



UIL Coaches Checklist

Softball

2024-25

	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 10
	First day for interschool scrimmages		January 25
	First day for playing interschool games		February 10
	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 22
	Advancing team's coach must report scores on MaxPreps	MaxPreps	Ongoing
	Bi-District Deadline		April 26
	Area Deadline		May 3
	Regional Semifinal Deadline		May 10
	Verify record in MaxPreps	MaxPreps	After Regional Semifinal
	Regional Final Deadline		May 17
	Submit Team Information Form	Team Info Form	May 19
	Submit Team Photo Form	Team Photo Form	May 19
	State Semifinal Deadline		May 24
	State Final Virtual Coaches Meeting		May 25
	State Final		May 29 – May 31