



Recognized Riding Academy Information Packet

Dear Recognized Riding Academy 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.

Below, you will find the guidelines for USHJA recognition. To apply, create and log into a USHJA organization/business online account, submit a completed application 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 review an applicant's online social media presence or seek recommendations from industry professionals within an applicant's area to verify the applicant's adherence to the standards and expectations of the USHJA Recognized Riding Academy program.

The USHJA wishes to recognize riding programs that demonstrate the value of equine education, safety of horse and rider, and offer 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 Recognized Riding Academy Committee
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. All recognized academies are subject to USHJA program fees and a renewal application will be required for recognition renewal each year. There is no deadline for application but recognition ends on November 30 unless renewed.

Applicant Requirements

- All applicants must submit a completed application with payment due at the time of submission.
- At least one staff member must be a current USHJA member above the Outreach level, in good standing, and Safe Sport trained.
- Applicants must submit a current Certificate of Insurance showing proof of coverage for at least \$1 million dollars per occurrence for the operation of its riding program.
- Applicants must provide two reference contacts who can speak to the program listed on the application:
 - One internal reference who can speak to their experience with and/or involvement in the applicant's lesson program.
 - One external reference who is an equine professional within the local area, region, or zone who is familiar with the applicant's lesson program.

References do not need to be USHJA members, should not be employed by the applicant, and will be contacted by a USHJA staff member or Recognized Riding Academy Committee member.

- Applicants must submit at least six photo images to include the following items: riding ring, tack room, stalls/stabling, pasture fencing, grooming/tacking area, and a photo showing a rider or riding lesson with rider(s), horse(s), and equipment area.
- Approved academies must agree to advertise with their 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.

Recognized Riding Academy Program Requirements

Applicants 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 with varying levels
 - Offer mounted instruction guided by a written curriculum
 - Offer unmounted classroom instruction
 - Offer lessons with an instructor/student ratio that ensures safety
 - Ensure lesson horses have appropriate work schedules
- 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 a current Certificate of Insurance showing proof of coverage of at least \$1 million dollars per occurrence for the operation of the riding program
- Staff
 - Employ at least one staff member who maintains a current USHJA membership above the Outreach level, is in good standing, and is Safe Sport trained
 - Subject to the requirements outlined in [USHJA policy GA 103](#)
 - The owner or manager of the facility is over the age of 18 years
 - Establish minimum standards for hiring instructors
 - Require continuing education for instructors or follow a defined training system

USHJA Contributions

With acceptance into the program, Recognized Riding Academies are awarded recognition for one competition year to end on November 30 so long as requirements for USHJA membership, Safe Sport, and insurance are maintained. Recognized Riding Academies will have access to the following benefits:

- 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.
- Participation in the RRA Honors and Lesson Horse Honor Roll
- Access to select discounted ribbons and awards and other program offerings
- An invitation to a private Facebook group for RRA staff to communicate, learn, and network
- RRA logo wear
- Access to the RRA Marketing Toolkit
- Additional discounts and other benefits listed [here](#)

Application Process

- Applications must be completed via a USHJA organization/business online account.
- Submission items include:
 - A current 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](#).
 - The name and contact information of two references (internal and external) 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, and will be contacted by a USHJA staff member or Recognized Riding Academy Committee member.
 - Six photo images, to include but not limited to, the following facility locations: riding ring, tack room, stalls/stabling, pasture fencing, grooming/tacking area, and a photo showing a rider or riding lesson with rider(s), horse(s), and equipment.
- An application fee of \$125 will be due at the time of application. Once received, the 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 a recognition packet. The application fee will secure 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 each year to verify continued adherence to the standards. 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 renewal 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 online listing.
- Academies must complete the full application form for renewal every five years to confirm continued compliance with program requirements.

Application Submission

Application is only available via the online member portal. Applicants will be notified of their application status within ten business days of submission. Recognition is awarded at the sole discretion of the USHJA. Direct any questions to education@ushja.org or call 859-225-6700 for more information.