meetings.
- 3.5. The TD is the universal point of contact: for the OC and all participants at the competition, and is required to act as a buffer between these two (2) parties.
- 3.6. The TD should be omnipresent: the OC and CEs must be able to easily find and talk to the TD whenever necessary.
- 3.7. The main tasks of the TD at a competition are to:
  - i. Verify rider eligibility,
  - ii. Verify payment of the necessary competition fees,
  - iii. Give advice and supervise,
  - iv. Problem solve and mediate,
  - v. Ensure the smooth running of the competition.They are not present to do the work any member of the OC itself.
- 3.8. The TD is in charge of the horse draw that precedes each round, the timings for which can be found in the OCs competition timetable. The lots for the horse draw must be prepared in advance by the show office personnel. Each CE must ensure that they are present for the horse draw as it is not the responsibility of the TD to delay the competition schedule for any person(s). The TD then collects the draw slips and delivers them to the show office for input into the Aquilo software.
- 3.9. The TD and/or ATD should supervise the work of the two (2) show office personnel, offer advice, and problem solve when necessary. The OC is responsible for presenting the final and all intermediary results to the TD. It remains the TDs responsibility to double check that these results are correct.

- 3.10. The TD should control the results before they are made public. There should be a time delay of at least thirty (30) minutes between the announcement of results for the preceding round and the corresponding drawing of lots for the subsequent round. This is to provide the necessary time window for an official protest and to avoid unnecessary redraws. It is, therefore, the TDs responsibility to ensure that the OCs timetable for the competition is adjusted accordingly if required.
- 3.11. The OC must have at least one (1) steward in the warm-up arena at all times. This person is responsible for ensuring the correct starting order of the riders, that the riders mount the correct horses, and that the riders adhere to the appropriate warming-up time for each discipline. The TD and/or ATD is to supervise the warm-up steward, not to replace them.
- 3.12. The TD may or may not be asked by the OC to officially announce/present the final results during the prize giving ceremony.
- 3.13. An experienced TD should be present to supervise any newly qualified TD at their first competition. While the new TD will officially be in charge, the more senior TD will accompany them, ready to intervene should help be required.
- 3.14. Only experienced TDs are permitted to officially train ATDs. TDs must have served at a minimum of three (3) events before they are considered “experienced”.

#### **4. After the Competition**

- 4.1. The TD MUST take/receive a copy of the final official results from the show office and forward them directly to AIEC at their earliest convenience for review and publication on the AIEC website.
- 4.2. The TD should provide the AIEC Board with a brief written report of the competition. This should be carried out by completing the official AIEC TD Report Form, supplied to them by an AIEC Board member.
- 4.3. The TD should also provide the AIEC Board with a brief written report of their assigned ATD, if applicable. This should be carried out by completing the official AIEC ATD Evaluation Form, supplied to them by an AIEC Board member.

#### **5. Information Transfer**

- 5.1. The TD should ensure that the OCs proposed timetable for the competition is both practical and realistic.
- 5.2. The TD should inform the OC that they should have a minimum of two (2) persons responsible for managing the show office, operating the Aquilo software, and verifying the results for the duration of the competition. These persons should be at the disposal of the TD at all times.

- 5.3 The TD should ensure that the OC is using the correct AIEC logo on all official communications and that the correct title for the competition is being used at all times:
- i. AIEC-SRNC (World Finals) [COUNTRY] ([city]) [YEAR] **or**
  - ii. AIEC Student Riding Nations Cup (World Finals) [COUNTRY] ([city]) [YEAR]
- 5.4 Requests from the OC to use a sponsor's name within the official title must be cleared with the AIEC DOC before the start of the competition. It can be integrated into the official title by either directly preceding or succeeding it: it:
- i. The [SPONSOR NAME] AIEC-SRNC/Student Riding Nations Cup (World Finals) [COUNTRY] ([city]) [YEAR] **or**
  - ii. AIEC-SRNC/Student Riding Nations Cup (World Finals) [COUNTRY] ([city]) [YEAR] sponsored by [SPONSOR NAME]

## **6. Travel Expenses**

- 6.1. The TD should book their travel in accordance with the OCs timetable for the competition and as soon as possible in order to keep the costs low.
- 6.2. AIEC will cover travel expenses for the following:
- i. Second class return tickets for plane, train, and ferry.
  - ii. Fuel for car.
  - iii. Airport transfers by bus or train if necessary.
- 6.3. AIEC will not cover the cost of:
- i. Airport parking fees.
  - ii. Taxi transfers.
  - iii. Alternative accommodation or additional food required during the competition.
- 6.4. The TD's expenses for accommodation, food, and all other amenities are paid for in full by the OC, and will be similar to those provided to all other attendees.
- 6.5. The TD must provide AIEC with receipts for ALL travel wishing to be reimbursed. An estimation of such should be forwarded to the AIEC Treasurer prior to the competition, and must include the location of arrival/departure and the means of travel.

## **7. Assistant Technical Delegate (ATD)**

- 7.1. The Assistant Technical Delegate (ATD) is a person who assists the official AIEC TD at an SRNC.
- 7.2. Any individuals interested in applying to become an ATD must be thoroughly familiar with international student riding competitions (e.g. SRNC, CHIU, WUEC) through participation for at least two (2) years and are required to have been a senior member of the Organising Committee (OC) of at least one (1) competition.
- 7.3. An ATD candidate (ATD-C) should write a short letter of motivation and send it along with a CV to the AIEC Board, for the attention of the AIEC DOC. The Board will then decide which applicants meet the requirements to become an ATD candidate.
- 7.4. All of the above mentioned guidelines pertaining to the roles and responsibilities of a TD are also applicable to an ATD.
- 7.5. The ATD should be Cc'd on all relevant communications between the TD and the OC.
- 7.6. The ATD should make themselves thoroughly familiar with the AIEC General & Technical Regulations and the Aquilo software.
- 7.7. The ATD should not take matters into their own hands and make comments directly to the OC. But they are welcome and encouraged to offer suggestions to the TD.
- 7.8. The ATD must be at the disposal of the TD for the duration of the competition.
- 7.9. A TD candidate (TD-C) must have been an ATD at a minimum of two (2) international student riding competitions before applying to become a TD, each under the guidance of a different TD.
  - i. First competition: follow and observe the TD.
  - ii. Second competition: involvement in the work of the TD.
- 7.10. After each competition, the TD will provide the AIEC Board with a brief written report of the ATD assigned to said competition. This should be carried out by completing the official AIEC ATD Evaluation Form, supplied to them by an AIEC Board member.
- 7.11. In exceptional circumstances, the ATD may be asked to participate at a third or further competition. This will be at the discretion of the AIEC Board in conjunction with the relevant TD(s).

- 7.12. After an ATD has complete their two (2) competitions, they will be asked to participate in a final “TD Briefing”, which will include but is not limited to the following:
- i. Several random rule-related questions.
  - ii. Competition-related questions in relation to organisation.
  - iii. Proof of correct handing of the Aquilo software.
  - iv. Proof of manual results calculation.
  - v. General theoretical problem-solving questions.
- 7.13. The ATD’s performances in the above TD Briefing will be evaluated by an experienced TD and will be presented to the AIEC Board for consideration, after which the ATD may be granted the official status of “AIEC TD”.
- 7.14. An experienced TD should be present to supervise any newly qualified TD at their first competition. While the new TD will officially be in charge, the more senior TD will accompany them, ready to intervene should help be required.
- 7.15. The ATDs travel arrangements should be made in accordance with those of the TD. If they do not closely correspond, the ATD should apply for a different competition.
- 7.16. The ATDs travel expenses are to be covered solely by the ATD themselves.
- 7.17. AIEC will cover HALF of the relevant supporter fee for the ATD at the competition. The other half of the supporter fee is to be covered by the ATD themselves, and paid directly to the OC.