

## **Writing References for Members - Guidance**

Writing references for members can be a daunting task and it can be very difficult to understand what committees are looking for in these references along with how they support the member in the process.

The Pony Club Sports Committees take all references provided by District Commissioners, Centre Proprietors and Area Representatives very seriously when building teams and as part of selection. This is important to us as you regularly have contact with the member in question and have built a working relationship with them of which we are asking you to speak about.

Below is some guidance for consideration when completing the nomination or application form on behalf of members.

When asked to write a reference for a member in applying for positions in teams, taking part in selection and as nominations please consider:

- The application or nomination for the team/selection of which the member is taking part in, does the member meet the criteria? Example: has the member achieved the required level of PC Efficiency Test.  
Please ensure the member and/or family provide you with a copy of the requirements to be considered for the team.
- Do you know the member well enough to write a true account? Do you need support from the coaches they regularly have?
- Please use specific examples which relate to the criteria of the team/selection process they are applying for, for example: a member applying for the Home International Mounted Games Teams should be a good team member. Please share details of an occasion they have showed this skill such as helping other members to achieve a task.
- Please provide details of the person/persons supporting in writing the reference. This is to include contact telephone and email address should the committee need to reach out.

### **Member Reference Example**

Please ensure that references are written digitally

Member Full Name:

Membership Number:

Branch/Centre:

What is the highest test the member has achieved?

Application/Nomination for:

1. Please share why you have recommended this member based on their character.
2. Please share why you feel the member is a good representative of The Pony Club and the sport
3. Please provide examples of how/when the member has shown they are a good team member
4. What skills, qualities, or attributes does the member have which means they are suited for a role in this team
5. Do you feel the member would be able to participate in a team made up of members from other branches/centres and fully contribute? Please delete as appropriate Yes/ No
6. Do you feel the member would be able to take advice and/or guidance from unknown coaches or chaperones? Please delete as appropriate Yes/ No
7. Do you feel the member would be able to travel without direct support of parents/guardian/family in the immediate area? Please delete as appropriate Yes/No

*I confirm that the team members and ponies comply with the current Mounted Games rules and that the ponies are vaccinated in accordance with Pony Club rules.*

### **Reference Information**

Who has completed the Reference:

Position in the Branch or Centre:

Contact Number:

Contact Email: