



USEF LITE COMPETITION QUICK GUIDE

FOR COMPETITION ORGANIZERS

PRIOR TO THE COMPETITION

1. Applying for a USEF Lite License

- *Step 1:* If you've never hosted a USEF competition, you must first register yourself as a Licensee by completing and submitting a [USEF REGISTRATION OF LICENSEE](#) form.
 - *Step 2:* Complete and submit a [USEF APPLICATION FOR LICENSE AGREEMENT](#).
 - Please note, the \$50 license fee has been waived for USEF Lite Competition applications through 2024.

2. Creating a Prize List

- You can use the [USEF PRIZE LIST TEMPLATE](#) to construct your prize list. This template includes all the Federation pages required to be within a USEF Lite Competition prize list as per GR310.6b.
- A prize list must be submitted to USEF no later than 30 days prior to the start date of the USEF Lite Competition as per GR310.6b
 - Submit your prize list by emailing it to prizelist@usef.org.

3. Hiring Competition Officials

- *Step 1:* Read the [USEF Lite Licensed Officials Search Tool](#) document.
- *Step 2:* Conduct a search for Licensed Officials and/or Steward and TD Applicants in your area.
 - Please note, USEF offers a grant program for competition organizers who choose to utilize a Steward Applicant or TD Applicant to officiate at their USEF Lite competition. [Click here](#) for more information.

DURING THE COMPETITION

4. Membership & Horse Recording Requirements

- USEF Membership is required for:
 - The Manager(s), Secretary, and any person acting in the role of a licensed official at the competition.
 - Anyone signing the entry blank as the Trainer or Coach.
 - The owner of the horse when Horse of the Year Points (HOTY) are desired.
- A USEF Horse Recording is required for any horse participating in the USEF HOTY program.

5. Safe Sport

- The Safe Sport Training, which must be completed prior to the first day of competition, must be completed by any individual signing an entry blank as Trainer or Coach, the Manager(s), Secretary, and any person acting in the role of a licensed official, and any USEF Competing member who is 18 years of age or older.
- Show management must check and adhere to the [USEF Ineligibility List](#).

6. USEF HOTY Points & Money Won

- With the exception of Hunter/Jumper Lite competitions, half-value HOTY points will be awarded to all Horses and Exhibitors meeting the USEF membership and horse recording requirements.
- Unless otherwise approved by the Federation, the total cash prizes, including in-kind gifts and awards, shall not exceed \$500, except Open Western Division (see GR310.5), 100% sweepstakes, and Reining Competitions; not including value of trophies offered.

7. Measurement

- A USEF Measurement Card is not required for entry into USEF Lite classes restricted by height of a horse or pony.

8. Accident Reports, Bio-Security Protocols & Drug Testing

- All human and equine accidents must be reported to USEF using the applicable forms: [Equine Form](#) [Human form](#)
- [Accident Preparedness](#) and [Isolation plans](#) must be in place for the competition.
- While there are no Admin or Drug Fees collected at a USEF Lite competition, drug testing may occur.

AFTER THE COMPETITION

9. Post-Competition Reporting

- Due to USEF within 10 calendar days of the completion of the competition:
 - Competition participation and competition [results](#) must be submitted to results@usef.org. When completing, reference the applicable [section code](#) spreadsheet.
 - » **Please make sure you include the rider and owner email addresses in the results.**
 - The [Post Competition Report](#) which must be submitted via the competition dashboard.
- The Steward or TD must complete the [USEF Lite Report](#) within 14 calendar days of the completion of the competition and must be submitted to reports@usef.org.

AT ANY POINT IN THE PROCESS-NEED ASSISTANCE?

10. Who to Contact for Help

- Please reference the [USEF Lite Contact Sheet](#) to determine which USEF department to contact based on the nature of your question.
- You can also contact the respective affiliate to obtain assistance in organizing your USEF Lite competition:
 - American Morgan Horse Association (AMHA) – 802-985-4944
 - American Saddlebred Horse & Breeder's Association – 859-259-2742
 - Arabian Horse Association – 303-696-4500