



## UIL Coaches' Checklist Cross Country 2023-24

	CHECKLIST	REFERENCE LINK	COMPLETION DATE
✓	<b>PRE-SEASON</b>		
	Register/update profile in the UIL Portal	<a href="#">UIL Portal</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Review Cross Country Manual	<a href="#">Cross Country Manual</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	UIL yearly coaching requirements (CCP & TEC)	<a href="#">Coaching Requirements</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Review TEA-UIL Side-by-Side	<a href="#">Side-by-Side</a>	<b>Prior to 1<sup>st</sup> Contest</b>
	Student participation required forms. Keep on file.	<a href="#">Athletic Forms</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Varsity participation required forms. Keep on file.	<a href="#">Athletic Forms</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Review rules regarding eligibility for athletic contests	<a href="#">C&amp;CR Sec. 400 &amp; 403</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Review Cross Country Plan	<a href="#">Cross Country Plan</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Review UIL rule changes		
	Review NFHS rule changes	<a href="#">NFHS</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Complete PAPFs and file with UIL Office	<a href="#">PAPF Process</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Submit Individual Eligibility Form to district chair (UIL Portal)	<a href="#">UIL Portal</a>	<b>Prior to 1<sup>st</sup> Contest</b>
✓	<b>POST-SEASON</b>		
	Submit District Entries to DEC		<b>5 days prior to meet</b>
	District Certification submitted by District Chair to Regional Host		<b>October 14</b>
	Regional Meet	<a href="#">Regional Sites</a>	<b>October 23-24</b>
	State Meet	<a href="#">State Meet</a>	<b>November 3-4</b>