



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 the [Information Packet](#). Any applications not completed in full will not be considered. Upon approval, the application fee will secure the riding academy's recognition for the competition year ending November 30. Thank you for your continued support of USHJA programs!

General

Academy Name: _____ USHJA Org# if applicable: _____

Academy/Facility Owner: _____ Owner is 18yrs or older?: _____

Facility Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different from above): _____

City: _____ State: _____ Zip: _____

Phone (Business): _____ Cell: _____

Business Email: _____ Website: _____

Name of Applicant: _____ Title: _____

Applicant Email: _____ Applicant Phone: _____

List a key staff member who is a current USHJA member in good standing and has completed Safe Sport.

Name: _____ Title: _____

Email: _____ USHJA#: _____

Is a USHJA Certified Trainer on staff? ☐ Yes ☐ No If so, USHJA #: _____

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

Operational

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

12. How many Hunter and/or Jumper lessons are offered per week? _____

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

13. Are there defined riding instruction levels with written curriculum? ☐ Yes ☐ No

○ 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 Awards
- ☐ Outreach Competitions
- ☐ Horsemanship Quiz/Stable Challenge
- ☐ Other _____

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

Reference: Please identify the name and contact information of a reference who can speak to the program listed on this application. References should not be employed by the applicant, and will be contacted by a USHJA staff member or Recognized Riding Academy Committee member.

Name: _____ Relation to Applicant RRA: _____

Phone: _____ Email: _____

Facility Photos: Upon submission of this application, applicants must submit at least 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 photo showing a rider or riding lesson with rider(s), horse(s), and equipment. It is recommended that images be submitted as a PDF or JPEG file.

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.

***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: _____

Please submit completed application, Certificate of Insurance, and facility photos 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

Upon receipt of a completed application, USHJA staff will review all submitted items, verify requirements, and contact the applicant within 10 business days. Once the application has been approved, USHJA will notify applicants and request submission of payment. **Payment must be remitted by phone at 859-225-6700 or by check before recognition is awarded.** Contact wbarnard@ushja.org with any questions.