



UIL Coaches Checklist

Softball

2023-24

	CHECKLIST	REFERENCE	COMPLETION DATE
✓	PRE-SEASON		
	Register/update profile in the UIL Portal	UIL Portal	Prior to 1st Practice
	Review Softball Manual	Softball Manual	Prior to 1st Practice
	Update Coach name in Max Preps	MaxPreps	Beginning of school year
	UIL yearly coaching requirements (CCP & TEC)	Coaching Requirements	Prior to 1st Day of School
	Review TEA-UIL Side-by-Side	Side-by-Side	Prior to 1st Contest
	Student participation required forms. Keep on file.	Athletic Forms	Prior to 1st Practice
	Varsity participation required forms. Keep on file.	Athletic Forms	Prior to 1st Practice
	Review rules regarding eligibility for athletic contests	C&CR Sec. 400 & 403	Prior to 1st Practice
	Review Softball Plan	Softball Plan	Prior to 1st Practice
	Review UIL rule changes	UIL Rule Changes	Prior to 1st Practice
	Review NFHS rule change	NFHS	Prior to 1st Practice
	Complete PAPFs and file with UIL Office <ul style="list-style-type: none"> • Apply/Complete any necessary Waivers and file with UIL 	PAPF Process Waiver Information	Prior to 1st Practice
	Submit Varsity Team Eligibility Form to district chair (UIL Portal)	UIL Portal	Prior to 1st Contest
✓	REGULAR SEASON		
	First day of practice		January 12
	First day for interschool scrimmages		January 27
	First day for playing interschool games		February 12
	Update schedule and record on MaxPreps	MaxPreps	Ongoing
✓	POST-SEASON		
	Review Post Season Handbook	Post Season Handbook	



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	District Certification by District Chair	Certification Instructions	April 23
	Advancing team's coach must report scores on MaxPreps	MaxPreps	Ongoing
	Bi-District Deadline		April 27
	Area Deadline		May 4
	Regional Quarterfinal Deadline		May 11
	Verify record in MaxPreps	MaxPreps	After Quarterfinal
	Submit photos—team, school mascot, coach headshot	pictures@uiltexas.org	May 14
	Submit Team Information Form	Team Info Form	May 14
	Regional Semifinal Deadline		May 18
	Regional Playoff Deadline		May 25
	State Tournament		May 28 - June 1