



**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 Riding Academy 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 membership 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.
- The academy operator/owner must approve and sign the 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 uphold the USHJA's Membership Code of Conduct.
- 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 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 and/or jumper riding lessons or programs with varying levels

- Offer unmounted instruction
- 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 the 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

## Benefits

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 receive the following USHJA member benefits:

- All general member communication and updates on competitions, rule changes, programs, etc.
- A subscription to the USHJA *In Stride* magazine.
- Access to USHJA educational resources.
- A 70% discount on [USHJA Trainer Certification manuals](#).
- A display on the [USHJA Recognized Riding Academy listing](#) on the USHJA website.
- A discount on the purchase of competition ribbons from Hodges Badge Company
- Approval for the use of the USHJA's marks and logo on certain pre-approved items including the Academy's website, business cards, and apparel
- Will be eligible to participate in the Affiliate Equitation Awards program. The Affiliate Equitation Awards enhance the academy's existing horsemanship based award(s) with USHJA recognition. Academies can receive USHJA gear to award riders who participate and excel within the academy's own horse show or awards events. Visit [Affiliate Awards](#) on the USHJA website for more information.
- Academy clients and/or students will be encouraged to join the USHJA, at minimum, at the [Outreach membership level](#). As an Outreach Member, clients and/or students will have access to all the available benefits of being a USHJA member and will be eligible to participate in USHJA Outreach Programs and competitions.
- A \$25 discount towards [Trainer Certification](#) for Recognized Riding Academy instructors.

## Application Process

- Applications may be submitted via email, mail, or fax and must include the academy or facility owner's approval and signature.
- 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.
- 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, a listing on the USHJA website, an invitation to participate in the Affiliate Equitation Awards, a certificate of recognition, and an official USHJA Recognized Riding Academy plaque. The application fee will secure the riding academy's membership 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, 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.
- 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 academy is deemed no longer in compliance, 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

**Please submit your completed application, proof of insurance, and application fee to:**

Mail:  
 United States Hunter Jumper Association  
 Attn: USHJA Recognized Riding Academy  
 3870 Cigar Lane  
 Lexington, KY 40511

Fax:  
 859.258.9033

Email:  
 wbarnard@ushja.org

**\*\*USHJA recommends submitting applications containing credit card payment via fax or mail. Please do not email credit card information as it is not a secure method for transmitting sensitive data.**

Direct any questions to [wbarnard@ushja.org](mailto:wbarnard@ushja.org) or call 859-225-6700 for more information.



## United States Hunter Jumper Association Recognized Riding Academy Application

This application is to be completed for consideration as a USHJA Recognized Riding Academy. 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. Any applications not completed in full will not be considered. Upon approval, the application/membership fee will secure the riding academy's affiliate membership for the competition year ending November 30. Thank you for your continued support of USHJA programs!

### General

Academy Name: \_\_\_\_\_ USHJA# if applicable: \_\_\_\_\_

Academy/Facility Owner: \_\_\_\_\_ DOB: \_\_\_\_\_

Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Business): \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

List the key staff member who is a current USHJA member in good standing.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ USHJA#: \_\_\_\_\_

Is a USHJA Certified Trainer on staff?  Yes  No If so, USHJA #: \_\_\_\_\_

\*Applicants may be eligible for a one-time discount towards their  
initial application fee if a USHJA Certified Trainer is on staff.

What interests you about becoming a USHJA Recognized Riding Academy?

**Facility**

1. Briefly describe this academy's program (boarding, lessons, training, camps, etc).

2. Indicate whether the riding academy complies with basic industry standards for horse care.

- Daily feed and fresh water  Yes  No
  - Weather appropriate shelter for horses and participants  Yes  No
  - Routine veterinarian and farrier care  Yes  No
  - Daily turnout opportunities  Yes  No
  - At minimum, a routine vaccination, farrier, & deworming schedule  Yes  No
  - Safe, appropriate fencing utilized for turnout and riding areas  Yes  No
3. Is there a covered location for riders and horses to gather in inclement weather?  Yes  No
4. Are there restrooms available on site?  Permanent  Temporary  None
5. Is there an office?  Yes  No
6. Is there a classroom or unmounted lesson area?  Yes  No
7. Are there locker/changing areas and storage for personal items?  Yes  No
8. Is there adequate parking available for participants and guests?  Yes  No
9. Is there a club room or observation room?  Yes  No
10. Is there internet service?  Yes  No

**Operational**

11. How many participants ride, board, or train at this academy? \_\_\_\_\_

12. How many hunter and/jumper lessons are offered per week? \_\_\_\_\_

o List the types of lessons offered by discipline (private, group, etc).

13. Are there defined riding instruction levels with written curriculum?  Yes  No  
o What levels of lessons are offered?

14. Does the academy offer non-riding instruction such as horse handling, tacking, horsemanship lectures, etc? If so, describe briefly:  Yes  No

15. What is the ratio of instructors to students (may vary by level)? \_\_\_\_\_

16. How many school/lesson horses are available? \_\_\_\_\_

17. Including time spent grooming, tacking, riding, and switching riders between lessons, do lesson horses have appropriate work schedules (not to exceed 4 hours of daily work in an arena) with daily breaks and weekly days off?  Yes  No

**Services**

18. Does this academy offer other social services such as camps, shows, birthday parties, community outreach activities, etc? If so, describe briefly:  Yes  No

19. Does this academy offer any scholastic or collegiate programs such as IEA, college level classes, IHSA, etc? If so, describe briefly:  Yes  No

20. Does this academy cater to riders with special needs?  Yes  No  
 If so, describe briefly:

21. Briefly describe any other aspects of the academy’s operations or offerings not already addressed.

**Safety**

22. Are all riders required to wear ASTM/SEI approved, properly fitted helmets and approved footwear (i.e. smooth sole and a distinguishable heel) while mounted?  Yes  No
23. Does the academy require all participants to sign a release?  Yes  No
24. Does the academy carry insurance with a minimum of \$1 million dollars per occurrence in coverage and will it provide the USHJA with a Certificate of Insurance with submission of this application?  Yes  No
25. Is there a safety plan in place of which all staff is aware of the protocols for scenarios such as fire, tornados, accidents, injury, etc and all actions made available to program users?  Yes  No
26. Is a telephone available with emergency numbers posted?  Yes  No
27. Is a stocked, human first aid kit available onsite?  Yes  No
28. Is there someone on staff who is familiar with first aid and/or CPR?  Yes  No  
 If so, who: \_\_\_\_\_

**Miscellaneous**

29. Are there minimum standards for an instructor to be hired to teach riding lessons? If so, describe briefly:  Yes  No



30. Is there an expectation of continued education or opportunities for career development for riding instructors? If so, describe briefly:  Yes  No

31. Does the academy regularly advertise for new students? How?  Yes  No

32. Is the academy willing to work with the USHJA to advertise its presence and benefits, encourage riders to participate in USHJA related activities, and advertise USHJA’s recognition of the academy on its website?  Yes  No

33. Are you interested in participating in any of the following?

- Affiliate Equitation Awards
- Outreach Hunter Classes
- Outreach Medal Classes
- Other \_\_\_\_\_

34. How did you hear about the USHJA Recognized Riding Academy program?

### **Signature and Payment**

I verify that the information contained in this application is true and correct, and I acknowledge and understand that any misstatements or omissions of material facts may result in disapproval of this application. I understand that 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. I acknowledge and understand that the acceptance of an applicant for recognition in the USHJA Recognized Riding Academy program remains at the sole discretion of the USHJA.

All parties to this Riding Academy understand that recognition does not imply certification or endorsement by the United States Hunter Jumper Association and acknowledge that the USHJA takes no responsibility and has no liability for any injury, illness, or action deemed unsafe or negligent during the operation of the Recognized Riding Academy.

**By signing this application and submitting the membership fee, you agree to uphold USHJA's Membership Code of Conduct: "As members of the USHJA, we recognize our role in furthering the hunter and jumper sports by holding ourselves to the highest ethical standards. Members shall: adhere to the rules and standards set forth by the USHJA and USEF and work to further their goals and objectives; ensure that the welfare of the horse is the foremost consideration and that every horse shall be treated humanely, with dignity and compassion; and conduct all business affairs with transparency to promote confidence among all equestrians and the public in the hunter/jumper industry."**

**Please be advised:** The typing of your name below shall be considered to be an electronic signature and shall be considered to have the same legal effect and validity as your handwritten signature. Therefore, in so typing your name in the fields below, you are confirming this verification statement and the truth of the contents of the application.

Signature of Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Academy/Facility Owner: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Method of Payment:**

Please indicate:       \$125 Application Fee       \$75 TCP or Reevaluation for Renewal

Visa       MasterCard       American Express       Check #: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Signature: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

**Please be advised:** The typing of your name above shall be considered to be an electronic signature and shall be considered to have the same legal effect and validity as your handwritten signature. Therefore, in so typing your name in the fields above, you are confirming this verification statement and the truth of the contents of the document.

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