



**United States Hunter Jumper Association  
Recognized Riding Academy  
Information Packet**

Dear Applicant,

Thank you for your interest in becoming a United States Hunter Jumper Association Recognized Riding Academy. This USHJA recognition program was established to support and encourage sport growth by recognizing riding programs that promote a safe, beginner-rider introduction and educational environment for individuals seeking entry into the activity of riding in the hunter/jumper disciplines.

For the purposes of this program, a USHJA Recognized Riding Academy is defined as a lesson program, riding facility, equestrian school, or other type of educational equestrian program that fulfills the minimum requirements established in this packet. A USHJA Recognized Riding Academy is required to offer hunter/jumper riding lessons taught by qualified instructors. Lesson programs must demonstrate defined lesson levels based on rider ability and should include mounted and unmounted learning opportunities. Additionally, approved academies must agree to work with the USHJA to promote membership opportunities and programs.

Enclosed you will find the application packet including the guidelines for USHJA recognition. Please complete the application and submit it to the USHJA office along with the \$125 application fee. Applications will be reviewed and applicants will be notified in writing of the status of the application. At any time, the USHJA has the right to seek recommendations from industry professionals within an applicant's area to verify the academy's adherence to the standards and expectations of the USHJA recognition program.

The USHJA wishes to recognize riding academies that demonstrate the value of equine education, safety of horse and rider, and quality programs and services. Thank you for your support of the United States Hunter Jumper Association. If you have any additional questions, please do not hesitate to contact the USHJA.

Sincerely,

USHJA  
3870 Cigar Lane, Lexington KY 40511  
Phone: 859-225-6700  
Fax: 859-258-9033



## USHJA Recognized Riding Academy Criteria

All applicants must read and understand the criteria set forth in this packet. Applications must be complete as incomplete applications will not be accepted. All recognized academies are subject to USHJA membership fees and a renewal application will be required for recognition renewal each year. There is no deadline for application but membership will end on November 30 unless renewed.

### Applicant Requirements

- All applicants must submit a completed application form with payment due at the time of application.
- At least one staff member must be a current USHJA member in good standing.
- Upon submission of the application, riding academies must also include a Certificate of Insurance showing proof of coverage of at least \$1 million dollars per occurrence for the operation of its riding program.
- Approved riding academies must be willing to advertise with its students, guests, and vendors their relationship with the USHJA by methods to include, but not limited to, promoting available programs, posting flyers or banners, hosting events, and displaying the USHJA's recognition of the program on the riding academy's website.
- Approved academies must display the USHJA Recognized Riding Academy plaque in a visible area.
- The Academy must be willing to provide USHJA with a client list to include names, addresses, and email addresses as well as promote the USHJA Recognized Riding Academy membership and programs to its students and clients.

### Recognized Riding Academy Program Requirements

Each riding academy applicant must meet the minimum requirements for facility, operation, safety, staff, and curriculum in order to be considered a USHJA Recognized Riding Academy.

- Facility
  - Follow basic industry standards for horse care
  - Have a least one fenced riding area with suitable footing
  - Have a covered location for riders or horses to gather in inclement weather

- Operational
  - Offer hunter/or jumper riding lessons or programs with varying levels
  - Offer unmounted classroom instruction with written curriculum
  - Offer lessons with an instructor/student ratio that ensures safety
- Safety
  - Require ASTM/SEI approved helmets and approved footwear (i.e. smooth sole and a distinguishable heel) for all riders while mounted
  - Have a telephone available for emergencies with emergency numbers posted
  - Have a safety protocol in place for emergencies such as severe weather, injury, etc.
  - Have human first aid kits and provide a staff member who is knowledgeable in human first aid
  - Have equine first aid supplies available and provide a staff member who is knowledgeable in equine first aid
  - Provide the USHJA with a Certificate of Insurance showing proof of coverage of at least \$1 million dollars per occurrence for the operation of its riding program
- Staff
  - At least one staff member who is a current member of USHJA and in good standing
  - Owner or manager of the academy or facility is over the age of 21yrs
  - Riding instructors must have continuing education or follow a defined training system

### USHJA Contributions

With acceptance into the program, Recognized Riding Academies will become a member of the USHJA for one competition year, to end on November 30. Recognized Riding Academies will have access to all available benefits of being a USHJA program member.

- A display on the [USHJA Recognized Riding Academy listing](#) on the USHJA website
- All general member communication, educational resources, and updates on competitions, rule changes, programs, etc.
- Subscription to the USHJA In Stride magazine
- Participation in the [Affiliate Equitation Awards program](#); receive USHJA gear to award riders who participate in the academy's own horse show or awards event
- A \$25 discount towards the USHJA Instructor Credential for Recognized Riding Academy instructors
- Access to USHJA discounted ribbons and awards
- Access to the RRA Marketing Tool Kit
- Additional discounts and other benefits listed [here](#)

## Application Process

- Applications must be completed [online](#).
- Submission items include:
  - A Certificate of Insurance showing proof of coverage of at least \$1 million dollars for the operation of its riding program. Insurance requirements are outlined [here](#).
  - Name and contact information of one reference who can speak to the facility, the lesson program, and its instructors. References do not need to be USHJA members, should not be employed by the applicant academy, and will be contacted by a USHJA staff member or Recognized Riding Academy Committee member.
  - Five photo images, to include but not limited to, the following facility locations: riding ring, tack room, stalls/stabling, pasture fencing, and grooming/tacking area.
- An application fee of \$125 will be due at the time of application. Once received, an application will be reviewed by USHJA and applicants will be notified in writing of the status of the application.
  - Approved applicants will receive a letter of acceptance and recognition packet. The application fee will secure the riding academy's recognition for the competition year to end on November 30.
  - Unapproved applicants will be notified by letter with a written explanation of denial and will receive a refund minus a \$25 processing fee. All unapproved applicants will be encouraged to reapply at a later date.

## Renewal Process

- USHJA Recognized Riding Academies must renew their membership each year to maintain their status. A renewal application must be submitted and the fee is \$75.
- Upon submission of the renewal application, the academy must also include an updated Certificate of Insurance showing proof of coverage meeting program requirements.
- If the academy remains compliant with the expectations of the program, it will receive a letter of renewal and another year of USHJA recognition.
- If the application is not approved for any reason, the fee will be refunded minus a \$25 processing fee and the program will be removed from the USHJA Recognized Riding Academy webpage.

## Application Submission

Submit application, fee, and required documents via the online [application form](#). The online application can be found at [ushja.org/ridingacademy](http://ushja.org/ridingacademy) or paper applications are available by request only. Applicants will be notified of their application status within ten business days of submission. Direct any questions to [education@ushja.org](mailto:education@ushja.org) or call 859-225-6700 for more information.