



UIL Coaches' Checklist

Soccer 2023-24

	CHECKLIST	REFERENCE	COMPLETION DATE
✓	PRE-SEASON		
	Register/update profile in the UIL Portal	UIL Portal	Prior to 1 st Practice
	Review Soccer Manual	Soccer Manual	Prior to 1 st Practice
	Update Coach's Name in MaxPreps	MaxPreps	Beginning of School Year
	UIL yearly coaching requirements (CCP & TEC)	Coaching Requirements	Prior to 1 st Practice
	Review TEA-UIL Side-by-Side	Side-by-Side	Prior to 1 st Contest
	Student participation required forms. Keep on file.	Athletic Forms	Prior to 1 st Practice
	Varsity participation required forms. Keep on file.	Athletic Forms	Prior to 1 st Practice
	Review rules regarding eligibility for athletic contests	C&CR Sec. 400 & 403	Prior to 1 st Practice
	Review Soccer Plan	Soccer Plan	Prior to 1 st Practice
	Review UIL rule changes	UIL Rule Changes	Prior to 1 st Practice
	Review NFHS rule change	NFHS	Prior to 1 st 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 1 st Practice
	Submit Individual Eligibility Form to district chair (UIL Portal)	UIL Portal	Prior to 1 st Contest
✓	REGULAR SEASON		
	First day of practice		November 27
	First day for interschool scrimmages		December 8
	First day for playing interschool games		December 28
	Update schedule and record on MaxPreps	MaxPreps	Ongoing
✓	POST-SEASON		
	Print and review Post Season Handbook	Post Season Handbook	
	District Certification by District Chair	Certification Form	March 23



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	Advancing team's coach must report scores on MaxPreps	MaxPreps	
	Bi-District Deadline		March 25-26
	Area Deadline		March 28-30
	Regional Quarterfinal Deadline		April 1-2
	Verify record in MaxPreps	MaxPreps	After Quarterfinal
	Submit photos—team, school mascot, coach headshot	pictures@uiltexas.org	April 3
	Submit Team Information Form	Girls Team Information Form Boys Team Information Form	April 3
	Regional Tournaments	Regional Sites	April 5-6
	State Tournament	State Tournament	April 10-13