

UIL Coaches' Checklist

Soccer 2024-25

	CHECKLIST	REFERENCE	COMPLETION DATE
✓	PRE-SEASON		
	Register/update profile in the UIL Portal	UIL Portal	Prior to Start of School Year
	UIL yearly coaching requirements (CCP & TEC)	Coaching Requirements	Prior to Start of School Year
	Update Coach's Name in MaxPreps	MaxPreps	Beginning of School Year
	Review TEA-UIL Side-by-Side	Side-by-Side	Beginning of School Year
	Review Soccer Manual	Soccer Manual	Prior to 1 st Practice
	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		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		December 2
	First day for scrimmages		December 13
	First day for games		December 30
	Update schedule and record on MaxPreps	MaxPreps	Ongoing
✓	POST-SEASON		

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	Print and review Post Season Handbook	Post Season Handbook	
	District Certification by District Chair	Certification Form	March 18
	Advancing team's coach must report scores on MaxPreps	MaxPreps	
	Bi-District		March 20-22
	Area		March 24-25
	Regional Semifinals		March 27-29
	Regional Finals		March 31-April 1
	Verify record in MaxPreps	MaxPreps	April 2
	Submit photos - team, school mascot, coach headshot	Photo Submission Form	April 2
	Submit Team Information Form	Girls Team Information Form Boys Team Information Form	April 2
	State Semifinals		April 3-5
	State Finals	State Tournament	April 10-12