



# MANAGEMENT “HOW TO GUIDE” FOR LITE LICENSED COMPETITION

The US Equestrian Federation welcomes you in hosting 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 Management in hosting a Lite licensed competition with ease. Within this guide you will find quick links for information, a reference chart for Lite specific competitions, USEF staff contact information, and more.

## TABLE OF CONTENTS

- I. Quick Facts related to Lite Licensed Competition (1)
- II. Reference Chart for Lite Competition (2-3)
- III. Key components needed to run a Lite Competition (4)
- IV. USEF Contact Information (5-6)

# QUICK FACTS RELATED TO LITE LICENSED COMPETITION

## ***Is my competition eligible to host a Lite License?***

A Lite license is a sub-type of a local license, your competition is eligible for a Lite license if:

- It is a first-time competition
- If the competition has only run under a Lite license within the past three (3) years
- If the competition has not been USEF licensed within the past three (3) years

Competitions that do not meet the above requirements may request for an exception which will be reviewed on a case-by-case basis by the CEO. Please complete this exemption form if you are interested in submitting an exception request.

## ***Is there a time limit to how long my competition can run with a Lite license?***

Yes, a competition may only operate with a Lite License for three (3) consecutive years

## ***How much is the licensing fee for a Lite competition?***

The licensing fee is \$50 and is due at least thirty (30) days prior to the start of competition along with a copy of the Prize List

## ***Is insurance needed for a Lite Licensed competition?***

Yes, a \$1 Million dollar insurance policy is mandated for all Federation competitions, see page five (5) for more information.

## ***Are drug fees collected at Lite Licensed competitions?***

No, a drug fee is not collected at a Lite competition, but the drug rules do still apply and drug testing can occur.

## ***Is the \$1.50/horse fee collected at Lite Licensed competitions?***

No, the \$1.50/horse fee is not collected but the Post Competition Report is still to be submitted to the Federation ten (10) days of the competition's conclusion

## ***Are USEF Competing Memberships required to participate?***

No, a competing membership is only required for owners wishing to earn USEF HOTY points and for anyone who is signing as Trainer/Coach on an entry blank. Show passes are not required.

## ***Are results required to be submitted for a Lite Licensed competition?***

Yes, full results must be received by USEF within ten (10) days of the completion of the competition. USEF requires all owner and rider emails be included on the results

## ***What post-competition reports are needed for a Lite Licensed competition?***

- Accident Preparedness Plan
- Isolation Plan
- Post Competition Report
- Results
- Steward/TD Report

# REFERENCE CHART FOR LITE COMPETITION

MAIN AREAS OF REQUIREMENT	USEF LITE LICENSE
<b>License Requirements</b>	<ul style="list-style-type: none"> <li>• Applications must be submitted thirty (30) days prior to the event</li> <li>• A show may run with a Lite license if it is:               <ul style="list-style-type: none"> <li>◊ a first-time competition</li> <li>◊ if the competition has only run under a Lite license within the past three (3) years</li> <li>◊ or if the competition has not been USEF licensed within the past three (3) years.</li> </ul> </li> <li>• Competitions that do not meet the above requirements may request for an exception which will be reviewed on a case-by-case basis by the CEO</li> </ul> <p>Competitions may only run under a Lite license for three (3) consecutive years</p>
<b>USEF Membership Required</b>	<p>A Competing Membership is only required for athletes seeking HOTY points</p> <ul style="list-style-type: none"> <li>• Owners seeking HOTY points must be competing members and the horse must have a recording</li> </ul> <p>Trainer or coach must be a competing member if signing an entry blank</p> <ul style="list-style-type: none"> <li>• Youth competing without a trainer or coach will have a parent sign as trainer or coach and the parent must be a competing member</li> </ul> <p>Show Passes are not required</p> <ul style="list-style-type: none"> <li>• All participants in a USEF Lite competition agree to becoming a USEF Fan as a condition of participation in the competition (at no cost to the participant)</li> </ul>
<b>Drug Fees \$23 (\$15 D&amp;M; \$8 Federation Fee) and Testing</b>	<p>With the exception of the fees, all rules in Chapter 4 apply</p> <ul style="list-style-type: none"> <li>• No fee collected</li> <li>• All horses can be tested</li> </ul> <p>Medication forms need to be filed electronically</p>
<b>USEF Safe Sport Requirements</b>	<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>Training is required for:</p> <ul style="list-style-type: none"> <li>• Any individual signing an entry blank as Trainer or Coach, must have completed the SafeSport Training prior to the first day of competition.</li> <li>• Youth competing without a trainer or coach will have a parent sign as trainer or coach and the parent must be a competing member and have completed the SafeSport training</li> <li>• Competition Manager(s), Secretary, and any person acting in the role of a licensed official are bound by all requirements of the USEF Safe Sport Policy.</li> <li>• Any Competing Federation Member eighteen (18) years of age or older must have completed the SafeSport Training prior to the first day of competition.</li> <li>• Non-Federation members, competing members under the age of eighteen (18), Subscriber members, and Fans are not required to complete the SafeSport Training.</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>
<b>Judge</b>	<ul style="list-style-type: none"> <li>• A Federation Licensed judge with appropriate card</li> </ul>
<b>License and Horse Fee</b>	<p>\$50 License 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 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>Yes, fifty (50) radial miles</p>
<b>Results Ten Days After Show</b>	<p>Yes; 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>• The late submission fines for Lite competitions are assessed at a significantly reduced rate than those for Regular or Local licensed competitions</li> </ul> <p>USEF requires all owner and rider emails be included on the results</p>
<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 GR901</p> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>• 901.9 (bold statement regarding membership for participation)</li> <li>• 901.12 (Federation fee)</li> </ul>

# 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)

### **Confidential Competition/Licensed Officials Evaluation**

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

### **Federation Entry Agreement**

[usef.org/forms-pubs/7M4lexYMhK4/usef-entry-agreement-fillable](https://usef.org/forms-pubs/7M4lexYMhK4/usef-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/forms-pubs/Z4V46EmMd6l/2022-post-competition-report](https://usef.org/forms-pubs/Z4V46EmMd6l/2022-post-competition-report)

### **Waiver and Release of Liability**

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

## GENERAL INFORMATION

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

[usef.org/forms-pubs/o2leX8uMpqA/license-application-for-national](https://usef.org/forms-pubs/o2leX8uMpqA/license-application-for-national)

### **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)

## 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/bwWVV5lWQ5U/results-criteria](https://usef.org/forms-pubs/bwWVV5lWQ5U/results-criteria)

### **Universal Results Template**

(link to come)

# 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 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)

# 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:

- Danielle Aamodt - [daamodt@usef.org](mailto:daamodt@usef.org)
  - ◇ Combined Driving
- Lauren Bazyk - [lbazyk@usef.org](mailto:lbazyk@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, Paso Fino, Roadster, Saddle Seat Equitation
  - ◇ Second Contact - Emily McSweeney: [emcsweeney@usef.org](mailto:emcsweeney@usef.org)
- Nicole Zerbee - [nzerbee@usef.org](mailto:nzerbee@usef.org)
  - ◇ Arabians, Andalusian/Lusitano, Connemara, Carriage Pleasure Driving, Friesian, Morgan, National Show Horse, Shetland, Western, Western Dressage, Western Seat Equitation
  - ◇ Second Contact - Sam Robinson: [srobinson@usef.org](mailto:srobinson@usef.org)