



**UIL Coaches Checklist**  
**Team Tennis**  
**2023-24**

	CHECKLIST	REFERENCE LINK	COMPLETION DATE
✓	<b>PRE-SEASON</b>		
	Register/update profile in the UIL Portal	<a href="#">UIL Portal</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Review Team Tennis Manual	<a href="#">Team Tennis Manual</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	UIL yearly coaching requirements (CCP & TEC)	<a href="#">Coaching Requirements</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Review TEA-UIL Side-by-Side	<a href="#">Side-by-Side</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Student participation required forms. Keep on file.	<a href="#">Athletic Forms</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Varsity participation required forms. Keep on file.	<a href="#">Athletic Forms</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Review rules regarding eligibility for athletic contests	<a href="#">C&amp;CR Sec. 400 &amp; 403</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Review Team Tennis Plan	<a href="#">Team Tennis Plan</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Review UIL rule changes	<a href="#">UIL Rule Changes</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Review USTA rule changes, Friend at Court	<a href="#">USTA</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Complete PAPFs and file with UIL Office <ul style="list-style-type: none"> <li>• Apply/Complete any necessary Waivers and file with UIL</li> </ul>	<a href="#">PAPF Process Waiver Information</a>	<b>Prior to 1<sup>st</sup> Practice</b>
	Submit Individual Eligibility Form to district chair (UIL Portal)	<a href="#">UIL Portal</a>	<b>Prior to 1<sup>st</sup> Contest</b>
✓	<b>POST-SEASON</b>		
	Review Post-Season Packet	<a href="#">Post-Season Packet</a>	
	District Certification by District Chair	<a href="#">Certification Form</a>	<b>October 7</b>
	Advancing teams: report playoff results immediately after contest.	<a href="#">Playoff Results Form</a>	
	Bi-District	<a href="#">Playoff Results Form</a>	<b>October 9-10</b>
	Area		<b>October 12-14</b>
	Regional Quarterfinal		<b>October 16-17</b>
	Submit Team Information Form	<a href="#">Team Info Form</a>	<b>October 17</b>
	Submit pictures of team, head coach, school logo	<a href="mailto:pictures@uiltexas.org">pictures@uiltexas.org</a>	<b>October 17</b>
	Send Regional Quarterfinal/Regional Tournament lineups to Regional Director (required day prior to Reg. Tournament)	<a href="#">Regional Directors</a>	<b>October 17</b>



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	Regional Tournament		<b>October 19-20</b>
	Submit Regional Tournament and State lineups	<a href="mailto:cvictorino@uiltexas.org">cvictorino@uiltexas.org</a>	<b>October 21</b>
	State Tournament	<a href="#">Tournament Info</a>	<b>October 25-26</b>
	Post-Tournament Evaluation	<a href="mailto:jgarmon@uiltexas.org">jgarmon@uiltexas.org</a>	<b>November</b>