



IMPORTANT!!

REQUIRED FOR OLYMPIC GAMES APPLICANTS

MONDAY, MARCH 17, 2008 DEADLINE!!

MEMORANDUM

TO: Dressage Riders

FROM: Gil Merrick, Managing Director, Dressage Sport Programs

DATE: January 17, 2008

RE: Required USOC Forms for Applicants, Grooms, and Horse Owners for the Olympic Games

Listed below and attached are the various forms that the U.S. Olympic Committee requires **Applicants, Grooms** and **Horse Owners to complete and return** to USEF Gladstone office, PO Box 83, Gladstone, NJ 07934, fax (908) 234-9417 **ON OR BEFORE MONDAY, MARCH 17, 2008.**

*As a 2008 Olympic Games applicant, you must complete and return the enclosed USOC forms by March 17, 2008. While we understand that grooms may change, it is **very important** that the groom that completes these USOC forms will be the groom that goes to the Games. If you are not sure which groom will travel to the Games, please have other grooms complete the USOC forms as well. Individuals failing to complete and return these forms will not be permitted to participate in the Olympic Games.*

Please read the enclosed USOC documents and complete and return the forms listed below.

Athlete	Groom	Horse Owner
-USOC Online Registration Form	-USOC Online Registration Form	-USOC Online Registration Form
-USOC Attachment to Code of Conduct	-USOC Attachment to General Release	-USOC Attachment to General Release
-USOC Attachment to General Release	-USOC Games Form Signature Page	-USOC Games Form Signature Page
-USOC Games Form Signature Page	-USOC Background Check –	
-Athlete’s Biographical Questionnaire	<i>(to be completed ONLINE)</i>	
-Digital Headshot*	-Digital Headshot*	-Digital Headshot*
-Copy of passport picture page**	-Copy of passport picture page**	-Copy of passport picture page**

These forms along with the USOC Code of Conduct, USOC General Release, and USOC Grievance Procedures are also available on the USEF’s website www.usef.org under High Performance/Dressage/2008 Olympic Games/USOC Forms.

*A copy of the picture page from your passport (*Important: Passport must not expire prior to March 1, 2009*) and

A digital headshot in JPEG format (30-100 KB). (*Note: The background of this photo must be light in color, e.g. white or light gray. Hats, headbands, and dark glasses may not be worn in the photo. ** Please check with us before sending any photos, as we may already have them on file.***)

In advance, thank you for your cooperation in this important matter. Please do not hesitate to contact me or anyone in the Dressage High Performance Department if you have any questions at (859)225-6913.

CC: Jim Wolf

How to Complete the USOC Forms - Dressage

Please find the enclosed USOC documents that are required to be completed for your 2008 Olympic Game application. *(These forms are in addition to the USEF Olympic Games forms.)*

- **Athlete**

- USOC Code of Conduct
- USOC Grievance Procedures
- USOC General Release

The following must be returned to the USEF Gladstone office:

- Attachment A – Code of Conduct
- Attachment B – General Release
- Part VI – Signature Page
- Athlete Biographical Questionnaire
- Digital Headshot- Photo requirements:
 - Measure 1.75” (45mm) x 1.4” (35mm)
 - Show the front view of participant’s head
 - be submitted in .jpg format (30-40 KB)
 - be identified by full name and date of birth using the following format: full name_birthdate[ddmmyyyy].jpg.
- Copy of passport photo page (Passport must not expire before March 1, 2009)
- Online Registration form

**NOTE: USOC Medical History Questionnaire & USOC HIPPA Form will be distributed to USEF by the USOC at a later date.*

- **Groom** (Fill out Delegation Member Form)

- USOC Code of Conduct
- USOC Grievance Procedures
- USOC General Release
- Background Check

The following must be returned to the USEF Gladstone office:

- Attachment A – General Release
- Part VII – Signature Page
- Digital Headshot- Photo requirements:
 - Measure 1.75” (45mm) x 1.4” (35mm)
 - Show the front view of participant’s head
 - be submitted in .jpg format (30-40 KB)
 - be identified by full name and date of birth using the following format: full name_birthdate[ddmmyyyy].jpg.

- Copy of passport photo page (Passport must not expire before March 1, 2009)
- Online Registration form

**NOTE: USOC Medical History Questionnaire & USOC HIPPA Form will be distributed to USEF by the USOC at a later date.*

- **Horse Owner** (Fill out USOC/NGB Dignitary Form)

- USOC General Release

The following must be returned to the USEF Gladstone office:

- Attachment A – General Release
- Part IV – Signature Page
- Digital Headshot- Photo requirements:
 - Measure 1.75” (45mm) x 1.4” (35mm)
 - Show the front view of participant’s head
 - be submitted in .jpg format (30-40 KB)
 - be identified by full name and date of birth using the following format: full name_birthdate[ddmmyyyy].jpg.
- Copy of passport photo page (Passport must not expire before March 1, 2009)
- Online Registration form

★ Deadline to submit forms: March 17, 2008 ★

All paperwork must be mailed or faxed to:

United States Equestrian Federation, Inc.
Attn: Dressage High Performance
(mailing address) P.O. Box 83, Gladstone, NJ 07934
(physical address) 1040 Pottersville Road,
Gladstone, NJ 07934
FAX: (908) 234-9417