

FORMS & INFORMATION CHECKLIST

This checklist will let you know what you need to turn in and when. Please note: Changes may occur as the season progresses resulting in new forms being needed later in the season. **Forms in this handbook are on the last pages!**

- Parent Communication & Volunteer Form - attached**
→ **Due by Oct. 10, 2011 to Janet Theiring**
Regardless of whether you're ready to volunteer yet, please complete the parent communication portion of the enclosed form. Much of our communication with parents is done via e-mail, so the sooner we know how to reach you, the sooner you can be in the loop about what's going on with Castle Swimming & Diving.
- Team Apparel Order Form - attached**
→ **Due by DATE to Anita Gill (boys) and Susan Malach (girls)**
Order team wear for your swimmer or diver, including T-shirts, sweats, etc. Parents, too!
- Booster Club Membership Form - attached**
→ **Due by Oct. 21, 2011, to Janet Theiring (girls) or Patty Winck (boys)**
The Castle High School Athletic Booster Club supports *all* sports at Castle High School. By joining, you help our swim team receive funds that help to pay for caps, parkas and other expenses each season. If you have athletes in multiple sports, you just need to join one time and indicate which sports your athletes participate in for all the teams to receive up to \$700.
- Overnight Trip Permission/Release/Medical forms (3) - attached**
→ **Due by Oct. 21, 2011, to Janet Theiring (girls) or Patty Winck (boys)**
These overnight trip forms (a permission form, a release and a medical form) must be kept on file with the coach in the event your swimmer goes on one of our meet trips requiring an overnight stay. We can't be searching for these forms the day of the trip. Please complete and return as soon as possible.
- Media Guide Information Form - attached**
→ **Due by Oct. 28, 2011, to Lee Ann Roeder (photos and athlete info sheet)**
Our media guide lists all swimmers and has some fun information about them that helps all of us get to know the athletes. It also includes a headshot of each swimmer. Please have your athlete complete the Media Guide Info Form and get it to John Roeder at the pool.
- Physical Form - available from school or coach**
→ **Due before the start of the season to Coach Hart, Coach Crafton or Coach Gearhardt**
All Castle athletes must have a completed physical form on file with the school prior to the start of their season. Physicals must take place after May 1 for the following school year. Athletes without a form on file will not be allowed to participate on the team.
- Emergency Information Card - from your coach**
→ **Due before the start of the season to Coach Hart, Coach Crafton or Coach Gearhardt**
This athlete emergency card is provided to the coaches by Leah Roop, CHS athletic director. It also must be kept on file for an athlete to participate.