

HORSE RIDING CLUBS ASSOCIATION OF VICTORIA INC.

**RIDING CLUB**

Event Co-Ordinator,

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Suburb \_\_\_\_\_

Date

Dear \_\_\_\_\_

Thank you for accepting the position of Emergency / Dressage Judge at our Dressage Day/Combined Training Day/Horse Trials.

The event will be held on \_\_\_\_\_ at \_\_\_\_\_

The time your attendance will / should it / be required together with the test to be judged / is enclosed / will be forwarded to you / in due course, / after the closing date (of \_\_\_\_\_) when confirmed numbers will be available / together with Gate Pass, Car Park Pass and lunch chit.

The test you will be judging is/will be advised \_\_\_\_\_

We have it recorded that:

you will/will not provide your own pencil.

in addition to Judging, you will/will not be competing.

your entry to the Event is for CT/DRESSAGE ONLY/HORSE TRIALS.

the Level in which you will be competing is \_\_\_\_\_

your own car will be available for judging purposes.....Yes/No

**Please let me know if the above details are not correct.** I have enclosed an entry form for your convenience.

I would like to take this opportunity to thank you for accepting the position and advise you that the Club will pay an honorarium of \$\_\_\_\_\_ for your help.

Should you be unable to keep this appointment, please phone me promptly to advise of same.

Yours faithfully,

\_\_\_\_\_  
Event Co-Ordinator

Phone \_\_\_\_\_