



UIL Coaches' Checklist
Swim & Dive
2024-25

	CHECKLIST	REFERENCE LINK	COMPLETION DATE
✓	PRE-SEASON		
	Register/update profile in the UIL Portal	UIL Portal	Prior to 1 st Practice
	Review Swim & Dive Manual	Swim & Dive Manual	Prior to 1 st Practice
	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 Swim & Dive Plan	Swim & Dive Plan	Prior to 1 st Practice
	Review UIL rule changes		
	Review NFHS rule changes	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
✓	POST-SEASON		
	District Certification		4A: Jan 25 5A/6A: Feb 1
	Regional Meets	Regional Sites	4A: Jan 31-Feb 1 5A/6A: Feb 7-8
	State Meet	State Meet	4A: Feb 13-14 5A/6A: Feb 21-22