



UIL Athletic Directors Checklist 2023-24

	CHECKLIST	REFERENCE LINK	COMPLETION DATE
✓	PRE-SEASON		
	Register/update athletic director profile and/or coaches profiles in UIL Portal	UIL Portal	Prior to start of practice/school start
	Best Practices in Tackling Certification (ATAVUS) Information (Football Coaches Only)	ATAVUS Procedures	Prior to August 1st
	UIL yearly coaching requirements (CCP & TEC)	Coaching Requirements	Prior to 1st Practice/school start
	Review TEA-UIL Side-by-Side	Side-by-Side	Prior to 1st Contest
	Print/Bookmark and review Athletic Director manual/sport specific manuals	Athletic Director Manual	Prior to August 1st
	Send coaches online sport manuals/checklist links		Prior to August 2nd/school start
	Remind coaches to update Coach's Name in MaxPreps (enter schedules/rosters)	MaxPreps	Beginning of school year
	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 UIL Rule Changes	UIL Rule Changes	Prior to 1st Practice
	Review Fall Practice Regulations	Fall Practice Regulations	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		
	Update schedule and record on MaxPreps	MaxPreps	Ongoing
✓	POST-SEASON		
	Print and review Post Season Handbook		
	District Certification completed by District Chair		Conclusion of District
	Advancing Teams: report immediately after contest. (manual, p.37)	Playoff Reporting	Conclusion of Each Playoff Round
	Verify Record in MaxPreps	MaxPreps	
	Submit photos – team, school mascot, coach headshot	pictures@uiltexas.org	
	Submit Team Information Form		



UIL Athletic Directors Checklist 2023-24

	State Tournament		
✓	OFF-SEASON		
	Review Off-Season Regulations		
	Review Spring Ball Practice Regulations (manual, p.44)	Spring Ball Regulations	
	Review allowable equipment	Football Equipment	
✓	SUMMER		
	Review Summer S&C/Sport Specific Regulations	Summer Regulations	
	Review Non-School Participation Manual	Non-School Manual	
	Review School Sponsored Camps Regulations	School Sponsored Camps	