Updated 10/30/2026

USEF LITE COMPETITION QUICK GUIDE

FOR COMPETITION ORGANIZERS

PRIOR TO THE COMPETITION

1. *Applying for a USEF Lite License (at least 30 days prior)*
   - *Step 1:* Annually, you must register as a Licensee by completing and submitting a USEF REGISTRATION OF LICENSEE form.
   - Step 2: Complete and submit a USEF APPLICATION FOR LICENSE AGREEMENT through your competition management dashboard.
     - Please note, the $50 registration fee & license fee has been waived for USEF Lite applications through 2026.
2. *Creating a Prize List (at least 30 days prior)*
   - 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 GR310.7(6).
   - Submit your prize list by emailing it to prizelist@usef.org.
3. *USEF SafeSport Protocol (at least 30 days prior)*
   - Use the USEF SafeSport: Competition Quality Control System to assist you in meeting all SafeSport requirements.
4. *Certificate of Insurance (at least 15 days prior)*
   - Reference the Insurance FAQs document and GR303.6
5. *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.
6. *Membership & SafeSport Training Requirements (prior to the competition start date)*
   - Competition Manager(s), Secretary, and any person acting in the role of a licensed official must be a Senior Active USEF Member and be current on SafeSport Training. For information: USEF Membership & SafeSport Training
   - Additionally, Competition Managers must complete a background check (every 3 years) and take the brief USEF Competition Manager Training (every 5 years)
7. *Create an Accident Preparedness Plan and Isolation Protocol (prior to the competition start date)*
   - References: GR845 & Isolation Plan Template
   - To be given to the Steward/TD prior to the start of the competition and submitted with the Post Competition Reports

DURING THE COMPETITION

8. *Membership, Horse Microchips, & Horse Recording Requirements*
   - USEF Membership is required for:
     - Anyone signing the entry blank as the Trainer or Coach.
     - The owner of the horse when Horse of the Year Points (HOTY) are desired.
   - Every competing horse is required to be microchipped and the microchip reported to USEF. Microchip FAQ
   - A USEF Horse Recording is required for any horse participating in the USEF HOTY program.
9. *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, and any current USEF Competing Member who is 18 years of age or older.
   - Show management must check and adhere to the USEF Ineligibility List.
10. *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.
11. *Measurement*
    - A USEF Measurement Card is not required for entry into USEF Lite classes restricted by height of a horse or pony. (Exception: Hunter/Jumper Competitions, Shetland, Welsh)
12. *Accident Reports, Bio-Security Protocols & Drug Testing*
    - All human and equine accidents must be reported to USEF using the applicable forms. Guidelines for reporting
      - Including reporting of febrile horses, per GR873.
    - While there are no Admin or Drug Fees collected at a USEF Lite competition, drug testing may occur.

AFTER THE COMPETITION

13. *Post-Competition Reporting (within 10 calendar days of the competition's completion)*
    - Competition participation and results must be submitted via the competition dashboard. Reference the applicable section code spreadsheet.
      - Please make sure you include the rider and owner email addresses in the results.
      - The Post Competition Report must be submitted via the competition dashboard.
    - The Steward or TD must complete the USEF Lite Steward's Report within 14 calendar days of the completion of the competition, which must be submitted through the Steward's USEF Dashboard online.

AT ANY POINT IN THE PROCESS - NEED ASSISTANCE?

- Send an email to USEFLite@usef.org and a USEF Lite Specialist will be happy to assist you