

AERC International



Procedures

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American Endurance Ride Conference

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AERC International Procedures Mission Statement

The International Committee of the American Endurance Ride Conference shall promote excellence in the sport of international endurance riding through education, participation, promotion, facilitation and support of the United States effort.

AERC International Committee Statement of Procedures

Adopted at AERC Board Meeting, 1991 Convention

Revised 1994, 1995, 1996, 1997, 2004

The AERC International Committee will represent and act for the American Endurance Ride Conference in all matters pertaining to international equestrian endurance riding. The Committee shall perform its duties in accordance with the AERC by-laws, policies and directives.

Committee Duties

- Responsibility for promoting International endurance riding.
- Recommend to the AERC Board of Directors representatives to other appropriate organizations involved in International endurance riding.
- Solicit nominations for zone representatives of the AERC International Committee at the direction of the AERC Board of Directors. Elections are to be conducted by the AERC office.
- Solicitation and selection of teams, individuals and support personnel for on continent, non world, Federation Equestre International (FEI) Championship endurance rides.
- Fund raising for the promotion of international endurance riding.
- Solicitation and recommendation of USA hosted Championship ride sites to USEF and FEI.
- Solicitation and recommendation of individuals to serve as National Chef d'Equipe and National Selection Chairman in conjunction with USEF.

Duties of Zone Representatives

- ✓ Promote international endurance riding in the United States
 - Actively participate in AERC International
 - Act as a liaison between AERC International riders and the governing body, USEF
 - Promote education regarding international endurance riding
 - Encourage and participate in discussion regarding international endurance riding
 - Encourage and assist riders seeking to ride at the international level
 - Encourage ride managers to obtain FEI sanctioning
 - Assist ride managers seeking to put on FEI rides.
- ✓ Represent the interests of the United States international endurance rider
 - Act as a liaison between the international rider and the AERC Board of Directors
 - Educate the AERC Board of Directors on International Endurance
 - Serve on, or recommend individuals to be appointed to, USEF committees
 - Inform riders of USEF and FEI rule changes
 - Collate rider concerns and opinions and forward them to the appropriate individual/committee
 - Collate rider opinions and make recommendations to the USEF regarding proposed FEI rule changes
- ✓ Promote United States participation in World Endurance Championships
 - Encourage appropriate ride venues to bid to host a World Endurance Championship
 - Assist ride managers seeking to host or hosting a World Endurance Championship
 - Recommend to USEF the National Chef d'Equipe and the Chairman of the Selection Committee
- ✓ Promote Zone participation in Pan American and North American Championships
 - Encourage appropriate ride venues to bid to host a Pan American or North American Championship
 - Make recommendations to USEF regarding suitable venues for on continent championship rides
 - Interview and recommend to USEF candidates for Chef d'Equipe and Chairman of the Selection Committee for their respective zone
 - Assist the Zone Chefs d'Equipe in the selection of team veterinarians and other necessary support staff to be recommended to the USEF
 - Recommend to USEF the nomination/selection process to be instituted in respective zone.
 - Assist riders seeking to nominate for the Zone team.

The AERC International Committee will consist of the following:

- ✓ Voting members:
 - Chairman of AERC International Committee (appointed by the President of AERC and votes only to break ties)
 - Vice Chairman, elected by the AERC International Committee members
 - Elected Zone Representatives, 2 from each Zone (AERC International members, in good standing, elected from each of the US zones)
 - USEF National Chef d'Equipe
 - AERC President

✓ Non-voting advisory members include:

- The USEF Endurance Liaison
- The Chairmen of the following affiliated committees, if they are not serving on the committee in another capacity: USEF Endurance Technical Committee, USEF Endurance IHP Committee, USEF Endurance Active Riders Committee, FEI Endurance Committee USA Delegate when one is appointed
- Up to five additional appointments may be made by the Chairman of the AERC International Committee, to serve for the duration of their term.

Article I

AERC International Committee History

- 1.1 In March 1991, the AERC Board of Directors established a special membership category for those people interested in supporting international endurance riding. This special membership will confer no voting privileges in AERC general elections or accumulation of points/mileage for horse or rider. This membership, and this membership only, will confer voting privileges for matters regarding the AERC International Committee including, but not limited to, zone representatives of the AERC International Committee.
- 1.2 The special membership category will be used to establish a direct line of communication from the AERC International Committee to people specifically interested in international endurance riding. Having a separate membership category will help to insure that interested, supportive people are involved in the working of the AERC International Committee. The funds generated by the special membership will be used for administrative costs of the AERC International Committee, promotion of international endurance riding and such other expenses as approved by the AERC International Committee.
- 1.3 The annual fee for this special membership will be \$10.00 with the membership year corresponding with the general AERC membership year. Individuals may join AERC International at any time during the year.

Article II

AERC International Committee Structure

2.1 Committee Duties

- 2.1.1 The AERC International Committee will be responsible for promoting international endurance riding (FEI rides) for those US riders interested in international competition and shall provide general support of international endurance riding.
- 2.1.2 The AERC International Committee will, with the approval of the AERC Board of Directors, recommend representatives to other appropriate organizations involved in international endurance riding (e.g. USEF, FEI, ELDRIC).
- 2.1.3 The AERC International Committee will solicit nominees for zone representatives. The AERC national office will conduct the election of zone representatives.
- 2.1.4 The AERC International Committee Zone Reps will seek and obtain approval for their respective selection processes from the USEF.
- 2.1.5 The AERC International Committee will recommend to USEF US Zone squads for FEI on continent, non-world championships.
- 2.1.6 The AERC International committee will solicit and recommend sites to USEF for FEI Championship endurance rides to be held in the United States.
- 2.1.7 Zone representatives of the AERC International Committee will recommend to USEF the following for their respective zones:
 - Chairman of the Zone Selection Committee
 - Zone Chef d'Equipe
- 2.1.8 For world championship competitions, the AERC International Committee may recommend a candidate as National Chef d'Equipe and a candidate as National Selection Chairman to the USEF Endurance IHP Committee
- 2.1.9 The AERC International Committee will make recommendations to the AERC Board of Directors for appointments to the USEF Endurance Technical Committee. The following persons will be recommended for appointment to the USEF Endurance Technical Committee:
 - Vice Chairman of the AERC International Committee
 - One elected Zone Representative from each Zone. That person will be determined by their respective Zone Representatives.
 - Additional interested members of AERC International (enough to fill positions as allowed). Persons must submit statement of interest/resume to the Chairman of AERC International. These will be reviewed and will be voted on by the AERC International Committee. The persons with the highest number of votes will be recommended for appointment.

2.1.10 USEF Board of Directors Appointments. Any member of the AERC may nominate any member of the AERC for a position on the USEF Board of Directors by notification of the chairman of the AERC International Committee prior to the end of September.

The members of the AERC International Committee shall select one primary candidate and one alternate candidate by majority vote during their October meeting. The names of these candidates will be forwarded to the AERC Board of Directors for approval.

The AERC Board of Directors shall receive the recommendation of the AERC International Committee and select one primary candidate and one alternate candidate by majority vote during their November meeting.

The AERC Executive Director shall forward the two candidates' names as primary and alternate to the USEF Executive Director before the end of November.

2.2 Committee Members

2.2.1 The AERC International Committee will consist of the following:

Voting members:

- Chairman of AERC International Committee (appointed by the President of AERC and votes only to break ties)
- Vice Chairman, elected by the AERC International Committee members
- Elected Zone Representatives, 2 from each Zone (AERC International members, in good standing, elected from each of the US zones)
- USEF National Chef d'Equipe
- AERC President

Non-voting advisory members include:

- The USEF Endurance Liaison
- The Chairmen of the following affiliated committees, if they are not serving on the committee in another capacity: USEF Endurance Technical Committee, USEF Endurance IHP Committee, USEF Endurance Active Riders Committee, FEI Endurance Committee USA Delegate when one is appointed
- Up to five additional appointments may be made by the Chairman of the AERC International Committee, to serve for the duration of their term.

2.2.2 Chairman, Vice Chairman: The Chairman of the AERC International committee shall be appointed by the President of AERC during the month of October and will serve a one-year term (from January 1st through December 31st). The committee shall solicit nominations for the position of International Committee Chairman for a minimum of two months. Nominations should be submitted to the AERC Office and close on or about Sept. 15th. The committee shall appoint one of the zone representatives to oversee the process. In the event that more than one person nominates, the committee will vote on the candidates and recommend the electee to the AERC President. In the event only one person nominates for the position, that persons must be confirmed by a majority of the committee before those persons are recommended to the AERC President for appointment. This appointment is to be approved by the AERC Board of Directors. An individual may not be appointed chairman of the AERC International Committee if that person is chairman of the USEF Endurance Technical, USEF Endurance IHP Committees, or any other associated committee. In addition, if the presiding chairman of the AERC International Committee accepts an appointment as chairman of any of these previously mentioned committees, this individual will immediately resign his position as chairman of the AERC International Committee.

The Chairman of the AERC International Committee will conduct business meetings and act as the representative of AERC International to the AERC Board of Directors.

The Zone Representatives will elect the Vice Chairman of the AERC International Committee each year.

The Vice Chairman will conduct meetings of the AERC International Committee in the absence of the Chairman.

The Vice Chairman will be recommended as a representative to the USEF Technical Committee

2.2.2.1 The chairman and the treasurer of the AERC International Committee shall present a proposed annual budget to the AERC Board of Directors to coincide with the date due requirements of the AERC Treasurer.

2.2.3 The Zone Representatives shall be elected each November by members of AERC International in their respective zones. Zone Representatives must reside in the zone they are elected to represent. Nominations are submitted to the AERC Office and will close October 31st in even numbered years. They will serve staggered terms of four years (i.e. one zone committee member would be elected every two years). Their term shall run from January 1st through December 31st four years later. The AERC National Office at the direction of the AERC Board of Directors shall carry out elections of Zone Representatives.

In the event a zone receives no nominations for the vacant zone committee position, the remaining zone member of the AERC International Committee shall nominate a replacement, which, upon majority confirmation of the sitting committee members, will serve a four-year term. The International Committee Chair will initiate and oversee in a timely manner the appointment process as described above.

2.2.4 Should a member of the AERC International Committee not perform his duty, he can be removed from the Committee. Reasons for removal shall include missing two AERC International Committee meetings, missing an international en-

duration ride for which he held any responsibility, unsportsmanlike conduct, or any combination thereof. Violations of these duties are to be brought to the attention of the AERC International Committee by any three members of the said committee. The AERC International Committee will notify the violator and provide 15 days for response. After consideration of the response, a two-thirds majority vote of the remainder of the AERC International Committee will retain or remove the member under question. Should an AERC International Committee Zone Representative position become vacant, the remaining zone member of the AERC International Committee shall nominate a replacement, whom upon approval of the AERC International Committee, shall fill the office for the remainder of the unexpired term. Should both the zone representative positions in one zone become vacant, the Chairman of the AERC International Committee shall nominate replacements who, upon approval of the AERC International Committee, shall fill the offices for the remainder of the unexpired terms.

- 2.2.5 One Zone Representative from each Zone will be recommended to the AERC Board for approval as members of the USEF Endurance Technical Committee. Their term will be four years. If they resign from the USEF Technical Committee the remaining Zone Representative will replace them.
- 2.2.6 Meetings of the AERC International Committee will be open to the general public. The Chairman of the AERC International Committee may, at his discretion, close a meeting or portions of a meeting per AERC by-laws.

Article III

Definition of Zones

3.1 Eastern Zone:

3.1.1 The Eastern Zone includes the same geographical area, which lies within the Eastern Time Zone.

3.2 Central Zone:

3.2.1 The Central Zone includes the same geographical area, which lies within the Central Time Zone.

3.3 Mountain Zone:

3.3.1 The Mountain Zone includes the same geographical area, which lies within the Mountain Time Zone and the entire state of Idaho. No part of Oregon is included in this zone.

3.4 Pacific North Zone:

3.4.1 The Pacific North Zone includes the states of Oregon, Washington and the part of California which lies to the north of the boundary described as follows: Beginning at the Golden Gate Bridge, the boundary crosses the San Francisco Bay, goes up the Sacramento River until it meets Highway 50, and then follows Highway 50 to the Nevada border. No part of Idaho is included in this zone.

3.5 Pacific South Zone:

3.5.1 The Pacific South Zone includes the state of Nevada and the part of California which lies to the south of the boundary described as follows: Beginning at the Golden Gate Bridge, the boundary crosses the San Francisco Bay, goes up the Sacramento River until it meets Highway 50, and then follows Highway 50 to the Nevada border.

Article IV

AERC International Committee Zone Selection Committee

4.1 Chairman, Zone Selection Committee for on continent, non world, championship events

4.1.1 A Chairman for the Zone Selection Committee for each zone will be recommended to USEF by the respective two zone representatives of the AERC International Committee. If the two zone representatives cannot agree upon this appointment, the Chairman of the AERC International Committee will break the tie. The Chairman of the Zone Selection Committee will be recommended to the USEF no later than January 1st preceding the event for which he is to serve. He will then serve through the subsequent continental event. The Chairman of the Zone Selection Committee may be recommended to serve for subsequent years. It is recommended that previous FEI experience be required for this position.

4.2 Duties of the Selection Committee

4.2.1 The Chairman of the Zone Selection Committee will be responsible for recommending the date to open and close nominations for the events and soliciting interested and qualified riders the Chairman of the Zone Selection Committee may be responsible for submitting selection procedures to USEF for review and approval prior to opening of nominations.

4.2.2 After the nominations have been closed, the Chairman of the Zone Selection Committee will recommend to the USEF four persons to serve on the Zone Selection Committee, if needed, after being confirmed by the respective Zone Representatives. Serious consideration will be given to geographic location, ability to attend a number of rides, conflict of interest, and objectivity in making these choices.

4.2.3 The entire Zone Selection Committee will recommend to USEF the long list (allowed squad times three) no later than 90 days prior to the competition. The entire Zone Selection Committee will recommend to USEF the final cut to the squad list no later than 30 days prior to the competition. This final list will list the squad members and the alternates.

4.2.4 The Chairman of the Zone Selection Committee and the Zone Chef d'Equipe will recommend to USEF the Zone Team Veterinarian.

- 4.2.5 The Chairman of the Zone Selection Committee may be recommended to the USEF Endurance IHP Committee to serve as a member of the World Championship Selection Committee the following year.
- 4.2.6 The Zone Representatives of the AERC International Committee may recommend to USEF replacement of the Chairman of a Zone Selection Committee if they fail to or is are unable to perform their duties.

Article V

AERC International Committee Zone Chef d'Equipe for On Continent Continental Championships

5.1 Selection

- 5.1.1 The Zone Chef d'Equipe will be recommended to USEF by the two Zone Representatives of the AERC International Committee. The Zone Chef d'Equipe will be selected from persons who have expressed interest in and have the time, resources and capabilities to do the job. It is recommended that previous FEI experience be required for this position.
- 5.1.2 The Zone Chef d'Equipe should be recommended to USEF a minimum of 12 months preceding the event in which he is to serve.
- 5.1.3 The Zone Chef d'Equipe will be recommended to serve for a single competition and may, upon appointment, serve for subsequent competitions.

5.2 Duties

- 5.2.1 The primary goal of the Zone Chef d'Equipe will be to manage the squad from appointment through the competition according to the FEI Rules and Regulations.
- 5.2.2 The Zone Chef d'Equipe may recommend and work with one or more assistant Chefs d'Equipe in order to ensure the above goal.
- 5.2.3 The Zone Chef d'Equipe will act as team captain and coordinator for team activities in his zone. He may form any subcommittees (e.g. fund raising, transportation, publicity) or appoint any additional support personnel that he feels necessary.
- 5.2.4 The Zone Chef d'Equipe and the Chairman of the Zone Selection Committee will recommend to the USEF the Zone Team Veterinarian.
- 5.2.5 The Zone Chef d'Equipe will, with assistance from the Zone Team Veterinarian, make the final team selection to be recommended to the USEF.
- 5.2.6 The Zone Representatives of the AERC International Committee may recommend to USEF replacement of a Zone Chef d'Equipe if they fail to or are unable to perform his their duties

Article VI

AERC International Committee Zone Team Veterinarian

6.1 Selection

- 6.1.1 The Zone Team Veterinarian will be selected by the Chairman of the Zone Selection Committee and the Zone Chef d'Equipe. The person selected for this position will be familiar with standard endurance ride veterinary procedures and the FEI Statutes, General Regulations, Veterinary Regulations and the Rules for Endurance Riding.

6.2 Duties

- 6.2.1 The Zone Team Veterinarian will provide pre-event advice regarding health certificates, vaccinations and FEI Passports.
- 6.2.2 The Zone Team Veterinarian will provide for veterinary support in care of the squad horses through the duration of the event.
- 6.2.3 The Zone Team Veterinarian will assist the Zone Chef d'Equipe in making the final team selection from the squad list prior to competition.

Article VII

Minimum Nomination Criteria for Competition in FEI On Continent, Non-World Championship Events

7.1 Riders

- 7.1.1 The rider must be a member of AERC and have an AERC number.
- 7.1.2 The rider must be a member of AERC International.
- 7.1.3 The rider must be a member in good standing of USEF
- 7.1.4 At the date of the event, the rider must be at least 18 years old, or if authorized by our National Federation, may be a junior who is at least 14 years old.
- 7.1.5 The rider must reside in the zone for which he nominates Continental Championship Rides, per AERC standards of residency.

7.1.6 Contact Zone Representatives for complete requirements to nominate

7.2. Horses

7.2.1 The horse must be entered in the AERC mileage program and have an AERC number.

7.2.2 The horse must be at least seven years (eighty-four months) old at the time of the event.

7.2.3 Contact Zone Representatives for complete requirements to nominate

7.3 Horse/Rider Combination

7.3.1 Contact Zone Representatives for complete requirements to nominate

7.4 The preceding selection criteria are the absolute minimum standards required of horse and rider for nomination in FEI Continental Endurance Championship competitions. These requirements must be met at the time nominations for an event close. The Zone Selection Committees may choose more stringent requirements and/or qualifications. Any additional requirements will be established 6 months prior to the close of nominations for the event.