

Association Internationale des Etudiantes Cavaliers

World University Equestrian Federation



AIEC RULES OF REGISTRATION

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AIEC Rules of Registration

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1. General Conditions

- 1.1. Participation at an AIEC-SRNC is open to every student rider fulfilling the *Conditions of Participation* (AIEC SRNC General & Technical Regulations, Article 2.5.4.).
- 1.2. In order to guarantee a fair and equal chance for every country to reserve one or more of the limited available spots, as well as to provide AIEC and the OC with reliable commitments in relation to the allocation of participants, the registration process follows strict rules.
- 1.3. Invitations to and information about upcoming events, as well as the current status of live registrations, are available at all times on the AIEC website. Any information on the official AIEC website is authoritative, unless otherwise indicated by the DOC. It is the responsibility of the OC, NRs, and CEs, to make sure all information is accurate, and to notify the DOC of any errors in a timely manner.
- 1.4. The current registration process, and rules thereof, apply only to registrations for AIEC-SRNCs. For information regarding other events, please consult the appropriate guidelines.
- 1.5. It is the NR's responsibility to understand and follow the rules of the registration process, and to make sure that their team (riders and supporters) fully comprehends the meaning and consequences of their commitment to participation.

2. Registration Process

- 2.1. All registrations must be made through the appropriate portal on the AIEC website. Only online registrations completed correctly and in full will be considered.
- 2.2. Only NRs may register official teams, individual riders, and supporters. Furthermore, they may only register participants from their own country.
- 2.3. There is no notification sent by AIEC in the case of invalid registration attempts. Valid registrations will appear on the registration status list on the AIEC website within 48 hours. If this does not occur, the NR must contact the DOC directly.
- 2.4. Participation is determined according to the order in which registrations are received, on a first come first served basis, and, thereafter, based on the *Participation Priority Status*, as described below.

- 2.5. Registrations follow a compulsory 2-step procedure:
- i. During the registration period, an NR may register any number of complete official teams and/or individual riders from their country. Registrations for these can be done at the same time or at different times. Registrations may also be withdrawn during this period, but during this period ONLY.
 - ii. After the end of the registration period, the confirmation period begins and lasts for one (1) week. NRs MUST confirm ALL riders during this period. See *Registration Status List* below.

3. Registration Status List

- 3.1. NRs must check the Registration Status List on the AIEC website. While the list may change and/or be updated daily during the registration period, the standing at the end of the registration period is authoritative and final.

3.2. STATUS BLUE 🟦

A team or individual rider with a Status Blue is considered registered and awaiting confirmation. At the end of the registration period, the team's and/or rider's participation is required and they cannot be withdrawn. By the end of the confirmation period, NRs must confirm all official teams and additional riders with this status. The names of the riders may still be changed during the confirmation period, but not the number of riders.

3.3. STATUS YELLOW 🟡

A team or individual rider with a Status Yellow is considered registered but on the waiting list. The team's and/or rider's participation is not required and may be withdrawn. By the end of the confirmation period, NRs must either confirm the further availability of their team/riders or withdraw those with this status. The names of the riders may also still be changed during the confirmation period. Teams or riders whose further availability has been confirmed, will be considered to replace teams and/or riders of previous Status Blue or Status Green who withdraw. When confirming the further availability of Status Yellow teams and/or riders, NRs should indicate the duration of this availability.

3.4. STATUS GREEN 🟢

A team or individual rider with a Status Green is considered registered and confirmed. Both the team's and/or rider's participation and names have been confirmed. Participation is required and cannot be withdrawn.

3.5. STATUS RED 🔴

A team or individual rider with a Status Red is considered incorrectly registered and participation suspended/cancelled. This may be due to, for example, an unresolved financial issue or the application of a penalty.

- 3.6. At the end of the registration period, riders that are registered but awaiting confirmation may still be replaced by other riders from the same country, but they may no longer be withdrawn.

4. Participation Priority Status

- 4.1. Participation is based on the order of registration on a first come first served basis, within the following status categories for the registered teams and riders.
- 4.2. The AIEC website, at all times, reflects the correct registration order and the corresponding priority status in the listed order.
- 4.3. Priority is given in the following order:
- i. Complete official member teams.
 - ii. Incomplete official member teams.
 - iii. Complete official non-member teams.
 - iv. Incomplete official non-member teams.
 - v. Additional member riders.
 - vi. Additional non-member riders.
- 4.3. The first three (3) registered riders from a member country form the official team for this country.
- 4.4. A member country registering less than three (3) riders is represented as an incomplete official team. The remaining spot(s) is/are filled by a rider(s) from another country, allocated according to the above priority status.
- 4.5. In order to facilitate the integration of new countries, non-members may register for an AIEC-SRNC. The first three (3) registered riders from a non-member country form the official team for this country.
- 4.6. A non-member country registering less than three (3) riders is represented by an incomplete official team. The remaining spot(s) is/are filled by a rider(s) from another country, allocated according to the above priority status.
- 4.7. Member countries may register as many riders as they wish. However, all further riders are considered additional riders and are integrated into mixed international teams based on availability and the order of registration.
- 4.8. Non-member countries may also register as many riders as they wish. However, only the first three (3) registered riders form the official team. All further riders are considered additional riders and are integrated into mixed international teams based on availability and the order of registration.

5. National Responsible Role

- 5.1. It is the NR's responsibility to understand and follow the rules of the registration process, and to make sure that their team (riders and supporters) fully comprehend the meaning and consequences of their commitment to participation.
- 5.2. The NR is exclusively responsible and authorised to make registrations on behalf of their country or to withdraw them within the appropriate time periods.
- 5.3. Registrations must be made through the appropriate portal on the AIEC website.
- 5.4. Withdrawals must be made directly with the DOC, indicating the name(s) of the rider(s) that are being withdrawn and their replacement(s) if applicable.
- 5.5. NRs may NOT, at any time, replace any of their own riders with riders from another country.
- 5.6. NRs must ensure that all riders fulfil the *Conditions of Participation*, as failure to do so may lead to riders being considered as withdrawn without justification, which entails a penalty.
- 5.7. NRs may express any special wishes regarding the position of their additional riders within mixed international teams. The DOC will endeavour to accommodate such requests where possible.
- 5.8. Any changes not reflected on the AIEC website within forty-eight (48) hours (excluding weekends and public holidays), should be clarified immediately with the DOC.

6. Registration Timeline

- 6.1. Before registration starts:
 - i. The event is created and made live on the AIEC website.
 - ii. An email is sent to all NRs with the registration dates and any other relevant information.
- 6.2. During registration:
 - i. Registrations, replacements, and withdrawals can take place during the two (2) week registration period.
- 6.3. At registration end:
 - i. The Registration Status List becomes authoritative.
 - ii. The provisional list of all participants is emailed to NRs for confirmation.
- 6.4. During confirmation:
 - i. The number of Status Blue participants must be confirmed but their names and personal details may be changed. Failing to properly and correctly confirm Status Blue participants will be considered as a withdrawal, with the appropriate penalties applied.
 - ii. Status Yellow participants must either be reconfirmed or withdrawn. Failing to do so will be considered as a withdrawal. No penalties are applicable in these cases.
 - iii. Status Green participants are finalised and no further action is required at this point.
- 6.5. At confirmation end:
 - i. The list of participants is updated with the next-in-line confirmed Status Yellow participant(s), and the respective NR is informed.
 - ii. The confirmed final list of participants is emailed to the OC, TD, and NRs.

7. Penalties

- 7.1. The present list of penalties only includes common registration issues. The DOC, AIEC Board, and the GA reserves the right to include or introduce additional penalties for more severe infractions.
- 7.2. The following penalties (7.3., 7.4., 7.5., and 7.6.) are cumulatively applicable.
- 7.3. Withdrawal of one or more official/additional rider(s) or supporter(s) after the end of the registration period:
- i. A penalty fee of the full amount of the Basic Staying Costs (BSC) equivalent to the “Rider Fee” for one rider must be paid per each withdrawn rider. This is applicable to both official and additional riders.
 - ii. A penalty fee of the full amount of the Basic Staying Costs (BSC) equivalent to the “Supporter Fee” for one supporter must be paid per each withdrawn supporter.
- 7.4. Withdrawal of one or more official/additional rider(s) after the end of the registration period:
- i. The country in question will be blocked from registering any additional riders for two (2) consecutive SRNCs starting with the next SRNC whose registration period has not yet ended at the time the penalty verdict is announced by AIEC, and until the payment of any fines has been received.
- 7.5. Withdrawal of one or more official rider(s) after the end of the registration period:
- i. The country in question loses its regular priority status at the next SRNC following the competition in question whose registration period has not yet ended at the time the penalty verdict is announced by AIEC, and until the payment of any fines has been received. The registration of an official team, or part thereof, is moved to the end of the registration list.
- 7.6. Withdrawal of one or more official/additional rider(s) less than seventy-two (72) hours prior to the start of the competition:
- i. The country in question will be blocked from registering any official or additional riders for two (2) consecutive SRNCs, starting with the next SRNC whose registration period has not yet ended at the time the penalty verdict is announced by AIEC, and until the payment of any fines has been received.
- 7.7. Registrations of the penalised country for both attending and organising future SRNCs are suspended until full payment of all fines (7.3.) have been received by AIEC. The cumulative penalties (7.4., 7.5. and 7.6.), as outlined above, are applied accordingly, taking the date payment is received into consideration.

8. Penalty Decisions and Appeals

- 8.1. The DOC, in conjunction with the AIEC Board, has the authority to and should address all penalty issues in an appropriate and timely manner. Any decision made by the DOC, in line with the current rules of registration, is considered valid.
- 8.2. In exceptional cases, the DOC may choose to suspend or renounce a penalty, or part thereof, due to circumstances outside the rider's(s') control. Such circumstances may include unforeseeable last-minute events, e.g. illness or personal tragedy. They do not include issues such as missed transport, passport/ID/visa difficulties, or sudden lack of funds.
- 8.3. One rider's justified withdrawal DOES NOT act as an excuse for another rider's decision to withdraw.
- 8.4. NRs should inform the DOC immediately of any rider's withdrawal, including the reason(s) therefor, along with appropriate documentation if applicable.
- 8.5. By paying the fine associated with the penalty, the country accepts the penalty applied.
- 8.6. If a country does not agree with the decision made by the DOC, the NR may present their case to the DOC for review, along with any supporting documentation. The DOC, together with the rest of the AIEC Board, will review the case and either support the original decision or adjust the penalty accordingly. During the review process, registrations for the penalised country will remain suspended.
- 8.7. If a country does not agree with the revised penalty, the NR has the right to present their case at the next GA, who will have the power to give the final verdict. However, registrations for the penalised country will remain suspended during this time until either the fine is paid or the GA decides otherwise.