



PONY CLUB
VICTORIA

How to write a fantastic nomination for the Pony Club Victoria Awards

If you believe an individual or a club would be a worthy recipient of a Pony Club Victoria (PCV) annual award, it is important to make sure your nomination does them justice.

Here are a few tips to help grab the judges' attention.

Do not presume prior knowledge

Judges are selected because they are independent and will be unbiased. It is highly likely they are completely unfamiliar with the nominee but even if they did have some prior knowledge, they can only base their decisions on the information given to them in the nomination.

Do your homework before starting and gather all the important details that will be needed for the judges to build a picture of the person or club.

If the category criteria asks about credentials or certificates it is not enough to say that they have them – these details can be obtained from the district commissioner, zone president or PCV.

When you are writing the nomination, don't presume the judge will know what the acronyms you are familiar with stand for. In the first instance write the title in full followed by the acronym in brackets. For example: Pony Club Victoria (PCV).

The same goes for pony club processes and newer initiatives. Judges will probably have pony club experience but don't get caught up in current jargon without explaining what it is and its significance to your nomination. For example, if the Ready2Ride program has helped increase membership at a club, explain what the program is. If software has been introduced, what is its purpose?

Address the criteria

The judges' decisions will be based on how well the nominee meets the judging criteria.

Make sure you address the criteria properly and back up any claims with examples to demonstrate how the nominee meets what is being asked. Providing good examples is your chance to make your nomination shine and give the judges a real sense of the standout qualities of the nominee.

If information is relevant to more than one of the criteria, repeat it, but tailor the response to what is being asked.

It is better to provide too much information than too little.

Presentation is important

Don't sabotage your credibility and the chances of the person you are nominating by putting in a scrappy nomination. Spelling, grammar and punctuation are important. Write clear, concise sentences. A nomination knocked together on a phone with no capital letters or paragraph breaks will go straight to the bottom of the pile.

Supporting statement

This is your chance to get your nominee over the line. This needs to be your pitch. If there is a tie, a decision will have to be made on who really deserves the award and what is written here could sway opinions. Just because it is the last section, don't rush it.