

Date

Dear _____

Re: Request to Examine your Club/ Zone "C" candidates

Thank you for asking me to examine your riders for their "C" Efficiency Certificate on ___ / ___ / ___
at _____ Pony Club Grounds, commencing at _____ am.

Could you please arrange to forward the completed worksheets booklet to me at least two weeks prior to the practical exam to allow adequate time for review.

As a guide, the Practical Assessment will take 3-4 hours plus breaks, depending on the candidates on the day. I will contact you closer to the date regarding proposed timetable and equipment requirements i.e. dressage / flatwork arena, showjumping arena, cross country, some games equipment and adequate area to conduct a hand gallop in safety.

Please ensure all candidates present on the day of assessment with the following:

- Grooming Kit
- First Aid Kit if candidates have them
- Float boots/Bandages and padding to demonstrate travel bandaging
- Horse rug with leg straps and front buckle
- Haynet/Bag

Please see the Pony Club WA Coaching Recommended Fees for all recommended costs for the examinations.

If you have any further queries, please do not hesitate to contact me on _____ or
via email _____.

Kind regards,

C Examiner