



# “HOW TO GUIDE” FOR LITE LICENSED COMPETITION

The US Equestrian Federation welcomes you in hosting and/or participating in a Lite Licensed competition. The USEF Lite Competition Program was developed as an accessible competition product for organizers who wish to “test drive” hosting a USEF licensed competition. This program provides access to equestrians who are interested in competing under the framework of organized equestrian sport, involving rules and policies that support the safety and welfare of equestrians and their horses and offer a fair and level playing field.

This *How to Guide* will aid in helping you understand what a Lite licensed competition has to offer. Within this guide you will find quick links for information, a reference chart for Lite specific competitions, USEF staff contact information, and more.

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# REFERENCE CHART FOR LITE COMPETITION

MAIN AREAS OF REQUIREMENT	USEF LITE LICENSE
<p><b>License Requirements</b></p>	<ul style="list-style-type: none"> <li>• Licensee Registration is required annually from individual(s) or the entity legally and financially responsible for the competition and must be completed prior to the submission of a License Agreement Application               <ul style="list-style-type: none"> <li>◊ Licensee Registration Fee has been waived for the 2024-2025 competition years</li> </ul> </li> <li>• License Agreement Applications – application to host your specific show               <ul style="list-style-type: none"> <li>◊ Must be submitted thirty (30) days prior to the event</li> <li>◊ Licensee Application Fee has been waived for the 2024-2025 competition years</li> </ul> </li> <li>• A show may run with a Lite license if:               <ul style="list-style-type: none"> <li>◊ it is a first-time competition</li> <li>◊ the competition has only run under a Lite license within the past three (3) years</li> <li>◊ the competition has not been USEF licensed within the past three (3) years, OR</li> <li>◊ the competition meets the criteria listed in the Horse Entry Thresholds document</li> </ul> </li> <li>• Competitions that do not meet the above requirements may request an exception which will be reviewed on a case-by-case basis by the Federation               <ul style="list-style-type: none"> <li>◊ To submit an exception, please email your reasoning for the exception to <a href="mailto:clockhart@usef.org">clockhart@usef.org</a></li> </ul> </li> </ul> <p>Competitions may only run under a Lite license for three (3) consecutive years</p> <ul style="list-style-type: none"> <li>• Exception - <a href="#">“A competition that meets the criteria listed on the Federation website.”</a> - <a href="#">GR310.7(1)(a)(4)</a> – <a href="#">Horse Entry Thresholds</a></li> </ul> <p>*Note – All previously licensed USEF Lite competitions, prior to 2023, will be considered new USEF Lite competitions and will be able to operate for three (3) consecutive years.*</p>
<p><b>USEF Membership</b></p>	<p>A USEF Competing Membership is not required to participate in a USEF Lite Competition, except for:</p> <ul style="list-style-type: none"> <li>• Owners seeking HOTY points (and the horse must be USEF recorded)</li> <li>• Individuals signing an entry blank as Trainer or Coach               <ul style="list-style-type: none"> <li>• Including parents/guardians of youth competing without a trainer or coach</li> </ul> </li> <li>• Show Passes are not required</li> <li>• All participants in a USEF Lite competition agree to become a USEF Fan as a condition of participation in the competition (at no cost to the participant)</li> </ul>
<p><b>Drug Fees and Federation Fees</b></p>	<ul style="list-style-type: none"> <li>• No fee collected (Regularly - \$23 - \$15 Drugs/Medications Fee &amp; \$8 Federation Fee)</li> <li>• All horses are still subject to testing</li> <li>• Medication forms need to be filed electronically</li> <li>• With the exception of no fee collection, all rules in USEF Chapter 4 apply</li> </ul>
<p><b>USEF Safe Sport Requirements</b></p>	<p>Participants in a Lite competition will be under the jurisdiction of the U.S. Center for SafeSport and will be subject to the U.S. Center of SafeSport Code and USEF Safe Sport Policy and afforded all related protections.</p> <p>Non-Federation members, competing members under the age of eighteen (18), Subscriber members, and Fans are not required to complete the SafeSport Training.</p> <p>Completion of SafeSport Training (prior to the first day of competition) is required for:</p> <ul style="list-style-type: none"> <li>• Any individual signing an entry blank as Trainer or Coach               <ul style="list-style-type: none"> <li>• This includes parents/guardians of youth competing without a trainer or coach who will be required to sign the entry form as Trainer</li> </ul> </li> <li>• Competition Manager(s), Secretary, and any person acting in the role of a licensed official               <ul style="list-style-type: none"> <li>• Under the USEF SafeSport Policy, Competition Managers are also required to complete a background check (every 3 years) and the <a href="#">USEF Competition Manager Education</a> (every 5 years)</li> </ul> </li> <li>• Any current Competing Federation Member eighteen (18) years of age or older</li> </ul>

MAIN AREAS OF REQUIREMENT	USEF LITE LICENSE
<b>Steward/TD</b>	<p>A person enrolled in pursuing a Federation Steward/TD license who has completed the Designated Applicant Training or a Federation Licensed Steward/TD</p> <ul style="list-style-type: none"> <li>The Steward/TD does not need to be of the appropriate breed/discipline to officiate</li> </ul> <p>USEF Lite Organizer Grant:</p> <ul style="list-style-type: none"> <li>There is a grant program in place to assist competition organizers who choose to utilize an Applicant Steward or Applicant TD to officiate at their competition. Click <a href="#">here</a> to access the grant application.</li> </ul>
<b>Judge</b>	<p>A Federation Licensed judge with appropriate card</p>
<b>License and Horse Fee</b>	<p><i>*USEF has waived the application fee for the 2024 &amp; 2025 competition years*</i></p> <p>\$50 License Application Fee and \$50 License Registration Fee only</p> <p>The \$1.50/horse fee is not collected (post comp report still needs to be submitted within ten (10) days of the competition's conclusion)</p>
<b>Medical Personnel (See USEF Rulebook Chapter 8)</b>	<p>Qualified medical personnel with no other duties and with appropriate medical equipment, as required by their certifying State or EMS Region, must be present during all scheduled performances at all competitions and during all paid scheduled schooling sessions over fences. An ambulance must be on the competition grounds or on call (on-call requires a contract with an ambulance service, calling 911 is not considered on-call) during all scheduled performances at all competitions and during all paid scheduled schooling sessions over fences.</p>
<b>Mileage Boundaries</b>	<p>Fifty (50) radial miles</p>
<b>Results Ten Days After Show</b>	<p>Full results must be received by USEF within ten (10) days of the completion of the competition</p> <ul style="list-style-type: none"> <li>Full results include all exhibitors regardless of if they are USEF members or not</li> <li>USEF requires all owner and rider emails be included on the results</li> </ul>
<b>HOTY Points</b>	<ul style="list-style-type: none"> <li>For HOTY points associated with the horse. Lite Competitions will award half- value points to all USEF Recorded horses, whose owner is a Federation Competing Member and meets any applicable breed/discipline required memberships.</li> <li>For HOTY points associated with the rider. Lite Competitions will award half- value points to all riders who are Federation Competing Members and meet any applicable breed/discipline required memberships.</li> </ul>
<b>Post-show required documents</b>	<ul style="list-style-type: none"> <li>Steward/TD Report</li> <li>Isolation Plan</li> <li>Accident Preparedness Plan</li> <li>Post Competition Report</li> <li>Results</li> </ul>
<b>Prize List submitted to USEF for review</b>	<p>Prize Lists need to be submitted for review at least thirty (30) days prior to the start of competition and are required to include the statements listed under USEF Rule GR901</p> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>901.12 (Federation fee)</li> </ul> <p>Prize List Template available <a href="#">here</a></p>

# LINKS TO KEY COMPONENTS NEEDED TO HOST A LITE COMPETITION

## COMPETITION INFORMATION

USEF Safe Sport Information for Competition Management

[usef.org/safe-sport/competition-organizers](https://usef.org/safe-sport/competition-organizers)

Federation Entry Agreement

[usef.org/forms-pubs/vWUaPIGuq0Q/usef-lite-entry-agreement---fillable](https://usef.org/forms-pubs/vWUaPIGuq0Q/usef-lite-entry-agreement---fillable)

Lite Licensed Competition Prize List Check List Requirements

[usef.org/forms-pubs/u6K7HcGhDZA/2023-checklist-for-lite-competitions](https://usef.org/forms-pubs/u6K7HcGhDZA/2023-checklist-for-lite-competitions)

Membership Statement (for a Prize List)

[usef.org/forms-pubs/CoGGskaV6AA/membership-statement](https://usef.org/forms-pubs/CoGGskaV6AA/membership-statement)

Motorized Vehicle Statement (for a Prize List)

[usef.org/forms-pubs/cbaw91FyJac/motorized-vehicle-statement](https://usef.org/forms-pubs/cbaw91FyJac/motorized-vehicle-statement)

Post Competition Report

[usef.org/compete/resources-forms/competition-management/post-competition-reporting](https://usef.org/compete/resources-forms/competition-management/post-competition-reporting)

Waiver and Release of Liability

[usef.org/compete/resources-forms/competition-management/competition-prize-lists/state-waivers](https://usef.org/compete/resources-forms/competition-management/competition-prize-lists/state-waivers)

## GENERAL INFORMATION

Application for a Licensed Agreement (National Breeds/Discipline Competition)

**\*TO BE COMPLETED ON YOUR COMPETITION DASHBOARD\***

[usef.org/forms-pubs/yi4N7X07LnY/2023-usef-lite-license-application](https://usef.org/forms-pubs/yi4N7X07LnY/2023-usef-lite-license-application)

Insurance FAQ Document

[usef.org/forms-pubs/LSUyRkOBF8U/insurance-faq-sample-coi](https://usef.org/forms-pubs/LSUyRkOBF8U/insurance-faq-sample-coi)

Lite Licensed competition rules (GR310.6)

[usef.org/forms-pubs/\\_wkXxv2A1WA/gr3-competition-licensing](https://usef.org/forms-pubs/_wkXxv2A1WA/gr3-competition-licensing)

Confidential Competition/Licensed Officials Evaluation

[usef.org/compete/competition-evaluation/select-competition](https://usef.org/compete/competition-evaluation/select-competition)

## RESULTS INFORMATION

Section Code Spreadsheet

[usef.org/compete/resources-forms/competition-management/competition-results](https://usef.org/compete/resources-forms/competition-management/competition-results)

Submission guidelines

[usef.org/forms-pubs/bwWVV5IWQ5U/results-criteria](https://usef.org/forms-pubs/bwWVV5IWQ5U/results-criteria)

Universal Results Template

[usef.org/forms-pubs/lqXC170dNME/2024-results-template](https://usef.org/forms-pubs/lqXC170dNME/2024-results-template)

# USEF CONTACT INFORMATION

The Competition Management page on the Federation website is a great resource for managers and licensed officials to utilize at all stages of hosting a competition.

Email addresses for questions regarding specific topics of hosting a competition can be seen below.

USEF LITE INFORMATION: [USEFLITE@USEF.ORG](mailto:USEFLITE@USEF.ORG)

USEF SAFE SPORT QUESTIONS OR NEEDING TO REPORT A USEF SAFE SPORT VIOLATION: [SAFESPORT@USEF.ORG](mailto:SAFESPORT@USEF.ORG)

- General USEF Safe Sport Policy questions regarding training requirements and Minor Athlete Abuse Protection Policies
- Reporting a USEF Safe Sport violation and misconduct at a competition

AMATEUR STATUS OR RULES: [AMATEURINQUIRY@USEF.ORG](mailto:AMATEURINQUIRY@USEF.ORG)

COMPETITION LICENSING AND CHANGES TO LICENSES: [DATES@USEF.ORG](mailto:DATES@USEF.ORG)

- For new licenses, date or name changes, manager & secretary updates, and license renewal questions. (Changes must be submitted in writing)

COMPETITION SAFETY: [SAFETY@USEF.ORG](mailto:SAFETY@USEF.ORG)

- Accident/Injury reports will be submitted to this email as well by the Steward

DRUG FEES: [MEDEQUESTRIAN@AOL.COM](mailto:MEDEQUESTRIAN@AOL.COM) OR CALL 800-633-2472

- Questions about drug fee requirements, testers, drug/medication questions and inquires

LICENSED OFFICIALS: [LOINQUIRY@USEF.ORG](mailto:LOINQUIRY@USEF.ORG)

MEMBERSHIP: [CUSTOMERCARE@USEF.ORG](mailto:CUSTOMERCARE@USEF.ORG)

- Questions regarding current memberships, membership options, and competing membership requirements

PRIZE LIST REQUIREMENTS: [PRIZELIST@USEF.ORG](mailto:PRIZELIST@USEF.ORG)

- For assistance on Prize Lists, new forms, waiver questions, and final prize list submissions

RESULTS AND SECTION CODES: [RESULTS@USEF.ORG](mailto:RESULTS@USEF.ORG)

- Results are also submitted to this email

Emails for Competition Document submissions:

- [insurance@usef.org](mailto:insurance@usef.org) – Insurance submissions (14 days prior to competition)
- [prizelist@usef.org](mailto:prizelist@usef.org) – Prize List submissions (30 days prior to competition)
- [results@usef.org](mailto:results@usef.org) – Results submissions (10 days post competition)
- [clockhart@usef.org](mailto:clockhart@usef.org) – Lite Exception submissions
  - send an email with your reasoning for wanting an exception to license your competition as Lite

# BREED AND DISCIPLINE SPECIFIC POINTS OF CONTACTS

Questions regarding Breed and Discipline rules, HOTY points, and Exhibitor or Horse eligibility please email the point of contact from the National Breeds & Disciplines Department:

- Hattie Carter – [hcarter@usef.org](mailto:hcarter@usef.org)
  - » Welsh
  - » Second Contact – Emily McSweeney: [emcsweeney@usef.org](mailto:emcsweeney@usef.org)
- Terri Dolan – [tdolan@usef.org](mailto:tdolan@usef.org)
  - » American Saddlebreds, Hackney Ponies, Roadster, Saddle Seat Equitation
  - » Second Contact – Emily McSweeney: [emcsweeney@usef.org](mailto:emcsweeney@usef.org)
- Anna Brooks Thomas – [abthomas@usef.org](mailto:abthomas@usef.org)
  - » Combined Driving
- Nicole Zerbee – [nzerbee@usef.org](mailto:nzerbee@usef.org)
  - » Endurance
- Ashton Street – [astreet@usef.org](mailto:astreet@usef.org)
  - » Andalusian/Lusitano, Arabian, Connemara, Friesian, Morgan, National Show Horse, Paso Fino
  - » Second Contact – Emily McSweeney: [emcsweeney@usef.org](mailto:emcsweeney@usef.org)
- Ashley Hudson – [ahudson@usef.org](mailto:ahudson@usef.org)
  - » Carriage Pleasure Driving, Shetland, Western, Western Dressage, Western Seat Equitation
  - » Second Contact – Emily McSweeney: [emcsweeney@usef.org](mailto:emcsweeney@usef.org)