

THE UDJC CERTIFIED RIDING SCHOOL MANUAL

Education, Competition, Operations, and the UDJC Pathway



FOR UDJC CERTIFIED RIDING SCHOOLS

By the United Dressage & Jumping Club

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Publication and Use Notice

This manual is the operating standard for the UDJC educational system inside a UDJC Certified Riding School. It explains what the school must offer, what trainers must teach, how students progress, how UDJC competition works, and how to operate the in-house Badge Shows that connect education to recognized competition.

The current UDJC Rule Book and its appendices remain the controlling authority for technical competition rules, equipment, medication control, eligibility, penalties, and show procedures. The current amounts and eligibility controls displayed in UDJC Show Manager govern entries, memberships, and all event price ceilings. When UDJC issues a written addendum or certification bulletin, the most recent official publication controls.

This manual does not replace applicable law, professional veterinary advice, insurance requirements, employment law, child-safeguarding duties, or facility-specific emergency procedures. Every Certified School must operate legally, carry appropriate insurance, use enforceable waivers, and maintain a safe environment for people and horses.

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A Note from David

I did not create UDJC because American riders lack talent. They do not. I created it because too much talent is being asked to survive without a system.

For years, I watched the sequence run backward. A child took a few lessons, the family bought show clothes, somebody found a division, and the education was expected to catch up later. The rider learned to chase the next height, the next ribbon, or the next qualifying result before learning enough Dressage, enough horsemanship, or enough responsibility to support the horse underneath them. The horse paid for the gaps. The family paid for the confusion. Many riders left because the sport became too expensive before it became meaningful.

Karoline and I built Palina's Ponies together after we moved to the United States in 2019. That experience proved something simple: children do very well when the adults build a real pathway and keep their promises. A beginner does not need a vague collection of lessons. A beginner needs a level, a curriculum, a capable trainer, a suitable horse, and a visible next step.

UDJC was built from that conviction. Education comes first. Competition confirms education. The badges create real gates. The Performance Levels prevent ambition from replacing readiness. The judge explains what the score means. The show is not an expensive mystery. It is one part of a larger development system.

This manual is for the owner, manager, head trainer, lesson trainer, and assistant who must make that system real every day. It is intentionally direct. If a requirement is inconvenient, it is still a requirement. If a student is not ready, we do not move the student because a parent is impatient or a show is coming. If a horse is overwhelmed, we change the plan. If the school keeps its old program alongside UDJC, that is fine, but the UDJC pathway must truly exist for the students enrolled in it.

The closer a school stays to the complete concept, the stronger the school and its riders will become. That is not because I want every barn to look identical. It is because the pieces support one another. Dressage improves the jumping. Horsemanship improves the riding. Badge Shows create goals. Circuit Shows provide the next test. Good education creates customers who understand what they are paying for and horses who are asked reasonable questions.

Our goal is to build hundreds of Certified Riding Schools and a national calendar of roughly 500 Circuit Shows. This is not about creating hundreds of identical riding schools. Each program must have its own character, but all of them should provide proper education, correct riding, respect for the horse, and a clear path that can take a child from the first pony lesson to a national championship.

Build the path. Teach it honestly. Protect the horse. The rest can grow from there.

See you in the ring,

David Reichert

Founder, United Dressage & Jumping Club

How to Use This Manual

Read the manual once from beginning to end. Then use it as an operating reference. Chapter 1 defines what certification means. Chapter 2 explains the competition system your students are entering. Chapter 3 is the educational standard your trainers teach. Chapter 4 is the complete Badge Show operating guide. The appendices collect the tables, checklists, records, and definitions that trainers need repeatedly.

Every trainer should know the whole system, even when that trainer teaches only one level. A Level B trainer must understand what Level E requires. A Level A trainer must understand how Performance Levels and Championship qualification work. A head trainer must understand every Badge Show role, even when another employee manages entries.

At the end of every chapter, complete the Quick Check as a staff. Do not treat it as a test for punishment. Use it to find gaps before a student, parent, judge, or UDJC representative finds them for you.

The Authority Labels

The manual uses five labels. They are not interchangeable.

Label	Meaning	How the school must treat it
UDJC Requirement	A binding condition of certification or an official operational rule.	The school must comply. A different local method is acceptable only when the requirement expressly allows it.
UDJC Recommendation	Strongly expected guidance with room for a legitimate facility, staffing, or student-specific adaptation.	Follow it unless the head trainer can explain why another method better protects education, safety, or welfare.
Best Practice	A proven operating approach that generally produces better results but is not inspected as a separate certification condition.	Use it when practical and adapt it intelligently.
David's Rule	Direct founder guidance based on experience.	Treat it seriously. It becomes binding only when the same subject is also marked as a UDJC Requirement.
Example	A sample schedule, calculation, workflow, or wording.	Replace the assumptions with the school's real information without changing any governing UDJC limit.

UDJC REQUIREMENT

Trainers must be able to distinguish a binding requirement from a recommendation. Convenience, habit, local custom, and a parent's request do not cancel a requirement.

Which Source Controls?

Use this order when two documents appear different:

1. Applicable law and immediate human or horse welfare obligations.
2. A current official UDJC written addendum or direct written ruling.
3. The current UDJC Rule Book and current competition appendices for technical show rules.
4. The current amount, eligibility control, or required field displayed in UDJC Show Manager.
5. This manual for Certified School education, certification, and Badge Show operations.
6. An event's published specifications for the choices that the Rule Book permits the event to make.

If the answer is still unclear, stop guessing and ask UDJC in writing. Preserve the response with the school's records.

The Complete Path in One View

Stage	Educational home	Proof of readiness	Competition connection
Unicorn	Confidence, balance, pony care, early coordination	Unicorn Badge, all required sections at 7.0 or higher	Pre-B Classes; all participants placed
Level B	Individual instruction, lunge foundation, independent basics, Book 2 theory	B Badge, all required sections at 7.0 or higher	B classes; all participants placed
Level E	Independent group riding, Dressage foundation, educational jumping, weekly horsemanship	E Badge: E Ability Dressage, E* Style Jumping at 0.60 m, theory; each at 7.0 or higher	Grants PL D2 and J2; outside shows available at D1 and J1
Level A	More demanding Dressage, 0.80 m Style Jumping, show preparation, complete horsemanship	A Badge: A Ability Dressage, A* Style Jumping at 0.80 m, theory; each at 7.0 or higher	J3 opens regular Hunter eligibility
Performance pathway	Continued training at the school, in Full Training	Scores, points and qualifications under current rules	Higher levels, Circuit Shows, rankings, and Championships

The Short Certification Test

A school is not certified because it displays a logo. A school is certified because the following system is operating:

- The Unicorn, B, E, and A levels genuinely exist.
- UDJC students are assigned to the correct level and taught its curriculum.
- Level E and A students attend a separate weekly horsemanship class.
- Badges control advancement.

- The school hosts at least three official Badge Shows every year.
- The school uses correct UDJC names and presents the pathway on its website.
- The school meets UDJC safety, welfare, facility, and professional-conduct standards.
- Official event records flow through UDJC Show Manager.

Everything else - billing cycle, paper calendar, digital portal, enrollment model, lesson packages, and business software belongs to the school unless another requirement in this manual says otherwise.

Contents

<u>Publication and Use Notice</u>	1
<u>A Note from David</u>	2
<u>How to Use This Manual</u>	3
<u>The Authority Labels</u>	3
<u>Which Source Controls?</u>	3
<u>The Complete Path in One View</u>	4
<u>The Short Certification Test</u>	4
<u>CHAPTER 1 — ABOUT UDJC</u>	8
<u>Build Education First</u>	8
<u>What UDJC Is—and Is Not</u>	8
<u>The Mission</u>	9
<u>Where the System Came From</u>	10
<u>What Is Different</u>	10
<u>The Certified School Promise</u>	11
<u>A Certified School May Keep a Legacy Program</u>	11
<u>What Must Exist Before Certification</u>	12
<u>Head Trainer, Lesson Trainers, and Assistants</u>	13
<u>Certification Is Maintained, Not Framed</u>	14
<u>Noncompliance and Correction</u>	14
<u>The National Vision</u>	15
<u>Chapter 1 Quick Check</u>	15
<u>CHAPTER 2 — THE UDJC SHOW CIRCUIT</u>	16
<u>Competition Is Part of the Curriculum</u>	16
<u>The Three Show Formats</u>	16
<u>The Circuit Show Experience</u>	16
<u>The UDJC Level Language</u>	17
<u>Dressage at UDJC</u>	17
<u>Jumping at UDJC</u>	19
<u>Hunters at UDJC</u>	20
<u>Young Horse Classes</u>	21
<u>Scores, Feedback, and Placings</u>	22
<u>Performance Levels</u>	22
<u>Ranking Protection</u>	24
<u>The Road to Championship Finals</u>	25
<u>Memberships, Horse Records, and Health Documents</u>	27
<u>Drug and Medication Principles</u>	27
<u>UDJC Show Manager</u>	28
<u>Preparing Students for Circuit Shows</u>	29
<u>Chapter 2 Quick Check</u>	29
<u>CHAPTER 3 — THE CERTIFIED SCHOOL CURRICULUM</u>	30
<u>The Curriculum Is a Promise</u>	30
<u>Standards That Apply to Every Level</u>	30
<u>The 55-Minute Lesson</u>	31
<u>Trials and Initial Placement</u>	31
<u>UNICORN — Confidence, Coordination, and the First Relationship</u>	32
<u>LEVEL B — The Necessary Foundation</u>	34
<u>LEVEL E — Independent Riding and the Group Lesson Engine</u>	35

<u>LEVEL A — Building the Next Generation</u>	38
<u>Lesson Frequency and Jumping Balance</u>	40
<u>Badge Readiness, Testing, and Failure</u>	41
<u>Progress Reviews and Family Communication</u>	41
<u>Required UDJC Student Records</u>	42
<u>Horse Welfare Inside the Curriculum</u>	42
<u>Outside Competition as Education</u>	43
<u>Staff Calibration</u>	43
<u>Chapter 3 Quick Check</u>	44
CHAPTER 4 — BADGE SHOWS	45
<u>The In-House Show That Makes the System Real</u>	45
<u>What a Badge Show Accomplishes</u>	45
<u>What a Badge Show Does Not Qualify</u>	45
<u>Required Frequency and Student Participation</u>	46
<u>The Two-Day Format</u>	46
<u>Authority and Roles</u>	47
<u>Staffing the Event</u>	48
<u>Facility and Equipment</u>	48
<u>Health, Safety, and Waivers</u>	49
<u>Building the Class Menu</u>	49
<u>Clinic Day</u>	50
<u>Competition Day Flow</u>	51
<u>UDJC Show Manager: Badge Show Workflow</u>	52
<u>The Four-Week Planning Timeline</u>	53
<u>Communications That Prevent Problems</u>	54
<u>Awards, Ceremonies, and Atmosphere</u>	54
<u>The Badge Show Financial Model</u>	55
<u>Sponsorships, Concessions, and Vendors</u>	56
<u>Protecting the Profit Without Lowering the Standard</u>	57
<u>Show-Day Checklists</u>	57
<u>After the Show</u>	58
<u>Common Problems and Direct Answers</u>	59
<u>Chapter 4 Quick Check</u>	59
APPENDICES	61
<u>Appendix A — Certified School Requirements Checklist</u>	61
<u>Appendix B — Class and Height Overview</u>	63
<u>Appendix C — Badge Standards at a Glance</u>	65
<u>Appendix D — Performance Levels and Points</u>	66
<u>Appendix E — Championship Qualification Tables</u>	67
<u>Appendix F — UDJC Show Manager Record Map</u>	68
<u>Appendix G — Badge Show Master Checklist</u>	69
<u>Appendix H — Badge Show Budget Worksheet</u>	71
<u>Appendix I — Official Resources and Contacts</u>	73
<u>Appendix J — Glossary</u>	75

CHAPTER 1 — ABOUT UDJC



Build Education First

UDJC is a national education and competition system for Dressage, Jumping, Hunters, and the development of young horses. It connects the riding school to a recognized show pathway without allowing the show calendar to become the curriculum.

The order matters:

1. Teach a defined level.
2. Confirm the skills through a badge or qualification.
3. Compete at the level the rider has earned.
4. Use the judge's score and feedback to guide the next period of training.
5. Advance only when the next standard is met.

Traditional show systems often begin with available classes. The trainer finds a division, places the rider in it, and then tries to repair the missing education around the competition schedule. UDJC begins with education. The show exists to measure it, motivate it, and celebrate it.

DAVID'S RULE

Do not build the child's education around next Saturday. Build the next Saturday around the child's education.

What UDJC Is and Is Not

UDJC is all of the following:

- A level-based educational pathway from the first pony experience through advanced sport.
- A certification standard for riding schools that offer the UDJC curriculum.
- A recognized competition system with Performance Levels, rankings, and Championships.
- A feedback-centered judging culture.
- A national network of schools, officials, riders, horses, shows, sponsors, and educational resources.

UDJC is not a franchise. It does not purchase or control the school. It does not set the school's ordinary lesson price, payroll, branding, scheduling method, billing cycle, or management software. A school may schedule with modern software, a spreadsheet, or paper if that system works for the school.

Certification applies to the quality and reality of the UDJC educational pathway, not to a forced business model.

UDJC REQUIREMENT

A Certified Riding School must operate the complete UDJC system for the students it identifies as UDJC students. The program may not exist only on the website, in advertising, or in a future plan.

The Mission

UDJC exists to make correct riding, complete horsemanship, fair competition, and long-term horse-and-rider development accessible without removing professional standards.

The mission has six working parts:

Mission principle	What it means in daily practice
Education before advancement	Riders move because they meet a standard, not because they have waited long enough or paid for a higher class.
Horse welfare before ambition	The horse's fitness, confidence, soundness, and mental state control the plan.
Dressage as the base	Every rider develops balance, position, aids, rhythm, geometry, and influence before specialization.
Horsemanship as part of riding	Students learn care, equipment, health, welfare, show preparation, and responsibility - not only mounted performance.
Useful judging	Scores and microphone feedback explain what was shown and what needs to improve.
A visible national path	Students can connect local lessons and Badge Shows to Circuit Shows, rankings, and Championship Finals.

Affordability does not mean cheap standards. It means creating a rational path, useful local opportunities, and competition that returns educational value for the money spent.

Where the System Came From

David and Karoline Reichert built Palina's Ponies together after moving to the United States in 2019. The lesson was not that every American barn should copy one German riding school. The lesson was that a professional structure works.

Children can begin young. They can learn through age-appropriate play without remaining in unstructured play forever. They can earn visible levels. Parents can understand the path. Trainers can teach toward common expectations. Shows can reinforce education instead of distracting from it.

UDJC took those principles and built a national system for the realities of the United States: different facility sizes, long travel distances, independent business owners, a wide range of horse types, and riders who may enter the system with very different backgrounds.

That is why this manual does not demand identical barns. It demands a recognizable educational standard.

What Is Different

The differences are not one unusual class or one lower entry fee.

The difference is the way the pieces connect.

Riders Prove Readiness

Badges and Performance Levels prevent the next height from becoming a purchasing decision. Students can see what they need to learn. Trainers have an external standard. Parents have a clear answer to “When can my child move up?”

Judges Speak to the Rider

UDJC judging is developmental. A score is not a secret conclusion at the end of a sheet. Judged performances receive direct feedback so the rider understands the result.

Low-Level Jumping Is Judged on Style

Speed does not teach a beginner how to ride. Up to and including 0.85 m, UDJC Jumping emphasizes the rider's position, aids, rhythm, track, straightness, planning, and influence. Timed modes begin when the foundation is sufficiently developed.

Ability Dressage Separates Rider Skill from Horse Quality

A school rider should be able to demonstrate knowledge on a useful lesson horse without being defeated by the horse's natural gaits or market value. Ability Dressage evaluates the rider and the trained rideability the rider produces. Benchmark Dressage evaluates the horse-rider performance against the level.

Hunters Come After a Foundation

UDJC does not use low Hunter divisions to avoid teaching Dressage and Style Jumping. Foundation Hunters (2'0 and 2'3) are open from J1. Regular Hunters require J3, building on Dressage and Style Jumping.

Young Horses Are Judged as Young Horses

Young Horse classes reward age-appropriate development, confidence, rideability, technique, and potential. They are not a reason to push a horse into adult expectations early.

Dressage, Jumping, and Hunters Belong to One Education

The disciplines support one another. Dressage creates the balance and influence required for safe Jumping. Style Jumping teaches rhythm, track, and responsibility. Hunters reward a smooth, prepared, harmonious picture. The strongest riders understand all three before specializing.

The Certified School Promise

When a family sees the UDJC Certified Riding School label, the family should be able to expect the same core answers at any Certified School:

- The student will be placed in a named level.
- The trainer can explain what that level teaches.
- Advancement will be based on demonstrated readiness.
- Horsemanship will be taught, not assumed.
- Badge opportunities will occur at least three times every year.
- Outside competition will follow the student's education rather than lead it.
- The horse's welfare will come before a schedule or result.
- Official progress and show records will connect to the national UDJC system.

The school does not promise that every rider advances at the same speed. It promises that the standard will not be hidden or invented from week to week.

A Certified School May Keep a Legacy Program

Large and established schools may continue an existing lesson program alongside the UDJC pathway. That flexibility is intentional. Certification does not require the owner to convert every customer, change every class name outside the UDJC track, or replace a functioning schedule.

The distinction must be real and honest.

Operating question	UDJC student track	Legacy or non-UDJC track
Level names	Unicorn, B, E, and A must be used correctly.	The school may keep its own names.
Curriculum	The current UDJC curriculum is required.	The school controls its own curriculum.

Operating question	UDJC student track	Legacy or non-UDJC track
Horsemanship	Separate weekly class required for E and A; B may attend.	School decides, although good horsemanship is encouraged.
Badges	Required for UDJC advancement.	Optional unless the student joins the UDJC pathway.
Badge Shows	B, E, and A UDJC students participate unless excused by the head trainer.	Students may enter appropriate open classes if eligible.
Official records	Maintained through UDJC Show Manager where required.	School controls ordinary records.
Safety, welfare, staff screening, and facility conduct	Apply.	Apply to the entire Certified School operation.

UDJC REQUIREMENT

The safety, horse-welfare, professional-conduct, trainer background-check, and facility standards of certification apply across the entire operation. A school cannot protect only the horses or children enrolled in the UDJC track.

UDJC REQUIREMENT

Only students actually enrolled in and taught through the UDJC pathway may be described as UDJC students or presented for UDJC level advancement.

BEST PRACTICE

Give the UDJC track a clear enrollment designation in the roster, a printed pathway for families, and a named staff lead. Ambiguity creates accidental promises and missing requirements.

What Must Exist Before Certification

UDJC may begin an approval process while a school is building its program. UDJC may advise on horses, staffing, schedules, class structure, and the first Badge Show. The label is granted only when the required system is ready to operate.

At certification, the school must have:

- A visible and genuinely available Unicorn level.
- Individual Level B instruction.
- Level E group instruction with the required Dressage and Jumping balance.
- Level A instruction with the required riding frequency and weekly horsemanship.
- Suitable horses or ponies for the levels offered.
- An approved head trainer and assistants working under that head trainer.
- Background checks completed before every trainer's employment begins.
- A weekly horsemanship structure (Curriculum will be provided by UDJC).
- A Badge Show calendar capable of delivering at least three events annually.

- A website presentation that identifies the school as UDJC Certified and uses the official program names accurately.
- Safe arenas, footing, tack, jumps, Dressage letters, and horse-care practices.
- Appropriate insurance, waivers, emergency contacts, and legally required policies.
- A reliable method to track each UDJC student's current level, frequency, badge status, and show eligibility.

Temporary zero enrollment in one level does not remove the obligation to offer it. “Nobody is in Level A this month” is acceptable. “We do not provide Level A” is not.

Head Trainer, Lesson Trainers, and Assistants

The head trainer is the educational authority inside the Certified School. UDJC currently approves the head trainer individually. A separate formal UDJC trainer-certification program may be introduced later; until then, the school remains responsible for ensuring that every trainer can teach the assigned level correctly.

Head Trainer responsibilities

- Protect the integrity of level placement and advancement.
- Approve the lesson structure, horses, curriculum sequence, and teaching staff.
- Review badge readiness jointly with the lesson trainer.
- Ensure weekly horsemanship occurs and attendance is recorded.
- Maintain the Badge Show calendar.
- Correct staff deviations before they become the school's normal practice.
- Serve as primary contact for UDJC certification matters.

Lesson Trainer responsibilities

- Teach the published competencies for the assigned level.
- Record material safety, horse, attendance, and readiness information.
- Communicate accurately with the head trainer and families.
- Never promise a badge, move-up date, show entry, or horse assignment without the required approval.
- Continue professional education and remain familiar with the current Rule Book and this manual.

Assistant responsibilities

- Work within the role assigned by the head trainer.
- Never replace qualified supervision for a task beyond the assistant's competence.
- Follow the same welfare, safeguarding, and communication standards as every trainer.

UDJC RECOMMENDATION

Every trainer should maintain current CPR and basic first-aid training. It is highly recommended even where it is not a separate certification condition.

Certification Is Maintained, Not Framed

Certification continues through operation and review. Every Badge Show judge also serves as a UDJC representative evaluating the school, normally during the clinic day. Because every school must host at least three Badge Shows annually, this creates at least three practical reviews each year.

The review considers the whole picture:

- Horse condition, suitability, workload, tack, and handling.
- Safety and professional appearance of the facility.
- Trainer conduct and instructional quality.
- Whether the curriculum and level names are being used correctly.
- Whether students appear prepared for the level in which they are presented.
- Whether horsemanship and badges are real parts of the program.
- Whether the school represents UDJC accurately.
- Whether the event atmosphere reflects education, fairness, and horse welfare.

Monthly virtual meetings for Certified Schools are strongly recommended. They are the easiest place to resolve questions before the next event or review.

UDJC REQUIREMENT

The school must host at least three Badge Shows in each twelve-month certification period. Four are recommended.

UDJC RECOMMENDATION

Attend the Circuit Shows that UDJC determines are reasonably available in the school's area. There is no published mileage rule because geography and the national calendar vary. The expectation is strong: a Certified School should support the pathway it teaches whenever a realistic opportunity exists.

Noncompliance and Correction

Certification may be suspended or removed for violating UDJC rules, failing to operate the required educational system, failing to host the minimum Badge Shows, misrepresenting students or services, unsafe practices, welfare violations, repeated inaccurate use of the program, or refusal to correct documented problems.

For ordinary correctable issues, UDJC will normally identify the problem, state the expected correction, and provide a reasonable correction period. Serious safety, welfare, safeguarding, fraud, or integrity matters may require immediate action without a routine warning period.

The goal is not to collect violations. The goal is to protect the meaning of the label.

DAVID'S RULE

If the sign says Certified Riding School, the system must be visible in the arena, not only on the office wall.

The National Vision

A national riding-school system becomes powerful when local education, local shows, and national competition use the same language. A child can earn an E Badge at home, enter the correct level at a Badge Show, attend a Circuit Show, collect Open Championship qualifiers, and understand the score. A trainer in another state can read the record and know what the level is supposed to mean.

The long-term vision is hundreds of Certified Riding Schools supporting roughly 500 UDJC shows. Badge Shows create a dense local base. Foundation Shows can add third-party recognized opportunities as organizers develop. Circuit Shows create the national experience. Championship Finals create a destination without turning every weekend into a national expense.

Scale is not the mission by itself. The mission is to make the path common enough that a correct education is easier to find.

Chapter 1 Quick Check

Use the following questions in a staff meeting. Every “no” needs an owner and a correction date.

- Can every trainer explain the difference between UDJC certification and a franchise?
- Can staff identify exactly which students are enrolled in the UDJC pathway?
- Are Unicorn, B, E, and A genuinely available?
- Are E and A horsemanship classes on the weekly schedule?
- Does the website use the official name UDJC Certified Riding School and the correct level names?
- Are safety and welfare standards applied across the whole operation, including legacy students?
- Are at least three Badge Shows on the annual calendar?
- Can the staff explain the source hierarchy when a manual, app, rulebook, and event specification appear different?
- Does every trainer know who has final authority over level placement and badge readiness?

CHAPTER 2 — THE UDJC SHOW CIRCUIT

Competition Is Part of the Curriculum

UDJC competition gives the rider a public standard, an independent judge, a permanent record, and a reason to prepare carefully. It is not a replacement for training. It is a measurement inside the training process.

A trainer should enter a show with three questions already answered:

1. What educational purpose does this class serve?
2. Is the rider eligible and genuinely prepared for the level and format?
3. What will the trainer do with the judge's score and feedback after the show?

If the only answer is “We want a ribbon,” the trainer has not finished the plan.

UDJC REQUIREMENT

Students at all Performance Levels, including D1 and J1, may compete in eligible classes at Foundation and Circuit Shows. Each school decides whether to take students based on readiness, suitable horses, staffing, transportation, and operating needs. An E Badge is not required for outside-show eligibility.

The Three Show Formats

The names describe who operates the event and the event's place in the pathway.

Format	Organizer	Primary purpose	School's role
Badge Show	A UDJC Certified Riding School, in house	Education, badges, recognized local competition, judge clinic	Host at least three each year; four recommended
Foundation Show	A third-party UDJC-recognized organizer; an experienced Certified School may earn this role later	Public regional recognized competition	Mentioned here only for pathway context; detailed hosting is outside this manual
Circuit Show	UDJC	Full national UDJC show experience, broader class menu, Elite Youth and Young Horse qualifiers, rankings, major prizes	Attend when reasonably available; the school does not organize it

Badge Shows are covered completely in Chapter 4. Foundation Shows are intentionally not covered in operational detail. Circuit Shows are explained here so trainers can prepare students correctly.

The Circuit Show Experience

Most Circuit Shows combine Dressage, Jumping, Hunters, and Young Horse competition. The exact class menu and daily schedule depend on the venue. Riders should read the show specification in UDJC Show Manager rather than assuming every weekend is identical.

Common features include:

- A designated warm-up day or organized warm-up opportunities.
- Recognized classes from introductory through advanced levels.
- Two Jumper classes per height as the national Circuit standard.
- A daily Hunter division format of Under Saddle, Over Fences, and Handy.
- Judge feedback after judged performances.
- Published scores, results, records, points, rankings, and qualifier tracking.
- Award ceremonies and laps of honor after classes whenever the event schedule allows.
- Many prize-money classes; Ability Dressage does not pay prize money.

Schools should teach riders to arrive prepared, check the live schedule, report to the in-gate, know the order of go, present correct documents, and care for the horse before and after the round. The show staff is not the rider's personal reminder service.

DAVID'S RULE

A student who can ride a course but cannot organize a bridle, read a schedule, or cool out the horse is not fully prepared for the show.

The UDJC Level Language

UDJC uses the same broad educational level language across disciplines, with stars distinguishing steps within a level.

Level	Full name	General place in pathway
Pre-B	Pre-Beginner	Introductory supported competition
B	Beginner	Foundational independent performance
E* / E**	Easy	First recognized developmental levels
A* / A**	Advanced	Established basics and transition toward timed Jumping
L* / L**	Learned	Intermediate technical development
M* / M**	Medium	Advanced performance
S* / S** / S***	Supreme	Highest national levels

The stars do not mean “good” and “better.” They identify defined technical steps, class formats, movements, or heights. Use the full official class name when communicating with families and entering shows.

Dressage at UDJC

UDJC provides two complementary Dressage pathways.

Ability Dressage

Ability Dressage evaluates the rider's position, aids, accuracy, influence, decision-making, and the rideability the rider produces. The natural quality of the horse does not decide the score.

The class has two parts:

1. A free part, normally with up to three riders, in which the judge calls level-appropriate movements and observes how each rider prepares and performs them.
2. A short individual pattern that tests accuracy, transitions, geometry, and independent execution.

The rider receives verbal feedback after the free part. The final score combines the collective marks and the weighted individual pattern according to the current test sheet.

Ability Dressage is especially important for riding schools. It allows correct riders on ordinary, useful school horses to be evaluated fairly. It also gives judges time to observe how the rider creates the result rather than judging only the final picture.

Benchmark Dressage

Benchmark Dressage is the traditional prescribed-test pathway. The horse-rider combination follows a published pattern and is evaluated against the movements and expectations of the level.

At E and A, current tests use holistic decimal collectives. At L and above, tests move into movement-by-movement point scoring and percentages. The current test sheet always controls the exact pattern, coefficients, arena, and calculation.

What Dressage judges evaluate

At the appropriate level, judges consider:

- Rider position, balance, and coordination of aids.
- Rhythm, regularity, and tempo.
- Geometry, accuracy, and use of the arena.
- Contact, straightness, transitions, and balance.
- Harmony, willingness, and horse welfare.
- At higher levels, impulsion, lateral work, collection, self-carriage, and technical precision.
- General appearance, turnout, tack, and professional presentation were included on the scoresheet in lower levels.

Dressage level overview

Level	Representative movements and expectations
B	Walk, trot, canter, safe control in a group, simple figures, direct judge instructions
E	Medium and free walk; working posting and sitting trot; working canter; 20 m circles; three-loop serpentine; steady basic transitions
A	Trot and canter lengthening; rein back; 10 m trot circle; 15 m canter circle; stretching work; improved balance and accuracy
L	Beginning collection; shoulder-in; walk pirouette; counter-canter; simple changes; more developed contact and balance
M	Extended work; half-pass; flying changes; 8 m circles; clear collection and self-carriage
S	Advanced collection; pirouette work; sequences of flying changes; advanced transitions and precision

Jumping at UDJC

UDJC Jumping teaches the rider how to produce the round before asking the rider to win on time.

Up to and including 0.85 m, classes are judged on Style. The judge evaluates the rider's seat and position, use of aids, rhythm, pace control, straightness, approach, lines, turns, preparation, and influence on the horse. A clear round can score poorly when the riding is poor. A good round with one rail can still demonstrate valuable riding, subject to the current deduction.

Introductory group format

The 0.40 m and 0.50 m levels use a group-based educational format. Up to four riders complete a short Dressage portion under the judge's direction. Each rider then jumps individually and receives immediate feedback and a score.

Class	Public height or format	Educational picture
Pre-B Jumper, Style	0.40–0.45 m; four crossrails, normally from trot	Balance, steering, rhythm, secure position, simple track
B Jumper, Style	0.50–0.55 m; crossrails from trot and small verticals from canter	Transitions, canter control, straight approach, stable position
E* Jumper, Style	0.60–0.65 m; Badge is tested at 0.60 m	Gymnastic beginning, rhythm, independent course riding, correct basic aids; oxers
E** Jumper, Style	0.70–0.75 m	Increasing balance, lines, turns, and pace control
A* Jumper, Style	0.80–0.85 m; Badge is tested at 0.80 m	Established style foundation, combinations, accurate planning
A** Jumper and above	Begins at 0.90–0.95 m	Style remains valuable; timed and fault-based modes are introduced

UDJC REQUIREMENT

For Badge testing, use the lower end of the public range: E* at 0.60 m and A* at 0.80 m.

Jumping modes in plain language

The current Rule Book controls technical faults, timing, eligibility, and tie-breaking. Trainers should still be able to explain the purpose of every mode.

Mode	Plain-language explanation	What the rider must learn
Style	One holistic decimal score for the quality of riding and the round, with current rule deductions for faults.	Produce rhythm, balance, straightness, suitable distances, thoughtful lines, and a quiet effective position.
Jump-Off	A first round establishes qualification for a shorter second round; faults and time decide the result.	Clear the first round, then make a deliberate plan for a faster second round.
Against the Clock (ATC)	One timed course; the fastest result under the class's fault rules wins.	Ride efficiently without sacrificing control, track, or horse welfare.
Time	Rails or specified faults add time; lowest total time wins.	Understand where efficiency is safe and where a mistake is expensive.
Joker	Fences earn points; a more difficult final Joker offers additional points and risk.	Make a strategic plan, maintain control, and understand risk versus reward.
Combined	The first round is judged on Style; a qualifying score of 7.5 sends the rider directly to a timed phase.	Combine correct riding with competitive execution.
Team Jumping	Teams of three or four; the three best team results count under the published Style, ATC, or Jump-Off format.	Ride for a team result, understand discard scores, and make responsible choices.
Relay Jumping	Two riders complete consecutive courses and transfer the designated baton under the published rules.	Prepare the handoff, communicate, and ride accurately under time pressure.
Jump 'n Drive	A jumping course is followed by a vehicle course; the event specification defines the vehicle and penalties.	Stay organized during a multi-stage class and protect horse handling during the transition.

What Style judges evaluate

The judge reads the entire chain:

- Approach: Was the horse balanced, straight, and prepared?
- Takeoff: Did the rider present an appropriate distance without interference?
- Jump: Did the rider follow the motion with a stable lower leg and soft hands?
- Landing: Did the pair land in balance and on an appropriate lead?
- Recovery: How quickly and quietly did the rider restore rhythm and connection?
- Track: Did the rider choose lines and turns that supported the horse?
- Whole round: Was the horse confident, the rider effective, and the picture humane?

A mistake at fence six may begin in the turn after fence four. UDJC judges are trained to evaluate the cause, not only the final symptom.

Hunters at UDJC

UDJC Hunters reward a smooth, forward, balanced, harmonious performance. The courses are intentionally more complex than a simple outside-line exercise. The rider must demonstrate preparation, track, feel, and a horse that remains confident and rideable.

Foundation Hunters at 2'0 and 2'3 are open from J1. Regular Hunters (2'6 and higher, or 2'3 for Ponies) require J3. Both are rider-focused; Foundation Hunters use simpler courses and one holistic rider score, while regular Hunters use more complex Derby-style courses and category-based scoring. See the following Foundation Hunters page.

National daily Hunter division format

One division is completed in a day:

1. Under Saddle.
2. Over Fences.
3. Handy.

The daily division result combines the published components. Current event specifications control exact class numbers and any venue variation.

What Hunter judges evaluate

Under Saddle considers the rider's seat and aids, the horse's rideability, and the horse's quality under the current weighting. Over Fences and Handy consider the rider's seat and aids, rhythm and balance, track and planning, and the horse's jumping form. Handy courses add turns, transitions, options, or other questions that reveal adjustability and preparation.

The desired picture includes:

- An even, suitable canter.
- Smooth approaches and correct lines.
- Straightness and balance.
- A horse that jumps round and confidently.
- A rider whose aids support rather than disturb.
- A polished overall presentation.

Common Hunter divisions

Division	Eligibility note
2'3 Pony Hunter	Reserved for a pony ridden by a rider under 16
2'6 Hunter	J3 or higher required
2'9 Hunter	J3 or higher required
3'0 Hunter	J3 or higher required
3'3 Hunter	J3 or higher required
3'6 Hunter	J3 or higher required
Hunter Derbies	J3 or higher required

FOUNDATION HUNTERS

Foundation Hunters are offered at 2'0 and 2'3 and are open to riders at Jumping Performance Level J1 or higher. They introduce Hunter competition with straightforward, educational courses rather than the more complicated Derby-style courses used in regular UDJC Hunters.

Courses and Judging

Over Fences and Handy courses typically contain 7-8 jumps. The rider receives one holistic score based on overall quality of riding: position and balance, use of aids, rhythm, track, accuracy, preparation, effectiveness, and harmony. There are no separate horse-quality or jumping-form marks in the Foundation Hunter score.

Regular UDJC Hunters remain predominantly rider-focused. Their distinction is more demanding Derby-style courses and a score broken down into judging categories, including a smaller horse component. Regular Hunters begin at 2'6 (2'3 for ponies) and require J3 or higher.

Typical Daily Division

Under Saddle

Evaluates the rider's position, balance, aids, control, and effectiveness on the flat.

Over Fences

A straightforward 7-8 jump course emphasizing rhythm, accurate lines, balance, and correct riding.

Handy

A 7-8 jump course with additional questions, such as a trot jump, rollback, halt, or similar maneuver.

Outside Competition Eligibility

All UDJC Performance Levels, including D1 and J1, may enter eligible classes at Foundation and Circuit Shows. Certified Riding Schools decide whether to travel with riders at each level, considering rider readiness, lesson-horse availability, staffing, transport, and operational needs. A school may introduce outside showing later without changing the rider's eligibility.

Young Horse Classes

Young Horse competition evaluates only the horse, not the rider's competition level. The rider may be experienced because the job is to present the young horse fairly and safely.

Young Horse Dressage

Judges look for age-appropriate gaits, suppleness, balance, willingness, confidence, rideability, and potential. Premature collection, tension, or an artificial picture should reduce the score rather than impress the judge.

Young Horse Jumping

Judges consider canter quality, rideability, technique, bascule, manners, confidence, and the horse's response to an inviting age-appropriate course. Faults remain part of the overall evaluation, but the purpose is development rather than short-term speed.

Young Hunters

The flexible Young Hunter format allows the rider to show the horse's natural ability, confidence, and potential over a variety of questions within the current time and fence limits.

Scores, Feedback, and Placings

UDJC uses a 0–10 scale in judged classes. The language around the middle of the scale matters: 6 is satisfactory, 7 is good, 8 is very good, 9 is excellent, and 10 is outstanding. A 7.0 is a real statement of competence, not a participation score.

Every judged performance receives direct microphone feedback. Feedback must be specific, constructive, level-appropriate, and connected to the score. A timed-only result receives the official faults and time and any required ruling.

Placings follow the national principle:

- Every Pre-B and B participant is placed and receives a ribbon.
- Beginning at Level E, and in all Hunters, the top one-third is placed, with at least four placings.
- Ranking Protection may add recognized Additional Ranking results without displacing eligible riders.

Awards and laps of honor normally follow the class. At small Badge Shows, the ceremony may be adapted to the facility, but it should be included whenever possible. Children remember the lap. Professionals usually survive it.

Performance Levels

Performance Levels define the maximum level/height a rider may enter. They protect the horse, the developing rider, and the fairness of lower classes.

Dressage Performance Levels run D1 through D8. Jumping Performance Levels run J1 through J8 and also govern Hunter eligibility. An earned PL remains for life unless UDJC adjusts it for safety, fairness, or horse welfare.

Dressage Performance Levels

Dressage qualification uses Benchmark scores, Ability scores, or the permitted combination. The table below summarizes the current pathway; the Rule Book controls exact score wording.

PL	Eligible Benchmark classes	Benchmark path toward next PL	Ability path toward next PL
D1	E**	3 × 7.5 in E**	3 × 7.5 in A*
D2	E**, A**	3 × 7.5 in A**	3 × 7.5 or 70% in L*
D3	E**, A**, L**	3 × 7.5 or 65% in L**	3 × 70% in M*
D4	E**, A**, L**, M**	3 × 65% in M**	3 × 70% in S*
D5	Up to S** and PSG	3 × 65% in S**	—
D6	Up to Intermediate I	3 × 65% in Intermediate I	—
D7	Up to Intermediate II	3 × 65% in Intermediate II	—
D8	Up to Grand Prix	Highest level	—

Passing the E Badge grants D2. Passing the A Badge grants D3.

Jumping Performance Levels

PL	Maximum eligible classes	Ability height	Points required for advancement from the eligible source level
J1	Up to E**	—	30 Jumping and 20 Dressage
J2	Up to A*	0.85 m	60 Jumping and 40 Dressage
J3	Up to A** plus Hunters	0.95 m	90 Jumping
J4	Up to L* plus Hunters	1.05 m	150 Jumping
J5	Up to L** plus Hunters	1.15 m	225 Jumping
J6	Up to M* plus Hunters	1.25 m	400 Jumping
J7	Up to M** plus Hunters	1.35 m	1,000 Jumping
J8	Up to S*** plus Hunters	1.40 m	—

Passing the E Badge grants J2. Passing the A Badge grants J3 and opens regular Hunter eligibility. Foundation Hunters are available from J1.

Points count only at the highest eligible level

For PL advancement, a rider earns eligible advancement points only in the highest class allowed by the rider's current PL. Lower-level results remain part of the show record and may count for other published purposes, but they do not advance the rider's PL.

This prevents riders from accumulating advancement by repeatedly dominating a lower class.

Initial PL confirmation for experienced riders

An experienced rider entering their first UDJC may select an appropriate provisional level. The rider completes three regular classes at the corresponding Ability height. After each trip, the judge records whether the rider is safe, effective, and correctly established. Two approvals in three trips confirm the selected PL. If the rider does not receive two approvals, UDJC places the rider at the appropriate lower PL and the rider has to work their way up through placings.

Point calculation

PL points use three inputs: class level, placing, and the number of starters. The base table is multiplied by the entry-count factor.

Place	B	E	A*	A**	L*	L**	M*	M**	S*	S**/S***
1st	1	5	10	15	25	37	65	165	415	1,050
2nd	1	4	8	12	20	30	52	130	330	840
3rd	1	3	7	10	17	25	44	110	280	710
4th	1	2	6	9	14	21	36	90	230	580
5th	1	1	5	8	12	18	30	75	190	480
6th+	1	1	4	7	10	15	25	65	165	415

Starters	Factor
1-4	× 0.50
5-7	× 0.75
8-11	× 1.00
12-15	× 1.25
16-20	× 1.50
21-25	× 1.75
26+	× 2.00

EXAMPLE

A rider wins an A** class with 14 starters. The base value is 15. The entry factor is 1.25. The result is 18.75 points (19 rounded), subject to the app's official calculation and the rule that the class must be the rider's highest eligible advancement level.

Ranking Protection

UDJC does not divide riders into amateur and professional status. Competitive fairness is protected through Performance Levels.

In Dressage and Jumping through Level L, an overqualified rider may complete a lower class but cannot displace the riders for whom the class is developmentally appropriate. The overqualified rider appears laterally in an Additional Ranking at the placing the result earned. In regular Hunters through 3'6, riders at J5 and above appear in the Additional Hunter Ranking. Hunter Derbies are excluded.

Ranking Protection does not apply at M and above, in Hunter Derbies, or in Young Horse classes. It also applies at Championship Finals.

Under the current UDJC policy for Additional Ranking:

- The rider receives the ribbon and the result appears in the official show record.
- The rider receives no prize money and no rider PL-advancement points from the Additional Ranking.
- The horse receives all applicable ranking points.
- Young Horse results are never moved aside because the horse is the subject of the judging.

EXAMPLE

A J6 rider enters a 0.95 m A** class to educate a less experienced horse. The rider may complete the class and receive a recorded result, but the rider cannot remove a Main Ranking ribbon from the appropriately leveled A** riders. The horse still receives its points. The rider's lower-level result does not advance the rider's PL in any event because only the highest eligible level can do that.

The Road to Championship Finals

UDJC operates two Championship seasons each year. UDJC Show Manager maintains a separate qualifier tracker for every relevant rider, horse, or horse-rider combination and for each eligible division. A participant may track multiple paths at the same time.

After the relevant Final, the active tracker resets for the next season while the underlying show record remains permanent. The app controls eligibility blocks, pony designation, age by birth year, qualification status, and notification.

What the qualification belongs to

Championship	Qualification belongs to	Where qualifiers may be earned
Open	Rider	Badge, Foundation, and Circuit Shows
Elite Youth	Horse-rider combination	Circuit Shows only
Young Horse	Horse	Circuit Shows only

Open riders may qualify using different horses. At the Final, the rider selects one horse for a championship level and the same horse-rider combination completes the entire division.

Elite Youth has priority over Open at the rider's designated Elite Youth level. The rider may continue to pursue Open qualification at other eligible levels.

Open Championships

Open Championships begin at 0.40 m and provide a path for every level.

Discipline or division	Direct qualification requirement
Jumping 0.40, 0.50, 0.65, 0.75, 0.85	Six Style scores of 6.5 or higher
Jumping 0.95 and higher	Six qualifying results in any allowed mix: Style 6.5+; clear first Jump-Off round; 55 points in Joker; clear ATC; or 6.5+ in the first Combined round
Dressage Benchmark E, A, L, M, S	Six scores of 6.5 or 65% or higher, as applicable to the test
Hunters 2'3 Pony, 2'6, 2'9, 3'0, 3'3, 3'6	Six complete daily divisions -Under Saddle, Over Fences, and Handy with combined average 6.5+
Hunter Derby 4'0 and 4'6	Six Derby divisions -Over Fences plus Handy with average 6.5+

The app is the official tracker. Trainers should review it after every show and correct any missing or mismatched membership, horse, pony, or result information promptly.

Elite Youth Championships

Age is determined by birth year.

Division	Age or pony rule	Jumping	Dressage	Hunter
Children	14 and under	0.95 m	Benchmark E**	2'6
Junior	18 and under	1.15 m	Benchmark A**	3'0
Young Rider	21 and under	1.25 m	Benchmark L**	3'6
Pony	Rider 16 and under on a pony	0.75 m	Benchmark E**	2'3 Pony

Direct criteria:

- Children, Junior, and Young Rider Jumping use the designated 0.95-and-above qualifying modes for six results.
- Pony Jumping requires six Style scores of 6.5 or higher.
- Elite Youth Dressage requires six scores of 7.0 or higher.

- Elite Youth Hunters require two full daily divisional averages of 7.0 or higher.

Each division targets at least 25 Finalists. If fewer than 25 combinations meet the direct standard, positions are filled by descending number of qualifying results: first combinations with five, then four, then three, continuing until the available positions are filled under the published tiebreak and eligibility procedure.

Young Horse Championships

Discipline	4-year-old	5-year-old	6-year-old	7-year-old
Jumping	0.65 m	0.85 m	1.05 m	1.25 m
Dressage	E	A	L	M
Hunters	Young Hunters	2'6 divisions	2'9 divisions	See current published program

One score of 8.0 or higher in the designated age-and-level class creates direct qualification. If fewer than the target minimum of 25 horses qualify directly, remaining positions are filled using the highest average of three qualifying scores under the current selection procedure.

Only the published age-and-level class counts, even when another class permits the horse's age.

Memberships, Horse Records, and Health Documents

Badge Show membership

A rider may purchase the special Badge Show membership valid for one Badge Show. The rider does not need a full annual membership solely to participate in that event. The horse requires an annual UDJC membership or registration.

Circuit Shows and Finals

Every rider attending a Circuit Show or Championship Final needs the applicable full membership. Horses require active annual membership or registration.

Health documents

At an in-house Badge Show:

- Every horse, including resident horses, must have a current Coggins.
- Outside horses must also meet the current vaccination requirements.
- Resident horses are not required to submit the outside-horse vaccination package solely because they are competing at their home Badge Show, unless another current law, facility rule, or UDJC directive requires it.

At Foundation and Circuit Shows, the current event health requirements apply to all horses entering the grounds.

All participants must complete the required waivers before participation.

Drug and Medication Principles

UDJC competition is governed by the current Drug and Medication Control policy. The policy changes as veterinary knowledge, substances, laboratory practices, and national standards change. This manual therefore does not reproduce the controlled-substance catalog.

The working principles are simple:

- A horse must be fit, sound, and honestly presented.
- Treatment must protect the horse, not disguise an unfit horse for competition.
- Trainers and responsible parties must know withdrawal times and documentation requirements.
- A prescription or common barn practice does not automatically make a substance competition-legal.
- When uncertain, consult the current policy and a veterinarian before the show, not after a test.
- UDJC may test and enforce the current policy at recognized events.

The current Drug Policy is linked in Rule Book Appendix 4.

UDJC Show Manager App

UDJC Show Manager is the official App for shows, members, records, and the national pathway.

Certified Schools are not required to use it to schedule ordinary lessons, bill monthly tuition, or manage a school calendar. They are required to use the official platform where the UDJC event and record system requires it.

What the platform manages

- Show creation, entries, class selection, payments, waivers, schedules, and order of go.
- Rider memberships and horse registrations.
- Vaccination and Coggins records.
- Scoresheets, judge entry, official results, and corrections.
- Rider and horse points, year-end rankings, and complete show records.
- Performance Levels and Ability Trip approvals.
- Badge entries, scores, results, and earned badges.
- Championship Qualifier Trackers and qualification notices.
- School profiles
- Sales-horse listings and verified competition records.
- Many more

Sales horses

Any horse owner or trainer may list a horse. Listings may include photographs, video, description, show history, verified UDJC results, filters, seller contact information, commission information, and sold status. A listing fee exists.

Preparing Students for Circuit Shows

The school's responsibility does not end when the entry is submitted.

Before entry, verify:

- Badge and PL eligibility.
- Membership and horse registration.
- Horse suitability, fitness, and class load.
- Coggins, vaccinations, and event health requirements.
- Rider's ability to complete the class format, not merely the height.
- Travel, stabling, equipment, and responsible-adult arrangements.

Before departure, teach the rider to:

- Read the show schedule and class specification.
- Pack tack, attire, feed, documents, and horse-care supplies.
- Prepare and check the horse.
- Understand warm-up rules and in-gate expectations.
- Walk a Jumping or Hunter course with a plan.
- Accept feedback without arguing and record the next training priority.

After the show, the trainer should review scores, comments, video, horse recovery, rider decision-making, and the app record. Do not evaluate the weekend only by ribbons.

Chapter 2 Quick Check

- Can every trainer explain Badge, Foundation, and Circuit Shows without mixing the names?
- Can trainers explain Ability versus Benchmark Dressage?
- Can trainers describe every Jumping mode in plain language?
- Do trainers know that low-level Jumping through 0.85 m is judged on Style?
- Do trainers distinguish J1 Foundation Hunters from J3 regular Hunters?
- Does the staff use the daily Hunter division format of Under Saddle, Over Fences, and Handy when explaining Circuit competition?
- Can the staff explain Main and Additional Ranking without promising rider points or prize money in the Additional Ranking?
- Can the head trainer explain how PL points are calculated and which level counts?
- Can the staff explain what an Open, Elite Youth, and Young Horse qualification belongs to?
- Do trainers verify Championship status in the app rather than from memory?
- Are outside-show students eligible and approved by the school for travel?
- Are official entries and records being handled in UDJC Show Manager?

CHAPTER 3 — THE CERTIFIED SCHOOL CURRICULUM

The Curriculum Is a Promise

A level is not the name of a lesson group. It is a defined educational promise.

When a school enrolls a student in Unicorn, B, E, or A, the student should receive the instruction, frequency, horsemanship, badge opportunities, and advancement standard described in this chapter. Trainers may change exercises, horses, teaching language, and the order of individual lessons. They may not quietly remove the difficult parts of the level.

The curriculum has four equal responsibilities:

1. Mounted skill.
2. Horsemanship and theory.
3. Horse welfare and personal responsibility.
4. Readiness for the next level and appropriate competition.

Standards That Apply to Every Level

Lesson length

Every regular UDJC riding lesson is 55 minutes. The mounted portion varies with the level because grooming, tacking, mounting, untacking, and aftercare are part of the education.

The trainer starts and ends on time. A late student does not force the next lesson to begin late. A horse-care need is completed even when it extends the student's responsibility beyond the mounted portion, with safe supervision and reasonable age adjustment.

Dressage is the base

Dressage is not merely the work done on days when nobody jumps. It is the systematic work that develops the rider's position, aids, rhythm, steering, balance, geometry, transitions, and influence. Every level is taught through that base.

Horse assignment is a training decision

The trainer selects the horse. The student's favorite horse, the parent's preference, or an upcoming ribbon does not override suitability, workload, education, and welfare.

Advancement is competency based

There is no promised number of weeks or months for a level. Two students of the same age may progress at different speeds. A student moves when the lesson trainer and head trainer agree that the complete level is secure and the student passes the complete badge.

Adults use the same curriculum

Adults follow the same technical levels and badge standards. The atmosphere, examples, physical progression, and scheduling should be age appropriate. The standard does not become vague because the beginner is forty-five.

Safety and welfare are taught, not only enforced

Students learn why helmets are worn, why tack is checked, why horses need warm-up and cool-down, why an unfit or unhappy horse changes the plan, and why a trainer may say no.

UDJC REQUIREMENT

A mounted student wears a properly fastened riding helmet and safe footwear. The school follows current law, insurer requirements, and UDJC equipment standards.

The 55-Minute Lesson

The exact minutes may change with age, weather, horse needs, and level, but the educational parts must remain visible.

Lesson part	Unicorn	Level B	Levels E and A
Welcome and safety check	Short, visual, parent-supported as appropriate	Student identifies horse and checks basic readiness	Student checks horse, tack, and assigned objective independently with trainer oversight
Grooming and preparation	Touch, simple grooming, leading, pony parts	Grooming and tacking are taught inside the individual appointment	Normally completed before the 55-minute group lesson or efficiently at its beginning according to school operations
Mounted education	Flexible play-based or focused individual work	Individual lunge and independent basics	Level-specific group Dressage, poles, gymnastics, or Jumping
Theory connection	Weekly topics	Weekly topics	Weekly separate horsemanship class and printout; lesson references the same concepts
Aftercare	Help put away simple equipment and thank/care for pony	Untack, basic check, put away tack	Cool out, untack, check horse, clean equipment, report concerns

Trials and Initial Placement

A trial is a regular lesson, not a sales demonstration. The school sets the trial price. The trainer observes the rider, teaches something useful, and decides the safest next placement.

Older beginners normally begin with a Level B trial. A rider claiming prior experience may be evaluated at a higher level, but the trainer verifies the actual riding rather than relying on a parent's description, a video highlight, or the name of a previous barn.

The school may schedule a separate evaluation. It is highly recommended for experienced transfers and riders seeking direct placement into E or A. UDJC supplies the evaluation sheet separately; it is not reproduced in this manual.

UNICORN — Confidence, Coordination, and the First Relationship

Unicorn is the first educational level. It is not one rigid lesson format and it is not indefinite pony entertainment.

Two formats may be used:

1. Unicorn Playtime: normally children up to approximately age three, up to three children, parent involvement, and one or two mini ponies. Activities rotate quickly and may include grooming, leading, balance games, simple stable tasks, and short mounted turns.
2. Focused Unicorn Lesson: individual 30 min instruction for an older, more focused, or more capable child who is still building the confidence, coordination, and basic pony relationship required before Level B.

Unicorn students may ride bareback with handles, on an appropriate pad, or in a saddle. The setup may change from lesson to lesson. Handles are important because the student has to focus on balance.

The trainer controls the length of lead-line or lunge work and the transition to Level B.

Unicorn teaching expectations

By the time the student is presented for the Unicorn Badge, the trainer should have taught and observed the following at an age-appropriate level.

Safety and relationship

- Approach a pony calmly with permission.
- Identify the safe side and follow basic instructions around feet and hindquarters.
- Wear and fasten the helmet correctly with adult help.
- Use a quiet voice and kind hands.
- Recognize that a pony can be tired, worried, hungry, or uncomfortable.
- Stop when the trainer says stop.

Handling and care

- Hold a lead rope in the safe manner taught by the school.
- Walk with the pony and halt with assistance.
- Use a basic grooming tool correctly.
- Name simple pony parts and common equipment from the official Unicorn book.
- Help return equipment and participate in simple aftercare.

Mounted confidence and coordination

- Mount and dismount with appropriate assistance.
- Sit in a centered, balanced position at halt and walk.
- Hold the handle or reins as directed without pulling for balance.
- Demonstrate simple start, stop, and directional responses with assistance appropriate to age.
- Maintain balance through gentle turns and transitions.
- Show posting and sitting-trot coordination at the stage selected by the trainer.
- Perform age-appropriate balance exercises such as arms out, reaching, touching body parts, or two-point preparation.
- Remain emotionally able to listen and recover after a small mistake or moment of uncertainty.

Unicorn theory

Use the weekly theory topics throughout the level. Theory is short, repeated, visual, and connected to the pony in front of the child. Do not wait until the week before the badge to introduce the book.

Unicorn Badge readiness

The current official Badge sheet and Unicorn book control the exact test. The judge scores the required mounted, handling, and theory elements. Every required section must be 7.0 or higher.

Unicorn participation at each Badge Show is strongly recommended, even when the student is not taking a new badge. The event can include an age-appropriate clinic, lead-line class, in-hand activity, or celebration selected for the facility.

DAVID'S RULE

A Unicorn lesson should feel like play to the child and look like education to the trainer.

LEVEL B — The Necessary Foundation

Level B is individual instruction. One trainer teaches one rider because the rider is building the seat, balance, aids, confidence, and horse-care habits that make every later group lesson possible.

The student learns to groom, tack, ride, untack, and complete simple aftercare within the 55-minute appointment. The mounted portion may be shorter than in a group lesson because preparation is part of the curriculum.

The riding begins or continues on the lunge line. Before independent steering becomes the main task, the student must demonstrate walk, posting trot, sitting trot, and canter on the lunge with adequate balance and confidence. The lunge is not a punishment or a sign of failure. It allows the trainer to control the horse while the rider learns to control the body.

Level B teaching expectations

Horse care and preparation

- Approach, halter, and lead the assigned horse safely with appropriate supervision.
- Tie or secure the horse according to school procedure.
- Use the main grooming tools in a safe order and identify obvious swelling, heat, wounds, loose shoes, or unusual behavior to report.
- Identify the basic parts of the saddle and bridle.
- Tack and untack with decreasing assistance while protecting the horse and equipment.
- Check girth, stirrup length, and bridle fit with the trainer.
- Cool out and complete basic aftercare.

Position and balance

- Mount and dismount safely.
- Maintain alignment and a centered seat in the walk.
- Demonstrate a secure posting trot with an understood rising rhythm.
- Demonstrate a developing sitting trot without using the reins for balance.
- Canter on the lunge with a stable, functional position.
- Perform balance exercises without hands as directed.
- Demonstrate a developing two-point position and lower-leg stability.

Aids and control

- Use voice, leg, seat, and rein aids in the sequence taught by the trainer.
- Make prompt, controlled transitions among halt, walk, and trot; introduce canter transitions as readiness allows.
- Steer basic lines, large circles, changes of direction, and arena figures independently when released from the lunge.
- Maintain safe distance from other horses.
- Halt and regain organization when confused rather than continuing without control.

Dressage foundation

- Understand rhythm in walk, trot, and canter.
- Ride the track, corners, large circles, centerline, and simple changes of direction.
- Identify posting diagonals and correct them at the level expected by the trainer.
- Recognize basic canter leads.
- Develop quiet hands that do not support the rider's body weight.

Pole and introductory Jumping foundation

- Ride ground poles in walk and trot with rhythm.
- Hold two-point over, and after poles.
- Maintain straightness and eyes forward.
- Trot small crossrails only when position, balance, horse, and trainer approval make it appropriate. Always canter after the crossrail!
- Understand that the goal is the approach and position, not the number or height of fences.

Theory

Level B theory is taught through **weekly horsemanship topics and worksheets** available on the UDJC website. Trainers can work through them naturally during grooming, tacking up, and untacking, so students build the required knowledge as part of their normal lesson routine rather than through separate classroom sessions.

B Badge readiness

The lesson trainer and head trainer jointly approve readiness. The current B Badge sheet and Book control the exact test. All mounted, practical, and theory sections receive numerical scores and must be 7.0 or higher.

Level B students participate in every Badge Show at their school unless the head trainer provides a specific excuse. A student may compete in suitable Pre-B or B classes even when not yet testing for the next badge.

LEVEL E — Independent Riding and the Group Lesson Engine

Level E is a 55-minute group lesson with no more than three riders. Every student rides independently. The trainer may adapt an exercise for different students, but the lesson remains one coherent level-specific class rather than three unrelated private lessons.

At least two weekly riding enrollments are strongly recommended for every Level E student. Two are mandatory for any E student who wants to jump. Jumping normally occurs no more than every other week. At least 50 percent of the student's riding lessons must remain Dressage.

Every Level E student attends a separate weekly horsemanship class and receives the current weekly printout.

Level E teaching expectations

Independent preparation and horse care

- Prepare, tack, and untack the assigned horse with ordinary independence.
- Complete a safety check of tack and horse before mounting.
- Report concerns about soundness, wounds, tack fit, behavior, or missing equipment.
- Mount from the school-approved block or method without destabilizing the horse.
- Cool out according to weather and workload and complete aftercare.

Position and aids

- Maintain functional alignment in all three gaits.
- Post and sit the trot with sufficient balance to influence rather than merely stay aboard.
- Maintain an independent hand and stable lower leg.
- Use coordinated leg, seat, and rein aids for transitions, bend, direction, and pace.
- Ride without constant trainer correction of basic steering or spacing.
- Recover calmly from a missed transition, wrong lead, poor distance, or horse distraction.

Dressage skills

- Ride medium walk, free walk, working posting trot, working sitting trot, and working canter.
- Ride accurate 20 m circles in trot and canter.
- Ride a three-loop serpentine with planned changes of bend.
- Ride shallow loops and changes of direction appropriate to the current test.
- Ride trot-halt through walk and prompt basic transitions at designated points.
- Use corners and arena letters accurately.
- Recognize and correct posting diagonal and canter lead.
- Produce a steady basic rhythm, willing forward response, and developing acceptance of the aids.
- Understand the difference between natural horse quality and the rideability the rider creates.

Jumping skills

- Warm up through Dressage, poles, and appropriate gymnastic exercises.
- Maintain two-point and light seat without throwing the upper body or losing the lower leg.
- Ride straight approaches and landings.
- Establish and restore canter rhythm.
- Ride the required E* gymnastic beginning and an educational course at the lower Badge height of 0.60 m.
- Plan turns and simple lines without using speed to solve balance.
- Halt, circle, or transition when included in the course or directed by the trainer.
- Explain the basic Style criteria.

Jumping volume remains low and educational. The trainer selects the number of fences based on the horse, rider, footing, weather, and purpose. There is no requirement to “get enough jumps in.”

Show and personal responsibility

- Understand the class name, format, and level entered.
- Prepare correct attire and equipment with assistance decreasing over time.
- Read a simple schedule and report to the in-gate.
- Walk a course with the trainer and repeat the plan in the rider's own words.
- Groom the horse to show standard and assist with post-class care.
- Demonstrate sportsmanship toward horses, officials, other riders, and volunteers.

Level E weekly horsemanship

Horsemanship is an additional class once each week, not once a month and not a substitute for riding. Group size may be larger than a riding lesson when supervision and the activity remain safe.

The E rotation must cover the following domains across the program year:

1. Safe approach, leading, tying, and horse behavior.

2. Grooming tools, daily checks, and show presentation.
3. Saddle, bridle, bit, auxiliary equipment, fit, cleaning, and storage.
4. Basic anatomy, gaits, legs, feet, and common terms.
5. Feeding principles, water, forage, body condition, and dangerous assumptions.
6. Stable care, bedding, turnout, weather, and environmental safety.
7. Vital signs, colic awareness, wounds, lameness indicators, and when to call the trainer or veterinarian.
8. Warm-up, cool-down, workload, recovery, and horse welfare.
9. Dressage arena letters, figures, tests, and score sheets.
10. Jump types, basic course diagrams, Style criteria, and course walking.
11. Show entries, memberships, attire, schedules, in-gate conduct, and awards.
12. Loading awareness, travel care, stall setup, and horse care away from home.
13. Sportsmanship, judge feedback, results, points, and the purpose of badges.
14. Emergency awareness, waivers, barn rules, and responsible communication.

The trainer uses the current UDJC weekly printout. Hands-on work is encouraged. The student should be able to do the task, not only circle the answer.

E Badge readiness and result

The E Badge includes:

- E Ability Dressage.
- E* Style Jumping at 0.60 m.
- The current E theory and horsemanship assessment.

Every component must receive 7.0 or higher. Passing grants Dressage Performance Level D2 and Jumping Performance Level J2. Outside showing is permitted from D1 and J1, subject to school discretion.

UDJC REQUIREMENT

An E student who jumps must ride at least twice each week. At least half of the student's riding lessons must remain Dressage. Jumping every other week is the recommended normal maximum.

LEVEL A — Building the Next Generation

Level A is where the student becomes a more complete rider and horseperson. The student still may ride lesson horses. Ownership is not required. In many schools, horse ownership later moves the rider into Full Training because the horse and rider need a more individualized program.

Level A students ride at least three times every week without exception. Group size is no more than three. The student attends a separate weekly horsemanship class.

The normal Jumping balance is one Jumping lesson out of three riding lessons. A student riding four or five times may jump no more than two of those lessons. Dressage remains the center of the program.

Level A teaching expectations

Independent horse management

- Prepare the assigned horse to a professional lesson and show standard.
- Evaluate basic soundness, behavior, tack fit, and readiness and report concerns before mounting.
- Adjust routine tack correctly under trainer oversight.
- Plan appropriate warm-up and cool-down for the horse and day's task.
- Complete aftercare, equipment care, and stable responsibilities without being treated as a passenger.
- Understand when a horse needs a reduced plan, a different job, or veterinary attention.

Rider position and influence

- Maintain a stable, independent, effective position in all gaits and over fences.
- Use the seat and coordinated aids to influence rhythm, balance, bend, straightness, and transitions.
- Demonstrate tact rather than stronger visible aids as the first solution.
- Adjust the ride to different horses without abandoning the level standard.
- Identify the cause of a mistake and make a calm correction.
- Ride with sufficient body control to avoid punishing the horse for the rider's loss of balance.

Dressage skills

- Ride accurate 10 m trot circles and 15 m canter circles.
- Ride four-loop serpentines with clear changes of bend.
- Demonstrate lengthening in trot and canter without rushing.
- Ride stretching work with maintained rhythm and connection.
- Perform rein back of three to five steps and proceed calmly.
- Use corners, centerlines, diagonals, letters, and transitions accurately.
- Maintain consistent working rhythm and improved balance in all gaits.
- Demonstrate more effective contact, straightness, preparation, and horse response than at E.
- Ride the published A Ability movements and individual pattern at badge standard.

Jumping skills

- Establish a Dressage-based warm-up and an organized canter before jumping.
- Ride a Style course at the Badge height of 0.80 m with verticals, oxers, and appropriate combinations.
- Maintain rhythm through turns, lines, takeoff, landing, and recovery.
- Adjust stride and track tactfully without visible panic or pulling.
- Ride related distances, bending lines, gymnastic questions, and course transitions appropriate to A*.

- Understand how the approach affects the jump and how one mistake creates the next.
- Analyze the round using the Style criteria rather than only rails and time.

Show competence

- Complete entries with trainer approval and verify membership, horse, class, and documents.
- Prepare tack, attire, feed, care supplies, and a written packing list.
- Braid or assist with braiding, groom to show standard, and prepare the horse's stall.
- Read the schedule, order of go, course diagram, and updates.
- Walk the course, state a riding plan, warm up efficiently, and protect the horse's class load.
- Load and unload only within the school's safety procedures and the student's demonstrated competence.
- Care for the horse throughout travel and after returning home.
- Review scores and feedback and convert them into the next training priority.

Level A students should attend several outside shows during the year. Certified Schools are strongly expected to attend the Circuit Shows that are reasonably available in their area.

Level A weekly horsemanship

The A rotation revisits the E domains at greater depth and adds:

1. The training scale and how Dressage affects every discipline.
2. Rider biomechanics, horse biomechanics, balance, and common cause-and-effect chains.
3. Conditioning, workload, recovery, and building fitness without overtraining.
4. Lameness recognition, vital signs, first response, and veterinary communication.
5. Nutrition, body condition, supplements, and evaluating claims responsibly.
6. Bandaging and stable wraps under qualified supervision.
7. Tack fit, permitted equipment, equipment categories, and welfare limits.
8. Dressage test planning, coefficients, comments, and score analysis.
9. Jumping course design basics, distances, modes, faults, and strategy.
10. Hunter division structure, judging categories, and Handy planning.
11. Performance Levels, Ranking Protection, points, and Championship qualification.
12. Show-office workflow, entries, schedules, stabling, documents, and expense planning.
13. Horse care while traveling, biosecurity, Coggins, vaccinations, and medication responsibility.
14. Ownership, leasing, Full Training, sales ethics, suitability, and the real cost of horse care.
15. Leadership, mentoring younger students, volunteering, and professional conduct.

A Badge readiness and result

The A Badge includes:

- A Ability Dressage.
- A* Style Jumping at 0.80 m.
- The current A theory and horsemanship assessment.

Every component must receive 7.0 or higher. Passing grants Dressage Performance Level D3 and Jumping Performance Level J3. ^{J3 opens regular Hunters; Foundation Hunters begin at J1.}

UDJC REQUIREMENT

Level A students ride at least three times every week and attend weekly horsemanship. The normal Jumping ratio is one of three. A student riding four or five times may jump no more than two of those lessons.

DAVID'S RULE

Build riders who can enter a barn and be useful, not riders who can only perform after every problem has been removed.

Lesson Frequency and Jumping Balance

Level	Riding frequency	Jumping frequency	Horsemanship
Unicorn	School and trainer determine by age and format	None	Weekly topics from the website
B	Twice weekly strongly recommended	Introductory poles as readiness allows; not a separate quota	Weekly topics from the website
E	Twice weekly strongly recommended; mandatory if student jumps	Normally no more than every other week; at least 50% of riding lessons are Dressage	Separate class once every week, required
A	Minimum three rides every week	Normally one of three; maximum two of four or five	Separate class once every week, required

Schools may provide more Dressage, trail, poles, conditioning, or supervised practice. More riding generally improves the student when the riding is correctly taught and the horse's workload is appropriate.

DAVID'S RULE

Jumping more often is not the same as learning faster. When Dressage disappears, everything is going sideways!

Badge Readiness, Testing, and Failure

The lesson trainer and head trainer approve readiness together. The badge is not entered because the student wants to try or because the trainer wants to avoid a difficult conversation.

All four badges use numerical scoring. Every required section must receive 7.0 or higher.

If the student fails one component, the student repeats the entire badge at a future Badge Show. Components may not be split across events. There is no fixed waiting period. The student may repeat when the lesson trainer and head trainer agree that the complete badge is ready.

The judge owns the official score. The trainer may help the student understand the result but may not bargain with the judge or promise a changed mark.

UDJC REQUIREMENT

A badge is complete only when every required component is passed at the same Badge Show under the current test procedure.

What to do after a failed badge

1. Thank the judge and preserve the score and feedback.
2. Speak to the student privately and calmly.
3. Identify the technical and horsemanship gaps, not a vague “bad day.”
4. Decide whether horse choice, preparation, nerves, or an actual skill deficit affected the result.
5. Return to the curriculum.
6. Re-enter only when the complete badge is ready.

Failure is not a crisis. Moving an unready rider is.

Progress Reviews and Family Communication

UDJC does not require routine written progress reports. Schools may use them. The minimum responsibility is accurate communication.

Families should understand:

- The student's current level.
- The required riding frequency.
- Whether weekly horsemanship is required.
- The broad competencies being developed.
- That the badge controls advancement.
- That the trainers do not promise a completion date.
- What the student should do before the next Badge Show.

When a family requests a move-up, answer with the standard: what is secure, what is not secure, and how the program will teach the missing part.

Required UDJC Student Records

A school may use approved software, general school software, a spreadsheet, or paper. The record must still be reliable, current, and available to the head trainer.

Maintain at least:

- Student's legal name, preferred name, date of birth when relevant, and contact information.
- Parent or guardian and emergency contact for minors.
- Waiver and legally required consent status.
- UDJC membership identification when the student participates in official events.
- Clear designation as a UDJC pathway student.
- Current level and date placed.
- Regular weekly riding frequency.
- E or A weekly horsemanship attendance.
- Badge attempts, scores, dates, result, and earned badge.
- Current D and J Performance Levels when applicable.
- Outside-show eligibility and head-trainer approval.
- Material horse-assignment restrictions, safety notes, and accommodations that trainers need to know.
- Date and result of the latest readiness review.

UDJC RECOMMENDATION

UDJC-approved riding-school software is highly recommended because it reduces duplicate records and makes program reporting easier. It is not mandatory for ordinary lessons.

Horse Welfare Inside the Curriculum

Certified Schools need suitable horses for the levels they offer. A horse may serve more than one level, but the assignment must remain safe, educational, and humane.

The school monitors:

- Total weekly work across lessons, training rides, camps, parties, clinics, and shows.
- Intensity, not only minutes.
- Soundness, body condition, tack fit, behavior, confidence, and recovery.
- Turnout, forage, water, weather, footing, and rest.
- Whether the horse's job matches temperament, size, training, and physical ability.
- Whether repeated rider mistakes are creating stress or soreness.

The manual does not set one universal lesson count because a brief Unicorn session, a Level B lunge lesson, and a Level A Jumping lesson are not the same workload. The head trainer must be able to explain the individual horse's schedule.

UDJC REQUIREMENT

A horse showing lameness, acute distress, illness, dangerous tack problems, or inability to perform the task safely is removed from the task. The schedule and customer expectation do not override the horse.

Outside Competition as Education

Level A students should attend several appropriate outside shows. The school should support all reasonably available Circuit Shows, while recognizing that distance, calendar, horse suitability, and family circumstances can affect an individual trip.

The rider's show education includes:

- Entering the correct class.
- Preparing the horse rather than arriving as a passenger.
- Managing nerves without transferring pressure to the horse.
- Listening to the judge.
- Accepting a result that does not match expectations.
- Returning home with a specific training plan.

Competition should make the curriculum more concrete. It should not cause the school to abandon the curriculum for weeks of course practice.

Staff Calibration

At least once each quarter, the head trainer should observe lessons at every level and calibrate the staff. The question is not whether every trainer uses the same phrases. The question is whether every trainer is building toward the same competencies.

Chapter 3 Quick Check

- Is every regular UDJC riding lesson 55 minutes?
- Is Unicorn flexible without becoming indefinite unstructured play?
- Does every Level B student receive individual instruction and develop walk, posting trot, sitting trot, and canter on the lunge before independent steering becomes the main task?
- Is the Level B Book taught during B lessons?
- Are Level E groups limited to three independent riders?
- Do Level E jumpers ride at least twice weekly, retain at least 50 percent Dressage, and normally jump no more than every other week?
- Do Level A students ride at least three times weekly?
- Is Level A Jumping normally one of three and never more than two of four or five rides?

- Do Level E and A students attend a separate weekly horsemanship class?
- Can trainers state the exact Level E and A Badge components?
- Are UDJC student records current?
- Are horse assignments and workloads reviewed as educational and welfare decisions?

CHAPTER 4 — BADGE SHOWS

The In-House Show That Makes the System Real

A Badge Show is an official UDJC-recognized show hosted inside a Certified Riding School. It combines a clinic with a UDJC judge, regular recognized competition, badge testing, school evaluation, awards, records, points, and Open Championship qualification.

It is familiar enough for the beginner student and official enough to matter.

A Badge Show is not a casual schooling day with UDJC ribbons added at the end. It uses official memberships, entries, waivers, class specifications, judging, scores, results, and records. The difference from a larger public show is scale and location, not the integrity of the result.

UDJC REQUIREMENT

Every Certified Riding School hosts at least three Badge Shows in each twelve-month certification period. Four are recommended. The clinic day and competition day are held on consecutive days.

Even the smallest Badge Shows usually create enough revenue to cover their costs. If you run a smaller program, think of the Badge Show first and foremost as an important milestone in the child's development and a meaningful part of their riding journey, rather than as a profit-making event.

What a Badge Show Accomplishes

For students, the event provides:

- A recognized goal close to home.
- Direct teaching from a UDJC judge.
- The opportunity to earn Unicorn, B, E, and A Badges.
- Official scores, results, ribbons, and show records.
- Rider and horse points where applicable.
- Open Championship qualifying opportunities.
- A first professional show experience without immediate travel cost.

For the school, the event provides:

- A structured curriculum deadline.
- Independent feedback on riders, horses, and instruction.
- At least three annual certification evaluations.
- A reason for families to understand the levels and remain engaged.
- A profitable educational event when operated correctly.
- A visible community event for sponsors, vendors, future students, and neighboring trainers.

For UDJC, the event creates the local base of the national system.

What a Badge Show Does Not Qualify

Open Championship qualification may be earned at a Badge Show. Elite Youth and Young Horse Championship qualification may not; those qualifiers are earned at Circuit Shows only.

Young Horse classes may still be offered when suitable. The horse receives the official result and applicable ranking points, but the class is not a Young Horse Championship qualifier.

No prize money is required. The school may add prize money if it wishes and if the published event terms and current rules are followed.

Required Frequency and Student Participation

Three Badge Shows per year is the minimum. Four is the recommended rhythm because it gives students a meaningful opportunity approximately every quarter and makes a missed or failed badge easier to recover from.

Participation expectations:

- Unicorn participation is strongly recommended in an age-appropriate format.
- Level B, E, and A UDJC students participate in every Badge Show at their school unless specifically excused by the head trainer.
- Students do not have to attempt a new badge at every show. They may attend the clinic and compete in appropriate classes while continuing to prepare.
- Badge completion is mandatory before level advancement. Students also have to move on to the next Riding School Level after passing a Badge.
- Outside riders and trainers may participate when the facility can accommodate them safely.

UDJC RECOMMENDATION

Invite nearby Certified Schools and trainers when capacity allows. Local programs become stronger when they support one another's events instead of protecting an empty calendar.

The Two-Day Format

Day 1 - Clinic, education, and school evaluation

The judge works with riders and trainers. The format may combine small groups, private sessions, badge preparation, horse-and-rider problem solving, and trainer education.

The judge also observes the Certified School as a UDJC representative. The evaluation normally occurs on clinic day because the judge can see ordinary instruction, horses, tack, facility standards, staff behavior, and the way the curriculum is being taught.

Day 2 - Recognized competition and badges

The school runs a complete, recognized show appropriate to its population. The day may include Dressage, Jumping, Hunters, Young Horse or special classes, and official badge components. Results flow into the national system.

The competition menu should be broad enough to serve the students and small enough to run professionally with one judge.

Authority and Roles

UDJC

UDJC provides or controls:

- Recognition of the Badge Show.
- The judge assignment or approval process.
- Current class and badge specifications.
- UDJC Show Manager event setup and official price ceilings.
- Memberships, horse registrations, records, results, points, and qualifier tracking.
- Official ribbons, badges, and certificates ordered through UDJC.
- Certification evaluation process.

Certified School

The school provides and is responsible for:

- Facility, dates, staffing, equipment, safety, and local compliance.
- Judge travel, hotel, and compensation.
- Event creation, communications, entries, schedules, and office operation.
- Waivers and health-document checks.
- Appropriate horses, course and arena setup, and warm-up management.
- Sponsor, vendor, concession, and local financial operations.
- Correct closeout and timely correction of missing information.

Judge

A normal Badge Show needs one UDJC judge. A Category C Judge is sufficient for the ordinary Badge Show menu within the license authority.

The judge:

- Teaches the clinic.
- Judges classes and badge components.
- Gives required verbal feedback.
- Enters or verifies official badge and show results.
- Protects welfare, fairness, and eligibility.
- Evaluates the school as a UDJC representative and submits the required report.

The standard judge compensation is currently \$400 per day plus travel and hotel. The school books and pays these costs under the confirmed assignment.

UDJC REQUIREMENT

The judge's official result may not be edited by the school to avoid a failure, change a placing, satisfy a parent, or repair an entry mistake. Corrections follow the official UDJC process.

Staffing the Event

One person may hold more than one compatible role at a small show, but every responsibility must have a named owner.

Role	Core responsibility	May be combined with
Show Manager	Overall authority, timeline, staff, facility, judge coordination	School owner or head trainer if that person can remain available
Show Secretary	Entries, memberships, documents, payments, changes, results support	App administrator
Judge	Clinic, judging, badge results, feedback, school evaluation	No school staff role
Scribe or App Assistant	Records judge marks and supports result entry	Secretary only when schedule permits
In-Gate	Order of go, rider readiness, ring flow	Announcer at a small single-ring show
Warm-Up Supervisor	Safety, horse flow, rule compliance	Qualified trainer who is not simultaneously responsible for a rider in the show ring
Course and Arena Crew	Jumps, poles, letters, footing, resets, safety cups	Volunteers under one competent lead
Announcer	Classes, results, feedback microphone, awards	In-gate when acoustics and workload permit
Awards Lead	Ribbons, badges, certificates, ceremony, inventory	Office volunteer
Horse Welfare Lead	Observes horses, water, recovery, incidents, and workload	Head trainer when not overloaded
Parking and Grounds	Trailer flow, manure, public safety, vendor placement	Volunteer team
Concessions and Sponsors	Food, sponsor benefits, vendor contacts, sales	Parent committee or business partner

BEST PRACTICE

Assign one adult who is not coaching a rider to solve operational problems. The head trainer cannot teach, warm up ten children, answer every parent, and run the show office at the same time.

Facility and Equipment

The facility must fit the menu. Do not offer a class because it looks attractive in the app when the arena, footing, warm-up, jumps, or traffic pattern cannot support it safely.

Required operational capability

- Safe arena space for the selected Dressage and Jumping classes.
- Consistent, appropriate footing in the competition and warm-up areas.
- A safe warm-up plan; when space is shared, a controlled schedule and class change are required.
- Quality poles, standards, fill, and correctly used safety cups for oxers.
- Dressage letters and the arena dimensions needed for the selected tests.
- A visible in-gate and controlled entrance and exit.
- A microphone or PA arrangement for judge feedback and announcements.
- A show-office station with power, device charging, internet plan, and paper backup.
- Safe trailer and vehicle flow when outside horses attend.
- Water, manure management, rest areas, and an emergency access route.
- First-aid supplies for people and horses and a posted emergency contact procedure.
- Clean, professional presentation of barns, arenas, tack areas, and public spaces.

Badge and award supplies

- Official ribbons in the correct quantities.
- Official badges and certificates for approved tests.
- Backups for unexpected passes, ties, or corrected entries as permitted.
- Clipboards, pens, current score sheets if required, and device chargers.
- Head numbers
- Award table, ceremony plan, and safe lap-of-honor route.

Order official ribbons, badges, and certificates through UDJC. Confirm lead time before publishing the closing date.

Health, Safety, and Waivers

Before the horse enters the event:

- Every horse, including every resident lesson horse, has a current Coggins on file.
- Every outside horse meets the current vaccination requirements.
- The horse has the required annual UDJC membership or registration.
- The responsible party has completed the required waiver and entry documents.

Before the rider participates:

- The rider has a valid full membership or the special one-Show Badge Show membership.
- The rider's waiver and guardian consent are complete.
- The rider is eligible for every class and badge entered.
- The trainer has confirmed horse-rider suitability.

The school maintains its ordinary emergency, insurance, and incident procedures. A separate lengthy event plan is not a standalone certification condition, but operating without clear emergency access, contacts, and authority is unacceptable.

UDJC REQUIREMENT

No missing waiver, Coggins, membership, or required outside-horse vaccination record is solved by “They are one of our regular families.” Complete the requirement before participation.

Building the Class Menu

Start with the students actually enrolled. Then add outside and special classes that the facility and schedule can support.

Core menu questions

1. Which Unicorn, B, E, and A students are participating?
2. Who is genuinely ready for a badge?
3. Which ordinary classes give the remaining students an educational goal?
4. Are there eligible riders (J1 Foundation or J3 regular) and suitable horses for a Hunter division?
5. Are outside riders likely to enter higher or Young Horse classes?
6. Can one judge complete the menu in one professional day?
7. Can the facility provide the correct arena, course, warm-up, and staff for every selected class?

Typical school-centered menu

- Unicorn or introductory lead-line activity.
- Pre-B and B Dressage or the current introductory tests.
- Pre-B and B Style Jumping.
- E Ability Dressage and E Benchmark classes as appropriate.
- E* and E** Style Jumping.
- A Ability Dressage and A Benchmark classes as appropriate.
- A* and A** Jumping as entries and eligibility allow.
- E and A Badge components.
- One Hunter division - Under Saddle, Over Fences, Handy - when eligible Foundation (J1+) or regular (J3+) riders and suitable horses justify it.
- Special Team, Relay, or Jump 'n Drive classes when safe, permitted, and useful.
- Young Horse classes when appropriate; no Young Horse Championship qualifier is created.

The current app provides available classes, class codes, specifications, and maximum prices. Do not invent unofficial class names or alter the official format.

Clinic Day

The clinic should serve riders and improve the school. It should not become a full day of private lessons for only the most advanced customers.

Recommended clinic mixture

- Unicorn and B confidence, position, or lunge sessions.
- E Dressage and Style preparation groups.
- A Dressage, course, or show-readiness groups.
- Private sessions for a specific horse-rider problem when justified.
- Badge preparation or mock components without promising a pass.
- A trainer education session using observed school riders and horses.
- A closing trainer roundtable with the judge.

Group sessions commonly run approximately 50–55 minutes. Private or focused sessions may be shorter. The schedule should reflect the judge's confirmed format, the number of riders, and horse welfare.

The judge's school evaluation normally includes a facility walk, observation of instruction, horse and tack review, and a direct conversation with the head trainer. Do not stage a different school for the judge. Use the evaluation to improve the actual operation.

UDJC RECOMMENDATION

Every student competing on Day 2 should participate in the clinic when scheduling and horse welfare allow. The clinic is where the judge's education becomes part of the event rather than an added attraction.

Competition Day Flow

A good flow reduces horse workload, tack changes, arena changes, and rider confusion.

Use these principles:

- Place introductory riders early enough to avoid a long, anxious wait.
- Group Dressage classes before major Jumping resets when using one arena.
- Schedule badge components so horse changes and theory checks remain realistic.
- Provide breaks for the judge, staff, and footing maintenance.
- Keep the live schedule current in UDJC Show Manager.
- Build award ceremonies into the schedule instead of hoping to find time.
- Avoid entering one school horse into a pattern of back-to-back classes without recovery.

Example two-day schedule for approximately 30 students and 10 school horses

This is an example, not a required order.

Time	Day 1 — Clinic and evaluation
7:45	Staff and judge briefing; facility and emergency review
8:00–10:00	Unicorn and B small-group or individual sessions

Time	Day 1 — Clinic and evaluation
10:15–12:15	E Dressage and A Dressage
12:15–1:00	Lunch and judge break
1:00–1:45	School walk and certification evaluation with head trainer
2:00–4:00	E and A Jumping
4:15–5:00	Trainer Education and Judge roundtable

Time	Day 2 — Competition and badges
7:15	Office opens; documents, footing, course, microphone, and staff checks
8:00	Unicorns
8:45	B Dressage and B Badge components
9:45	E Ability Dressage and E Badge Dressage
11:00	A Ability Dressage and A Badge Dressage
12:00	Lunch, footing, course building, and theory checks
1:00	B Jumping .40m and .50m
2:30	E* and E** Style; E Badge Jumping at 0.60 m
3:30	A* and selected higher Jumping; A Badge Jumping at 0.80 m
5:00	Final awards, badges, certificates, results check, and horse closeout

A Hunter division or additional class block can replace or extend a section only when the venue, entries, judge schedule, and horse load support it.

UDJC Show Manager: Badge Show Workflow

1. Create the event

Select the Badge Show format, school, consecutive clinic and competition dates, facility, contact, judge process, and entry window.

2. Build the clinic

Add the approved clinic products and time blocks. The current amount displayed in the app is the maximum the school may charge. The present maximum for a clinic session is \$75, and a future app amount controls immediately when changed.

3. Select official classes and badges

Choose only the menu the facility will deliver. The app displays the maximum price for every clinic, competition class, and badge test. Badge tests carry their own app-set prices. The school may charge less. The school may never charge more.

Current badge prices generally range from \$60 to \$120 depending on the badge. Those amounts are examples for planning; the app is binding.

4. Open entries

Publish the event link and closing date. Require complete rider, horse, membership, waiver, and health information. Do not accept a text message as an official entry.

5. Review eligibility and documents

Resolve duplicate records, missing horse memberships, expired Coggins, outside-horse vaccinations, pony designation, age eligibility, PL blocks, and incorrect badge entries before scheduling. The app will do most of that work for you.

6. Build the schedule and order of go

Use the official entries, horse conflicts, judge availability, arena changes, and welfare considerations. Publish the schedule through the platform and communicate where live changes will appear.

7. Run the event

Check in riders, manage scratches and permitted changes, capture scores, provide feedback, place classes, and record badge results.

8. Close the event

Verify every result, membership, horse identity, payment, badge, point, Open qualifier, and judge entry. Resolve corrections through the official process and preserve the school's financial and incident records.

UDJC REQUIREMENT

The maximum displayed in UDJC Show Manager applies to every Badge Show product, not only the clinic. Schools may charge less and may not exceed the displayed maximum for a class, clinic, or badge.

The Four-Week Planning Timeline

Four weeks before

- Confirm dates with UDJC and the assigned or approved judge.
- Book judge travel and hotel.
- Create the event in UDJC Show Manager.
- Select the preliminary class and badge menu.
- Assign show manager, secretary, course lead, warm-up, awards, and concessions leads.
- Inspect arena, footing, jumps, safety cups, letters, microphone, power, parking, and emergency access.
- Order ribbons, badges, and certificates.
- Invite neighboring trainers, sponsors, vendors, and a photographer if used. Karinda Kinsler is the official UDJC Photographer (www.schowringphotos.com)
- Publish the family information packet and entry link.

Three weeks before

- Review early entries and badge-readiness approvals.
- Begin sponsor recognition and concession planning.
- Confirm volunteer positions and age-appropriate student jobs.
- Build clinic groups by level and educational need.
- Confirm course and arena equipment gaps and order or borrow safely.

Two weeks before

- Follow up on incomplete entries; do not promise unofficial holds.
- Confirm judge itinerary, ground transportation, dietary needs, and arrival.
- Review every school horse's projected clinic and competition load.
- Finalize menu changes before closing when possible.
- Train office and in-gate staff in the app workflow.
- Prepare sponsor signage, awards labels, and public-area plan.

One week before

- Close entries on the published date.
- Resolve documents, waivers, balances, and eligibility.
- Create the schedule, order of go, horse-conflict plan, and staff schedule.
- Confirm clinic groups and theory-test times.
- Inventory ribbons, badges, certificates, head numbers, office supplies, and chargers.
- Deep-clean public areas and complete facility repairs.
- Walk the emergency and trailer flow with staff.
- Publish schedule and final competitor information.

Event week and day before

- Build and measure courses according to current specifications.
- Set Dressage letters and verify arena size.
- Drag and inspect footing.
- Test microphone, internet, devices, printer if used, and backup process.
- Prepare judge packet, school evaluation materials, and current official documents.
- Mark office, warm-up, in-gate, parking, concessions, and award areas.
- Confirm every horse's schedule with the head trainer.

Communications That Prevent Problems

Every competitor packet should state:

- Official event name and two-day dates.
- Location, arrival, parking, trailer, and check-in instructions.
- Clinic assignment process and schedule publication method.
- Entry and closing process through UDJC Show Manager.
- Membership, horse registration, waiver, Coggins, and vaccination requirements.
- Attire, tack, head number, and preparation expectations.
- Scratch, change, refund, and late-entry policy within current UDJC rules.

- Where live schedules and results will appear.
- Award ceremony expectations.
- Contact for event administration and the cutoff for questions.

Use one official communication channel for schedule changes. Parents should not receive different answers from three trainers.

Awards, Ceremonies, and Atmosphere

Every Pre-B and B participant is placed. E and higher and all Hunters place the top one-third with a minimum of four. The official system calculates and records results, including any Additional Ranking.

Run the award ceremony whenever the facility can do it safely:

1. Announce the class and recognize the judge, sponsor, and volunteers.
2. Present ribbons in the official order.
3. Present badges and certificates only after results are verified.
4. Provide a facility-appropriate mounted or unmounted lap of honor.
5. Photograph sponsor awards.

The atmosphere should be professional and fun. Music, decorations, concessions, and team spirit are welcome when they do not frighten horses, interrupt judging, or make the event look improvised.

The Badge Show Financial Model

A Badge Show should make money. Profit supports staff, horses, facilities, future events, and the education that makes the show possible. It is not unethical to earn a profit from a valuable, well-run educational event.

The Badge Show has unusually strong economics because the school already has the facility, students, and many of the horses. Revenue comes from more than competition classes:

- Judge clinic sessions.
- Competition entries.
- Badge tests.
- Sponsorships.
- Concessions.
- Vendors.
- Merchandise.
- Event partnerships.

UDJC fee

The only UDJC Badge Show fee is the \$4 technology fee per participating horse per Badge Show. There is no additional UDJC percentage or show fee in the current model.

The horse count is the number of participating horses, not the number of riders, classes, or entries.

Current price control

Every price is capped in UDJC Show Manager. This includes the clinic, every competition class, and every badge. The school may charge less and may not charge more. If the amount changes, the new amount displayed when the show is built is the binding ceiling.

The current maximum is \$75 for every clinic session and every competition class. Current badge prices generally range from \$60 to \$120. The app remains binding for every product and displays any future change when the show is built.

Example: 30 students and 10 horses

The following model is a planning illustration. It uses a \$35 average competition-class assumption solely to demonstrate the math. Replace it with the current app amounts and the actual menu. Do not exceed the app.

Revenue source	Assumption	Example revenue
Clinic sessions	30 students × \$75	\$2,250
Competition entries	30 riders × 3 classes × \$35 planning average	\$3,150
Badge tests	20 badges × \$90 planning average	\$1,800
Sponsors	Local title, class, and ribbon sponsors	\$2,000
Concessions	Gross sales	\$600
Vendor fees	Selected local vendors	\$300
Merchandise	Event sales	\$200
Total gross revenue		\$10,300

Expense	Assumption	Example expense
Judge compensation	2 days × \$400	\$800
Judge travel and hotel	Planning estimate	\$600
UDJC technology	20 participating horses × \$4	\$80
Ribbons, badges, certificates, sponsor awards	Planning estimate	\$600
Concession cost and event supplies	Planning estimate	\$300
Additional paid help or cleanup	Planning estimate	\$200
Total expense		\$2,580

Example operating profit: \$10,300 – \$2,580 = \$7,720.

The model supports the practical goal: a correctly operated Badge Show with approximately 30 students and 20 horses can produce at least \$10,000 in revenue and approximately \$7,700 in profit. A different entry mix, sponsor result, judge travel cost, or award order changes the outcome.

DAVID'S RULE

Even a very small program can break even easily, with only about 10 students needed to cover the cost! Badge Shows remain an essential part of proper education, giving students a clear goal and allowing their riding and horsemanship skills to be tested in a structured setting.

Sponsorships, Concessions, and Vendors

Sponsorships

Offer simple, deliverable benefits:

- Event or clinic presenting sponsor.
- Named class or division.
- Ribbon or badge sponsor.
- Arena, jump, or award-table signage.
- Social and email recognition.
- Announcer recognition at the class and awards.
- Vendor space when appropriate.

Never sell a benefit the facility cannot display or the school will forget to deliver. Record the sponsor contact, amount, invoice, promised benefits, artwork, and completion.

Concessions

Use a menu that can be served safely and quickly. Price for margin, control waste, and assign one person to cash or digital payment. Do not make the show secretary run food sales.

Vendors

Choose vendors useful to the families: tack, safety equipment, equestrian apparel, feed education, local services, or appropriate community businesses. Set the location so vendor traffic does not interfere with horses or emergency access.

Merchandise and photography

UDJC or school merchandise can reinforce the event. Photography arrangements must respect the current event permissions and any official photographer rights. Obtain releases and clear commercial terms rather than assuming social-media use is unrestricted.

Protecting the Profit Without Lowering the Standard

- Build one coherent day rather than many tiny classes with long gaps.
- Use school horses thoughtfully across riders without overloading them. Remember that a horse is not allowed to enter more than 3 classes per day, including warm up's.
- Order awards from actual entry projections plus a controlled reserve.
- Secure sponsors before promising upgrades.
- Use volunteers in safe, appropriate roles and pay qualified people where competence matters.

- Price at or below the app ceiling based on value; do not discount automatically because the event is in house.
- Collect through the official process and close unpaid balances before participation.
- Track gross revenue, direct event costs, donated goods, and staff hours separately.
- Review the event within one week and improve the next one.

Show-Day Checklists

Before the judge arrives

- Arena, warm-up, footing, jumps, safety cups, letters, gates, and emergency access checked.
- Microphone and backup batteries tested.
- Office devices charged and logged into the correct event.
- Judge hospitality, score access, schedule, and staff contacts prepared.
- Coggins, outside vaccinations, memberships, waivers, and balances cleared.
- Horse schedule reviewed by head trainer.
- Ribbons, badges, and certificates inventoried but secured.
- Staff briefing completed.

Before each class

- Correct course, height, arena, and official class specification confirmed.
- Start list and eligibility checked.
- Horse conflicts and scratches updated.
- Judge, scribe, in-gate, warm-up, announcer, and course crew ready.
- Microphone live for judged feedback.
- Awards prepared in the correct quantity.

Before each badge

- Lesson trainer and head trainer approval confirmed.
- Rider, horse, membership, and badge entry match.
- All components scheduled and current official materials ready.
- Judge understands any legitimate accommodation approved through the proper process.
- No trainer or parent has promised the result.

After each class

- Main and Additional Ranking applied correctly where relevant.
- Placings published and awards presented.
- Horse recovery and next assignment checked.

Before final closeout

- Every class result is complete.
- Every badge component and final result is entered by the judge.
- Every passed badge is matched to the correct student.

- Financial balances and technology horse count reconciled.
- Incident and welfare reports submitted if required.
- Judge's school evaluation process complete.
- Ribbons and badge inventory reconciled.
- Sponsor benefits documented.

After the Show

Within forty-eight hours:

- Review official results and correct identity or entry errors through the official process.
- Send results and thank-you communication to families, judges, sponsors, volunteers, vendors, and neighboring trainers.
- Reconcile income, refunds, direct costs, judge expense, technology fee, and sponsor receivables.
- Debrief staff on schedule, horse load, safety, communication, and education.
- Assign curriculum follow-up from the judge's feedback.

Within one week:

- Review the judge's school evaluation with the head trainer and owner.
- Correct any requirement that needs immediate action.
- Save the event report and financial summary.
- Put the next Badge Show date and its four-week planning start on the calendar.

Common Problems and Direct Answers

“We do not have enough students for every level.”

Offer the levels even when one is temporarily empty. The certification requirement is the real availability of the pathway, not a minimum headcount in every group.

“A student is not ready for a badge but the family wants to enter.”

Enter an appropriate clinic and ordinary class. Do not enter the badge. The lesson trainer and head trainer control readiness.

“The family wants to pay more for a private clinic slot.”

The app price is the maximum for the product offered. A school may not exceed the displayed maximum by renaming the same service or collecting an off-app difference.

“A resident horse does not have the outside vaccination upload.”

At an in-house Badge Show, the outside-horse vaccination requirement applies to outside horses. Every horse, including the resident horse, still needs current Coggins and all other applicable health, law, insurer, and welfare compliance.

“A rider only wants this one Badge Show.”

Use the special rider Badge Show membership valid for that single event. The horse still needs annual membership or registration.

“Can the show qualify Elite Youth or Young Horses for the Final?”

No. Badge Shows can produce Open qualifiers. Elite Youth and Young Horse Championship qualifiers are earned only at Circuit Shows.

“Can we skip the clinic and run only competition?”

No. The Badge Show is a consecutive clinic-and-competition format, and the clinic day supports the required school evaluation.

“Can we run fewer than three shows this year because the calendar is difficult?”

Not and remain compliant without a written UDJC exception. Three is the certification minimum. Four is recommended. Put the dates on the calendar before the year becomes busy.

“Can the judge change the score because the child was nervous?”

The judge scores what was shown under the standard. The trainer uses the result to prepare the student better. Nervousness is part of readiness, not a reason to edit the official score.

Chapter 4 Quick Check

- Are at least three Badge Shows scheduled in the current twelve-month period?
- Are the clinic and competition on consecutive days?
- Is one qualified judge confirmed at \$400 per day plus travel and hotel?
- Does the judge's schedule include school evaluation and trainer education?
- Are B, E, and A students participating unless the head trainer has excused them?
- Does the menu match the students, facility, staff, and one-judge schedule?
- Does every horse have current Coggins and every outside horse have current vaccinations?
- Do all riders and horses have the correct membership or registration?
- Is every app-displayed price treated as a maximum for clinics, classes, and badges?
- Is the \$4 technology fee calculated per participating horse, not per entry?
- Are official ribbons, badges, and certificates ordered through UDJC?
- Does the financial plan include clinic, classes, badges, sponsors, concessions, vendors, and direct costs?
- Can the school explain why Badge Shows create Open but not Elite Youth or Young Horse Championship qualifiers?
- Is the next four-week planning start already on the calendar?

APPENDICES

Appendix A — Certified School Requirements Checklist

Use this checklist for application, quarterly staff review, and preparation for the judge's Badge Show evaluation.

Program identity

- ☐ The school uses the name UDJC Certified Riding School accurately.
- ☐ UDJC is presented on the school's website.
- ☐ Unicorn, B, E, and A names are used correctly for UDJC students.
- ☐ The school can identify every student enrolled in the UDJC pathway.
- ☐ Any legacy program is clearly distinguished from the UDJC pathway.
- ☐ No marketing claim suggests that a non-UDJC student completed UDJC education.

Curriculum

- ☐ All regular UDJC riding lessons are 55 minutes.
- ☐ Unicorn is available in an age-appropriate Playtime or focused format.
- ☐ Level B is individual.
- ☐ B theory uses the current official Level B Book during lessons.
- ☐ Level E groups contain no more than three independent riders.
- ☐ E students who jump ride at least twice weekly.
- ☐ At least 50 percent of E riding lessons are Dressage.
- ☐ E Jumping normally occurs no more than every other week.
- ☐ Level A groups contain no more than three; two is recommended.
- ☐ A students ride at least three times every week.
- ☐ A Jumping is normally one of three and no more than two of four or five rides.
- ☐ E and A students attend a separate weekly horsemanship class.
- ☐ Current printouts and required theory materials are used.
- ☐ Lesson and head trainer jointly approve badge readiness.
- ☐ Failed students repeat the complete badge.
- ☐ Outside-show entrants are PL-eligible and approved to attend.

Staff

- ☐ The current head trainer is approved by UDJC.
- ☐ Verification is retained and renewed when required.
- ☐ Assistants work under the approved head trainer.
- ☐ Every trainer can explain the authority labels and source hierarchy.
- ☐ CPR and basic first aid are current or scheduled as a strong recommendation.
- ☐ Staff calibration occurs regularly.
- ☐ Monthly UDJC school meetings are attended when practical.

Horses, safety, and facility

- ☐ Suitable horses and ponies exist for every offered level.
- ☐ Horse workload includes lessons, training rides, camps, clinics, parties, and shows.
- ☐ Soundness, behavior, tack fit, footing, turnout, water, forage, and recovery are monitored.
- ☐ Unsafe, lame, ill, distressed, or unsuitable horses are removed from the task.
- ☐ Helmets, footwear, tack, mounting, arena, and emergency access meet current standards.
- ☐ Insurance and waivers are current.
- ☐ Safety and welfare standards cover the entire operation, including legacy students.

Records and technology

- ☐ The school tracks current level, riding frequency, horsemanship attendance, badge history, PL, and show eligibility for every UDJC student.
- ☐ Records are current and accessible to the head trainer whether digital or paper.
- ☐ UDJC Show Manager is used for official event and record functions.
- ☐ Rider, horse, pony, birth-year, membership, and health identities are consistent.

Shows and certification maintenance

- ☐ At least three consecutive two-day Badge Shows are scheduled in each twelve-month period.
- ☐ Four are scheduled when practical.
- ☐ B, E, and A student participation is enforced unless excused by the head trainer.
- ☐ The judge evaluates the school at every Badge Show.
- ☐ Circuit Shows are supported when they are reasonably available.
- ☐ Correction items from the latest evaluation have an owner and completion date.

Appendix B — Class and Height Overview

This is an educational summary. Current Rule Book measurements, class specifications, and the app control official entries.

Jumping heights and formats

Level	Height	Normal mode	Format	Placing principle
Pre-B	0.40–0.45 m	Style	Group then individual jumping	Every participant
B	0.50–0.55 m	Style	Group then individual jumping	Every participant
E*	0.60–0.65 m; Badge at 0.60 m	Style	Individual	Top one-third, minimum four
E**	0.70–0.75 m	Style	Individual	Top one-third, minimum four
A*	0.80–0.85 m; Badge at 0.80 m	Style	Individual	Top one-third, minimum four
A**	0.90–0.95 m	Style, ATC, Combined, Joker, Jump-Off, Time	Individual	Top one-third, minimum four
L*	1.00–1.05 m	Style, ATC, Combined, Joker, Jump-Off, Time	Individual	Top one-third, minimum four
L**	1.10–1.15 m	Style, ATC, Combined, Joker, Jump-Off, Time	Individual	Top one-third, minimum four
M*	1.20–1.25 m	Style, ATC, Combined, Joker, Jump-Off, Time	Individual	Top one-third, minimum four
M**	1.30–1.35 m	Style, ATC, Combined, Joker, Jump-Off, Time	Individual	Top one-third, minimum four
S*	1.40 m	Style, ATC, Combined, Joker, Jump-Off, Time	Individual	Top one-third, minimum four
S**	1.45 m	Style, ATC, Combined, Joker, Jump-Off, Time	Individual	Top one-third, minimum four
S***	1.50 m and above	Style, ATC, Combined, Joker, Jump-Off, Time	Individual	Top one-third, minimum four

Dressage levels

Level	Educational center	Representative movements
B	Basic control and rider position	Walk, trot, canter, simple figures in a group
E	Rhythm, geometry, basic transitions	Working gaits, free walk, 20 m circles, three-loop serpentine
A	Improved balance and influence	Lengthening, rein back, 10 m trot circle, 15 m canter circle, stretching
L	Developing collection and lateral understanding	Shoulder-in, walk pirouette, counter-canter, simple changes
M	Advanced balance and engagement	Extensions, half-pass, flying changes, 8 m circle
S	Advanced collection and precision	Pirouette work, advanced transitions, sequences of flying changes

Hunter divisions

Division	Essential condition
2'3 Pony Hunter	Pony with rider under 16; J3 or higher
2'6, 2'9, 3'0, 3'3, 3'6	J3 or higher and any additional current PL requirement
Daily division	Under Saddle + Over Fences + Handy
Hunter Derby	Over Fences + Handy under current specification; no Ranking Protection

Foundation Hunter 2'0 and 2'3

J1 or higher; simple 7-8 jump courses; one holistic rider-focused score. Typical division: Under Saddle, Over Fences, Handy.

Appendix C — Badge Standards at a Glance

The current official badge sheets, books, and test materials control the exact test. This table is the trainer's readiness summary.

Badge	Mounted or practical center	Theory or horsemanship	Pass standard	Progression result
Unicorn	Age-appropriate safety, handling, confidence, balance, basic mounted coordination	Weekly topics	Every required section 7.0+	Entry to Level B when trainers approve complete readiness
B	Individual foundation; lunge walk, posting trot, sitting trot, canter before independent steering; grooming and tacking	Weekly topics	Every required section 7.0+	Entry to Level E when trainers approve complete readiness
E	E Ability Dressage; E* Style Jumping at 0.60 m	Current E theory and weekly horsemanship domains	Every component 7.0+	D2 and J2; outside shows already permitted from D1 and J1
A	A Ability Dressage; A* Style Jumping at 0.80 m	Current A theory and weekly horsemanship domains	Every component 7.0+	D3, J3, and regular Hunter eligibility

Badge decision record

Student	Current level	Lesson trainer approval	Head trainer approval	Badge entered	Result	Follow-up

Appendix D — Performance Levels and Points

Dressage PL summary

PL	Eligible Benchmark level through	Badge connection
D1	E**	—
D2	A**	E Badge
D3	L**	A Badge
D4	M**	Score pathway
D5	S** and PSG	Score pathway
D6	Intermediate I	Score pathway
D7	Intermediate II	Score pathway
D8	Grand Prix	Highest level

Jumping PL summary

PL	Maximum height or class	Advancement requirement	Badge connection
J1	Up to E*	30 Jumping and 20 Dressage points	—
J2	Up to A**; Ability 0.85 m	60 Jumping and 40 Dressage points	E Badge
J3	Up to A** and Hunters; Ability 0.95 m	90 Jumping points	A Badge
J4	Up to L* and Hunters; Ability 1.05 m	150 Jumping points	—
J5	Up to L** and Hunters; Ability 1.15 m	225 Jumping points	—
J6	Up to M* and Hunters; Ability 1.25 m	400 Jumping points	—
J7	Up to M** and Hunters; Ability 1.35 m	1,000 Jumping points	—
J8	Up to S*** and Hunters	Highest level	—

Advancement reminder

- Only points earned at the rider's highest eligible level count for PL advancement.
- Riders 21 and under use points after initial confirmation.
- Riders over 21 may use the approved Ability Trip pathway with a different horse for later upward adjustment.
- An earned PL remains for life unless UDJC adjusts it for safety, fairness, or welfare.
- J3 is required for Hunters.
- Additional Ranking gives the rider a ribbon and show record but no prize money or rider PL points; the horse receives its points.

Appendix E — Championship Qualification Tables

Open Championships

Division	Direct qualification
Jumping 0.40–0.85	6 Style scores at 6.5+
Jumping 0.95+	6 allowed results in any mix: Style 6.5+; clear first JO round; 55 Joker points; clear ATC; 6.5+ first Combined round
Dressage Benchmark E–S	6 scores at 6.5 or 65%+ as applicable
Hunters 2'3 Pony–3'6	6 complete daily divisions averaging 6.5+
Hunter Derby 4'0 and 4'6	6 Derby divisions averaging 6.5+

Qualification belongs to the rider. Badge, Foundation, and Circuit Shows may produce Open qualifiers. At the Final, one horse is used for the level and the combination remains the same through the division.

Elite Youth Championships

Division	Jumping	Dressage	Hunter	Direct standard
Children, 14 and under	0.95 m	E**	2'6	Jumping 6 qualifying results; Dressage 6 × 7.0+; Hunter 2 division averages 7.0+
Junior, 18 and under	1.15 m	A**	3'0	Same discipline standards
Young Rider, 21 and under	1.25 m	L**	3'6	Same discipline standards
Pony, rider 16 and under	0.75 m	E**	2'3 Pony	Jumping 6 Style scores 6.5+; Dressage 6 × 7.0+; Hunter 2 division averages 7.0+

Qualification belongs to the horse-rider combination and may be earned only at Circuit Shows. If fewer than 25 qualify directly, remaining positions are filled by descending count of qualifying results.

Young Horse Championships

Age	Jumping	Dressage	Hunter
4	0.65 m	E	Young Hunter
5	0.85 m	A	2'6 division
6	1.05 m	L	2'9 division
7	1.25 m	M	Current published program

Qualification belongs to the horse and may be earned only at Circuit Shows. One score of 8.0+ qualifies directly. Remaining positions toward the target field use the highest average of three qualifying scores.

Appendix F — UDJC Show Manager Record Map

Most administrative tasks, including Performance Levels, memberships, and class eligibility etc., are managed through the Show Manager app.

Record area	School action	Official result
Rider identity	Use legal identity, correct birth year, membership, pony eligibility, and contacts	One continuous rider record
Horse identity	Use consistent registered name, owner, birth year, pony status, and annual membership	One continuous horse record and rankings
Health	Upload or verify Coggins and vaccinations as required	Entry eligibility and audit trail
Entry	Select official event, class, horse-rider combination, clinic, and badge	Start list and schedule input
Payment and waiver	Complete official payment and required acceptance	Cleared participation status
Scores and results	Judge enters or verifies official score	Show record, placing, points, feedback, badge result
Performance Levels	Verify current D/J PL and Ability Trip approvals	Eligibility blocks and advancement
Badges	Enter current badge attempt through event	Earned badge and connected PL grant
Championships	Confirm class/result appears in the correct tracker	Qualification progress and notification
Rankings	Correct horse/rider identity and placing	Rider and horse standings, subject to Ranking Protection
Sales horses	Owner or trainer creates listing and links verified record	Searchable listing, media, seller contact, sold status
School profile	Maintain accurate school identity and contact	Public and member-facing school presence

Event record closeout

- ☐ Every starter attached to correct rider and horse.
- ☐ Every membership and registration active.
- ☐ Every score, fault, time, and placing complete.
- ☐ Main and Additional Ranking correct.
- ☐ Badge components and final result entered by judge.
- ☐ D/J PL grants or points visible where applicable.
- ☐ Open qualifiers visible in correct tracker.
- ☐ Elite Youth and Young Horse qualifiers blocked at Badge Shows.
- ☐ Payments, refunds, scratches, and balances resolved.
- ☐ School has preserved its financial and incident records.

Appendix G — Badge Show Master Checklist

Four weeks before

- ☐ Confirm UDJC recognition, dates, and judge.
- ☐ Book judge travel and hotel.
- ☐ Create event in UDJC Show Manager.
- ☐ Select preliminary classes and badges.
- ☐ Assign all staff leads.
- ☐ Inspect facility and equipment.
- ☐ Order ribbons, badges, and certificates.
- ☐ Open sponsor, vendor, and concession work.
- ☐ Publish entry link and family information.

Three weeks before

- ☐ Review entries and badge approvals.
- ☐ Build clinic groups.
- ☐ Confirm volunteers.
- ☐ Audit horse Coggins and outside vaccination needs.
- ☐ Review likely horse workload.
- ☐ Fill equipment gaps.

Two weeks before

- ☐ Resolve incomplete entries.
- ☐ Confirm judge itinerary.
- ☐ Train app, office, and in-gate staff.
- ☐ Finalize sponsors and concessions.
- ☐ Reconfirm class menu and facility capacity.

One week before

- ☐ Close entries.
- ☐ Resolve documents, eligibility, waivers, and balances.
- ☐ Publish schedule and order of go.
- ☐ Confirm clinic groups and theory schedule.
- ☐ Inventory awards and office supplies.
- ☐ Deep-clean and repair public areas.
- ☐ Brief staff on emergency and trailer flow.

Day before

- ☐ Build and measure courses. Courses are provided by UDJC
- ☐ Set and measure Dressage arena.
- ☐ Inspect and drag footing.
- ☐ Test microphone, internet, devices, and backup.
- ☐ Prepare judge materials and school evaluation access.
- ☐ Mark office, warm-up, in-gate, parking, concessions, and awards.

- ☐ Confirm horse schedule.

Final closeout

- ☐ Results and badges complete.
- ☐ Points and Open trackers checked.
- ☐ Horse count and \$4 technology fee reconciled.
- ☐ Judge, travel, hotel, awards, staff, and vendor costs reconciled.
- ☐ Sponsors thanked and benefits documented.
- ☐ Evaluation reviewed and corrections assigned.
- ☐ Next Badge Show planning start calendared.

Appendix H — Badge Show Budget Worksheet

Revenue plan

Revenue line	Quantity	Current app or approved price	Budget	Actual
Clinic sessions				
Competition classes				
Unicorn Badge				
B Badge				
E Badge				
A Badge				
Title or clinic sponsor				
Class and ribbon sponsors				
Concessions				
Vendor fees				
Merchandise or photography				
Other approved revenue				
TOTAL REVENUE				

Expense plan

Expense line	Quantity	Unit cost	Budget	Actual
Judge days		\$400 current standard		
Judge travel				
Judge hotel				
UDJC technology horses		\$4		
Ribbons				
Badges and certificates				
Course and arena supplies				
Concession cost				
Paid staffing or cleanup				
Sponsor signage and printing				

Expense line	Quantity	Unit cost	Budget	Actual
Insurance or permit allocation				
Other expense				
TOTAL EXPENSE				

Projected profit = Total revenue – Total expense: _____

Actual profit = Total revenue – Total expense: _____

UDJC REQUIREMENT

Use the current app amount as the maximum for every clinic, class, and badge. The worksheet is never authority to exceed it.

Appendix I — Official Resources and Contacts

Use current official pages rather than saved social posts or an old screenshot.

UDJC home

www.udjc.org



UDJC Home

Rule Book and current appendices

www.udjc.org/rule-books



Rule Book and Appendices

Tests, scoresheets, and sample courses

www.udjc.org/downloads



Tests and Scoresheets

Certified Riding School resources

www.udjc.org/crs



Certified Riding School Resources

Certified Riding Schools public page

www.udjc.org/ridingschools



Certified Riding Schools

Shows and Championship information

www.udjc.org/shows



Shows and Championships

Memberships

www.udjc.org/memberships



Memberships

Contact

info@udjc.org

Source note

This manual was built from current UDJC rules, the current Circuit Prize List, the current Badge Show Organizer Guide, official tests and score sheets, UDJC judging standards, the current Championship Qualifier Matrix, and the operating decisions adopted for Certified Riding Schools. When a public page still uses older “Foundation Show” language for an in-house school event, this manual's Badge Show definition controls the Certified School program.

Appendix J — Glossary

Ability Dressage — A two-part Dressage class focused primarily on rider skill, influence, accuracy, and the rideability produced rather than the horse's natural quality.

Ability Height or Ability Trip — The Jumping height and observed classes used to confirm an experienced rider's provisional Performance Level.

Additional Ranking — A lateral recognized result for an overqualified rider who may not displace the Main Ranking. The rider receives ribbon and show record but no prize money or rider PL points; the horse receives applicable points.

A Level — The highest riding-school curriculum level in this manual, requiring at least three rides weekly, weekly horsemanship, Dressage emphasis, and the A Badge for D3/J3.

Badge — A complete scored UDJC assessment of mounted, practical, and theory or horsemanship competency. Every required section must score 7.0 or higher.

Badge Show — The official two-day in-house show hosted by a Certified Riding School, combining judge clinic, school evaluation, recognized classes, badge testing, points, records, and Open qualification.

Benchmark Dressage — A prescribed Dressage test evaluating the horse-rider performance against the requirements of the level.

Best Practice — A proven method that improves operation but is not a separate binding certification condition.

B Level — Individual foundational instruction with lunge development, independent basics, grooming and tacking, and Level B theory.

Category C Judge — A UDJC judge licensed to officiate Badge Shows and Riding School evaluations.

Championship Qualifier Tracker — The official app record showing progress toward an Open, Elite Youth, or Young Horse Final.

Circuit Show — A UDJC-organized national show. Certified Schools attend; they do not organize it.

Combined Jumping — A class combining a Style first phase with a timed phase for riders meeting the published Style threshold (7.5 or better).

Dressage — The systematic work that develops rider position, aids, rhythm, geometry, balance, transitions, and influence. It is the base of the school curriculum.

E Level — Independent group instruction of no more than three, with weekly horsemanship, at least 50 percent Dressage, and controlled educational Jumping.

Elite Youth Championship — A Circuit-only qualification pathway attached to the horse-rider combination in Children, Junior, Young Rider, and Pony divisions.

Foundation Show — A third-party UDJC-recognized public show. Experienced Certified Schools may earn the right to organize one later; detailed hosting is outside this manual.

Full Training — A more individualized horse-and-rider training program often associated with ownership or leasing.

Handy — A Hunter round using turns, transitions, options, or other questions that show adjustability, planning, and practical rideability.

Horsemanship Class — A separate weekly class required for E and A students, using current printouts and hands-on instruction in care, health, welfare, equipment, and show responsibility.

Hunter Division — At the national daily format, Under Saddle, Over Fences, and Handy completed as one division. J3 is required.

J3 — Jumping Performance Level 3; granted by the A Badge or earned under current rules and required before Hunter entry.

Main Ranking — The primary placing reserved for riders within the permitted developmental range of a class.

Open Championship — The all-age, all-level Championship pathway attached to the rider and open to qualifying results from Badge, Foundation, and Circuit Shows.

Performance Level (PL) — The permanent D1–D8 or J1–J8 eligibility level that controls the classes a rider may enter.

Ranking Protection — The mechanism that prevents overqualified riders from displacing appropriately leveled riders in protected classes while preserving the horse's recognized result.

Style Jumping — Jumping judged on rider position, aids, rhythm, straightness, track, planning, approach, and influence rather than speed alone.

UDJC Recommendation — Strongly expected guidance that allows a legitimate documented adaptation.

UDJC Requirement — A binding certification or operating condition.

UDJC Show Manager — The official App for events, entries, payments, waivers, memberships, horse records, results, scores, points, PLs, badges, rankings, Championship tracking, school profiles, and sales horses.

Unicorn — The first age-appropriate level focused on confidence, balance, coordination, handling, pony care, and early mounted education.

Young Horse Championship — A Circuit-only qualification pathway attached to the horse and based on age-specific designated classes.

Alphabetical Index — Word Search

Use the alphabetical index to find a policy, class, level, role, or operating task. Page numbers refer to this edition.

A Badge 8, 12–13, 15, 23, 40–41, 44–45, 50–52, 55, 59, 66, 71
A Level 12–13, 15–17, 22, 25, 30–32, 35, 38–40, 42–44, 46, 50, 53, 59–62, 67
Ability Dressage 10, 17–18, 37, 40, 50–51, 65
Ability Height 23–24, 28, 66, 68
Additional Ranking 22, 24–25, 29, 54, 58, 66, 68
Adults 30–31
App price ceilings 47, 52–53, 59
Assistants 12–13, 61
B Badge 35, 51, 71
B Level 12, 30–32, 34–35, 43–44, 46, 61, 65
Background checks 12–13, 15, 61
Badge membership 27, 49, 59
Badge pricing 52, 55
Badge readiness 13, 15, 33, 35, 37, 40–41, 43–44, 61
Badge Show 9, 11–16, 22, 27–28, 33, 35, 41–43, 45–47, 49, 52–53, 55–56, 58–62, 68–71, 74
Benchmark Dressage 10, 18, 29
Best Practice 12, 28, 31, 48
Category C Judge 47
Championship Final 9, 15, 25, 27
Championship Qualifier Tracker 25, 28
Circuit Show 9, 14–16, 25, 27, 29, 39, 43, 45, 59, 62, 67
Coggins 27–29, 40, 49, 52–54, 57, 59–60, 68–69
Combined Jumping 16, 19–20, 26, 48, 63, 67
Concessions 48, 53–56, 60, 69, 71
CPR 13, 61
David's Rule 8, 14, 17, 30, 33, 35, 40–41, 56
Dressage 17, 30, 34
Dressage Performance Levels 22–23, 66
Drug policy 27–28
E Badge 11, 13–16, 23, 27, 29–30, 32–33, 37, 39, 41–47, 51–52, 55–56, 59, 61, 66, 68, 71
E Level 9, 11–12, 16, 22, 30, 32–39, 41–43, 45–46, 49, 53, 59–61, 63, 65
Elite Youth Championship 16, 25–26, 29, 45, 59–60, 67–68
Evaluation 31–32, 45–46, 48, 51, 54, 58–59, 69
Foundation Show 15–16, 74
Full Training 38, 40
Group size 35, 38, 40, 61
Handy 17, 20–21, 26, 29, 40, 50, 64
Head trainer 11–13, 29–30, 35, 41–44, 46, 48, 51, 54, 57–62, 65
Health documents 27, 47
Horse membership 27, 49

Horse welfare 9, 12, 14, 18, 20, 22, 30, 37, 42, 48, 50–51
Horsemanship class 12–13, 15, 31, 35, 37–40, 42, 44, 61, 65
Hunter 10, 17, 20–21, 29, 40, 50, 52, 64
Hunter eligibility 10, 20, 40
Initial placement 31–32
J3 10, 20–21, 23, 29, 40, 50, 64–66
Judge compensation 47, 59, 71
Judge feedback 9, 18, 22, 47
Jump 'n Drive 19–20, 50
Jumping balance 12, 38, 40
Jumping Performance Levels 22–23, 66
Legacy program 11–12, 15, 61–62
Lesson frequency 38, 40, 44, 61
Lesson length 30–31, 35, 44, 50, 61
Membership 26–29, 37, 39, 42, 45, 47–49, 52–54, 57–60, 62, 68, 73–74
Monthly school meetings 14, 44, 61
Open Championship 15, 25, 45, 58, 67
Outside shows 16, 29, 37, 39, 42–44, 61, 65
Parallel programs 11
Performance Level 9–10, 20, 22–24, 28, 37, 40, 42, 66, 68
Placings 11, 22, 42, 54, 58
Points 23–25
Pony Hunter 21, 26, 64, 67
Quick Check 15, 29, 44, 59
Ranking Protection 22, 24–25, 40, 64, 68
Records 42, 44
Relay Jumping 19–20
Ribbons 29, 45, 47–49, 53–54, 56–58, 60, 69, 71
Safety 15, 31, 49, 62
Sales horses 28, 68
Show Manager 16, 25, 27–29, 47, 51–55, 62, 68–69
Sponsorship 9, 45, 47–48, 53–58, 60, 69–71
Style Jumping 10–11, 19–20, 29, 37, 40, 50–51, 65
Technology fee 55, 58, 60, 70
Theory 16, 30–33, 35, 37, 40, 51, 53, 61, 65, 69
Trial lesson 31
UDJC Recommendation 13–14, 42, 46, 51
UDJC Requirement 9, 12–14, 16, 19, 22, 27, 31–32, 38, 40–41, 43, 45, 47, 49, 53, 72
Unicorn 11–12, 15, 30–33, 40, 43–46, 50–51, 61, 65, 71
Vaccinations 27–29, 40, 49, 52–54, 57, 59–60, 68–69
Vendors 45, 47–48, 53, 55–58, 60, 69–71
Waivers 12, 27–28, 37, 42, 45, 47, 49, 52–54, 57, 62, 68–69
Young Horse Championship 25–26, 45–46, 50, 59–60, 67
Young Horse classes 11, 16, 21–22, 25, 46, 50