

**Association Internationale des Etudiantes Cavaliers**

***World University Equestrian Federation***



**AIEC NR GUIDE**

**ONE WORLD • ONE SPORT • MANY FRIENDS**

[www.aiecworld.com](http://www.aiecworld.com)

# **AIEC NR Guide**

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## **1. Preconditions**

- 1.1. Any individual interested in becoming a National Responsible (NR) must be thoroughly familiar with International student riding competitions (e.g. SRNC, CHIU, WUEC) through participation in AIEC for at least two (2) years.
- 1.2. NRs are chosen from within their own national association/structure. The AIEC Board is not involved in their selection.
- 1.3. NRs assume responsibility for the behaviour of ALL persons registered with their country. If absent, the Chef d'Equipe (CE) bears this role.
- 1.4. NRs must hold their position for a minimum of two (2) years. If an NR wishes to stand down before their term is over, a formal dispensation must be requested from the AIEC Board, stating the reason(s).

## **2. Main Tasks**

- 2.1. Attend the annual AIEC General Assembly (GA) in person. In exceptional circumstances, an NR may either select a suitable substitute or participate via video link.
- 2.2. Attend general online NR meetings with the AIEC Board, which will be scheduled as and when necessary.
- 2.3. Use the AIEC website for all general information regarding AIEC and to obtain contact details for the AIEC Board and other AIEC officials.
- 2.4. Be thoroughly familiar with ALL the rules, regulations, and guidelines of AIEC, located on the AIEC website: [www.aiecworld.com](http://www.aiecworld.com).
- 2.5. Communicate with the AIEC Board, as and when necessary.
- 2.6. Keep all members of your team (riders and supporters) updated with any and all relevant information passed down from the AIEC Board.
- 2.7. Arrange payment of the *AIEC Membership Fee* in a timely manner, once the invoice has been received from the AIEC Treasurer every January.
- 2.8. Send teams to AIEC SRNCs (see below).

### **3. SRNC Registrations**

- 3.1. Check the upcoming competition schedule published on the AIEC website.
- 3.2. Select the riders and supporters who are going to represent your country at each competition.
- 3.3. Register, on time, for the specific competition via the AIEC website.
  - i. Take note of the relevant registration dates on the event page.
  - ii. Once registration opens, follow the on-screen instructions to sign up the selected riders and supporters.
- 3.4. Provide confirmation of riders and supporters directly to the AIEC Director of Competitions (DOC) by the Confirmation Deadline.
- 3.5. Make the relevant bulk payment for ALL riders and supporters to the Organising Committee (OC) via either Bank Transfer (including Revolut and Wise) or PayPal (non-EU countries only) by the Payment Deadline. Specific bank details can be found on the relevant event page on the AIEC website: [www.aiecworld.com](http://www.aiecworld.com).
- 3.6. Ensure that all members of your team have made the appropriate travels arrangements, and forward these details and arrival times to the OC directly.
- 3.7. Coordinate the travel of all members of your team locally, to and from the competition venue.
- 3.8. Forward any food allergies or dietary restrictions that the members of your team have to the OC directly.

### **4. SRNC Responsibilities**

- 4.1. Ensure that all NEW riders have valid student identification and proof of nationality (i.e. passport) ready to present at registration to verify eligibility to ride for their country. The TD, with the help of the ATD, may choose to verify rider eligibility in advance of the competition. Please comply with their request in a timely fashion.
- 4.2. Ensure that your team follows the rules at all times, as if broken, the entire team may face elimination.
- 4.3. Ensure that all team members have read, fully understood, and signed the *AIEC Code of Conduct*. All persons in attendance at an AIEC event shall be required to sign the *Declaration of Understanding* in person during registration.
- 4.4. In the event of an incident involving one or more members of your team, the parties involved will be required to complete the *AIEC SRNC Incident Report Form*, located on the AIEC website: [www.aiecworld.com](http://www.aiecworld.com). This form includes the signature of the NR or the CE in the NR's absence.

- 4.5. Ensure that all team members are in the right place at the right time.
- 4.6. Ensure that all riders are present for the duration of the prize giving ceremony, and dressed in full and correct riding attire. Ensure that spectators and supporters respect the prize giving ceremony, and do not interfere with, interrupt, or distract from it. Riders may only be absent from the prize giving ceremony provided they have due cause. NRs must email the TD, AIEC Board, and OC jointly about their absentee riders before the competition, stating the reason(s), or the entire country will face penalties.
- 4.7. If, at any point, you are unsure of anything during the competition, seek clarification from either the Technical Delegate (TD) or the AIEC Board.
- 4.8. Following all AIEC events, each NR, in conjunction with their team and Chef d'Equipe, will be required to complete the official *AIEC SRNC Feedback Form* supplied to them directly by the AIEC Board.

## **5. Student Riding Promotion**

- 5.1. Keep an overview of national student riding in your country, to ensure selection of the best possible riders from within your own national association/structure.
- 5.2. Maintain the standards of International student riding by selecting the best possible team for every competition, from your roster of available riders.
- 5.3. Actively search for new riders to represent your country at AIEC events.

*Last updated May 2024*