



UIL Coaches Checklist
Track & Field
2024-25

	CHECKLIST	REFERENCE LINK	COMPLETION DATE
✓	PRE-SEASON		
	Register/update profile in the UIL Portal	UIL Portal	Prior to Start of School
	UIL yearly coaching requirements (CCP & TEC)	Coaching Requirements	Prior to Start of School
	Review TEA-UIL Side-by-Side	Side-by-Side	Beginning of School Year
	Review Track & Field Manual	Track & Field Manual	Prior to 1st Practice
	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 Track & Field Plan	Track & Field Plan	Prior to 1st Practice
	Review UIL rule changes		
	Review NFHS rule changes (2025 rule changes will be released in fall)		Prior to 1st Practice
	Complete PAPFs and file with UIL Office	PAPF Process	Prior to 1st Practice
	Submit Individual Eligibility Form to district chair (UIL Portal)	UIL Portal	Prior to 1st Contest
✓	POST-SEASON		
	Submit District Entries to DEC		5 days prior to meet
	District Certification submitted by District Chair to Regional Host		April 5
	Area Meet Deadline		April 12
	Regional Meet	Regional Sites	April 18-19
	State Meet	State Meet	May 1-3