



AMATEUR RECLASSIFICATION

Procedure for changing from Professional to Amateur status.

For information on USEF membership status, please refer to [Chapter 13-B, Amateur and Professionals, GR1306 through GR1307](#). Specific questions about whether you are an Amateur or Professional can be emailed to amateurinquiry@usef.org.

Any Professional who wishes to be reclassified as an amateur must complete the reclassification process. Such person, on the grounds that they have not engaged in the activities which made them a professional, shall submit to the Hearing Committee an amateur reclassification request supported by the documents outlined below.

To be eligible for reclassification individuals must cease all professional activities for at least twelve full months before applying for Amateur Reclassification. Paperwork will not be accepted if it is dated during or before the end of the twelve-month waiting period.

EXCEPTION: Any amateur 25 and under who has engaged in professional activities (as defined in the rules) may reapply for their amateur status utilizing a 3-month waiting period. The 3-month option is only available for a one-time use. Any subsequent application for amateur status would require a twelve-month waiting period. (See [GR1307.4.a.v](#))

As outlined in [GR1307.4.i - iv](#) the following documentation is required:

- A signed, **notarized** letter from the person requesting Amateur Reclassification (Applicant) briefly outlining the horse related activities which made them a professional (using specific dates) as well as outlining any horse related activities, they have been involved with within the 12 month period (or longer) since professional activities ceased and what employment or other activity they have been involved in the last year which may be replacing their “professional” horse career. This letter may be scanned and submitted electronically.
- A minimum of two signed, **notarized** letters from any Active Competing Federation member (over the age of 18) stating the relationship with the Applicant and attesting that the Applicant has not engaged in any activities which would make them a professional for at least twelve full months. It is preferred that specific dates are included when confirming when professional activities ceased and how long they have known the Applicant. These letters may be scanned and submitted electronically.
- A processing fee of **\$50.00** to be paid by credit card by calling 859-810-8733 during regular business hours or by submitting a check made payable to USEF.
- **Signed Amateur Status Declaration.** This can be completed by selecting Amateur Status when the Applicant renews their membership or if requested outside the renewal period, the Applicant can click on the Amateur/Professional Status Declaration Tile in their My USEF Dashboard. Please be advised that a fee may be assessed for any paper application received.

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- **USEF Rider Report.** The Hearing Committee will review the Applicant's Rider Report for the previous twelve months. Applicants will be required to provide an explanation if they have competed on a horse not owned by the Applicant or a member of the Applicant's family. Applicants will be notified if they have competed in Amateur restricted classes prior to approval by the Hearing Committee.

Once proper and complete documentation is received, it is presented to the Hearing Committee for approval. **All documents are requested to be sent electronically** to reclass@usef.org or CustomerCare@usef.org.

Please note that until you receive an approval ruling from the Hearing Committee, which may take 3-4 weeks, you may not show as amateur while your reclassification is pending. You must wait to receive the ruling by the Hearing Committee.

If hard copies must be sent, please mail them to the address below. We strongly recommend that the documents be submitted electronically to reclass@usef.org.

USEF
Regulation Dept.
4001 Wing Commander Way
Lexington, KY 40511