



UIL Coaches Checklist Tennis 2023-24

	CHECKLIST	REFERENCE	COMPLETION DATE
✓	PRE-SEASON		
	Register/update profile in the UIL Portal	UIL Portal	Prior to 1 st Practice
	Review Tennis Manual	Tennis Manual	Prior to 1 st Practice
	UIL coaching requirements (CCP & Texas Education Code)	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 Tennis Plan	Tennis Plan	Prior to 1 st Practice
	Review UIL Rule Changes	UIL Rule Changes	Prior to 1 st Practice
	Review USTA rule changes, Friend at Court	USTA	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		
✓	POST-SEASON		
	Review State Qualifier's Handbook	Post-Season Packet	
	District Certification by District Chair to Regional Directors		May 1
	Regional Tournament	Regional Sites	May 8-11
	State Tournament	Tournament Info	May 16-17