

### 3 Easy Steps to Starting a College Club

Starting a club is easy! The Collegiate Archery Program (CAP) supports all student athletes' endeavors to participate in College Archery!

1. You must be a member of USA Archery (NAA) – You can have a membership with your family or an individual college membership. You do **not** have to give up family membership if it is more economical. This form is available at [www.usarchery.org](http://www.usarchery.org) and is submitted to USA Archery. NFAA membership is not accepted for CAP tournaments.
2. You must complete a club membership form. If this is a new club, you can ask for a 1-year waiver for the \$90 fee. This form is available at [www.uscollegiatearchery.org](http://www.uscollegiatearchery.org) or [www.usarchery.org](http://www.usarchery.org) and is submitted to USA Archery, with a copy to the CAP registrar. Your club must renew its membership with USA Archery every year!
3. You must complete and have the eligibility form signed by the appropriate school official. The form must have the official school seal to prove authenticity. Submit the eligibility form to the CAP registrar. This form is available on the CAP website at [www.uscollegiatearchery.org](http://www.uscollegiatearchery.org) (You do **not** send this form to USA Archery)  
(An alternative to the eligibility form is to send an official transcript or an official 'eligibility document from a college clearing house.\*\* See the college handbook for more information).
4. You must follow the CAP Code of Conduct when competing in CAP events. CAP events are defined as **any** local, state, regional or national tournament that has a defined college division where college athletes compete.

### Frequently Asked Questions Regarding College Clubs

1. Can I go to more than 1 school and still be eligible?
  - a. You must be considered full-time at 1 school. You can take classes from other schools but cannot combine the units/quarters to meet the eligibility requirement.

2. Can I start a club even if my school doesn't have a campus club?
  - a. YES! This is very important to understand. Many schools do not have or even allow archery clubs. You can still shoot while attending college. You fill out the same exact forms and submit them.
  
3. I've been told I cannot start a club unless my school authorizes it.
  - a. The Collegiate Archery Program Board of Directors overwhelming voted to support **all** student athletes who want to shoot in CAP while attending college. Some people are either unaware, or misinformed about the requirements to start a club. If you still have questions, contact the Collegiate Archery Program Chairman or the Collegiate Archery Program Registrar and they will help answer your concerns.
  
4. What's the difference between an individual club and a school club?
  - a. An Individual Club is set up directly through USA Archery without being an official campus club. This happens a lot when there is only 1 or 2 archers, or when a school doesn't support forming an archery club, or when there are too many regulations/requirements from the school that prohibits starting a campus club.
  - b. A Campus Club is set up through your College/University's Recreation Sports Dept. These clubs follow the regulations and requirements as defined by each individual college. There are all kinds of College Archery Clubs throughout the US. This is the ideal way to participate in college archery.
  - c. Either way, both methods are viable and the paperwork, as far as USA Archery and the CAP is the same for either method. (Membership, Club membership, Eligibility)
  
5. How many people do I need to start a club?
  - a. There is no minimum requirement. If one person wants to shoot, then that is fine. Of course, we'd love to see your club grow and flourish...

6. I've met a lot of archers at school, but they don't want to compete. Can they still belong to the club?
  - a. Absolutely! Archery Clubs are not just for competition. They are also for camaraderie, friendship, and fun. Just getting to shoot together makes it worth starting a club.
  
7. Do all archers have to be full-time students to belong to an archery club?
  - a. NO! Even part-time students can start a club for archery! All interested student athletes are welcome to participate in College Archery.
  - b. However; to **compete** in CAP events you **must** be a **full-time** student.
  - c. You can have a mix of part-time or full-time student athletes. The idea is to have a strong healthy club and part-time students help keep a club strong.
  
8. I sent in my paperwork from USA Archery, but haven't gotten anything after 8 weeks. What should I do?
  - a. Call them and email asking for follow-up and status. This is very important!
  
9. I sent in my eligibility form and a copy of club membership to the CAP registrar, but how do I know I'm eligible?
  - a. The CAP registrar keeps a database that is updated and posted on the CAP website at [www.uscollegiatearchery.org](http://www.uscollegiatearchery.org). If your name is not on the database showing you are eligible, you need to contact the registrar.
  
10. I want to compete in a tournament but haven't sent in my paperwork. Can I still compete?
  - a. NO! All student athletes must be eligible and meet the requirements in order to compete in CAP tournaments. If timing is an issue, immediately contact the CAP registrar and ask for help. We are not punitive.... We want to help **all** athletes shoot, but students who shoot without eligibility and proper club/USA Archery membership will be disqualified **and** lose 1 year of eligibility.

11. I didn't know about starting a club and shot in a College division tournament. Now what?
  - a. Contact the CAP registrar and explain your situation. There may be a way to resolve the issue.
  - b. Get your 3 easy steps to starting a college club submitted!
  
12. How long a can I participate in College Archery?
  - a. Each athlete has 4 years of eligibility. If you shoot in even **one** local, state, regional or national tournament that has a college division, you have used 1 year of eligibility. There is no time limit on eligibility. You can shoot one year and then take three years off and you still have 3 more years of eligibility.