



UIL Coaches' Checklist Swim & Dive 2023-24

	CHECKLIST	REFERENCE LINK	COMPLETION DATE
✓	PRE-SEASON		
	Register/update profile in the UIL Portal	UIL Portal	Prior to 1st Practice
	Review Swim & Dive Manual	Swim & Dive Manual	Prior to 1st Practice
	UIL yearly coaching requirements (CCP & TEC)	Coaching Requirements	Prior to 1st Practice
	Review TEA-UIL Side-by-Side	Side-by-Side	Prior to 1st Contest
	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 Swim & Dive Plan	Swim & Dive Plan	Prior to 1st Practice
	Review UIL rule changes		
	Review NFHS rule changes	NFHS	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 Individual Eligibility Form to district chair (UIL Portal)	UIL Portal	Prior to 1st Contest
✓	POST-SEASON		
	District Certification		4A: Jan 20 5A/6A: Jan 27
	Regional Meets	Regional Sites	4A: Feb 2-3 5A/6A: Feb 9-10
	State Meet	State Meet	4A: Feb 15-16 5A/6A: Feb 23-24