



# NAMIBIË UITHOURITVERENIGING NAMIBIA ENDURANCE RIDE ASSOCIATION

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OKAHANDJA  
NAMIBIA

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**"TO FINISH IS TO WIN"**

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## SECRETARIAL AND ADMINISTRATIVE DUTIES OF SECRETARY OF NERA

- \*Keep and maintain all correspondence of NERA
- \*Keep and maintain a database of information, results, photographs of all rides.
- \*Keep and maintain all NERA accounts
- \*Update and maintain NERA website
- \*Keep and maintain FEI accounts
- \*Check all FEI accounts with Zelda and also the FEI
- \*Check all FEI horse and rider registrations and control with Zelda
- \*Keep record of Rider and horse database
- \*Distribute rider and horse passports to clubs
- \*Check payments of riders to FEI/NERA
- \*Control payments done from secretaries of clubs
- \*Distribute information about NERA to clubs
- \*Distribute information about Sport Commission to NERA members
- \*Organize forex with bank to pay FEI accounts
- \*Prepare and distribute letters on instruction from Chairman
- \*Handle all correspondence in close collaboration with the Chairman
- \*Liaise regularly with registered clubs to keep them informed
- \*Liaise regularly with international partners to build relationships
- \*Take minutes during Annual General Meeting
- \*Distribute minutes of Annual General Meeting
- \*Take minutes during General Meetings
- \*Distribute minutes of General Meetings
- \*Organize sponsors for National and International rides
- \*Liaise with sponsors regularly to build and maintain relationships
- \*Ensure sponsors interest are promoted
- \*Promote Endurance code on all levels through electronic media, printed media, radio
- \*Develop and maintain relationships with Clubs, members and sponsors
- \*Prepare and distribute annual review on sporting code
- \*Liaise with National Sport Council regularly to ensure that the sporting code remain up to date with latest developments (1x per week)
- \*Communicate any changes/amendments to all registered clubs of the Association
- \*Apply for international participation of riders with Sports Commission
- \*Apply for hosting of International events with Sports Commission
- \*Apply for National Colors with Sports Commission
- \*Apply for permission from the Sports Commission for International participation of NERA riders who want to participate individually
- \*Prepare all nominations for Annual Sports Awards

- \*Prepare articles for newspapers and magazines for Sport Awards
- \*Do reservations for Sports Awards
- \*Liaise about dress code for important functions where NERA is represented.
- \*Apply for foreign riders with the Sport Commission when participating at any ride in Namibia
- \*Distributing ride calendar internationally as well as on website
- \*Keep all Namibian National Colors attire in safe custody
- \*Keep control of all NERA attire - bips, tracksuits, jackets, blankets, ties, shirts, daysheets
- \*Keep control of all other NERA property
- \*Coordinate National and International rides - Walvisbay ride
- \*Assist in travel and accommodation arrangements for International riders and their entourage
- \*Assist in travel and accommodation arrangements for International sponsors and press
- \*Arrange veterinary permits for foreign riders
- \*Arrange veterinary permits for Namibian teams participating in South Africa
- \*Arrange accommodation for Namibian teams participating in South Africa or Internationally
- \*Do registration and travel arrangements for International participation
- \*Answer all e-mails, telephone enquiries, mail of NERA
- \*Receive and update NERA rankings
- \*Update NERA rankings on website
- \*Check participating riders with club membership
- \*Share equine information received with all riders of NERA
- \*Promote NERA in any way possible.