

FAQs About College Eligibility

This is meant as a Quick reference guide. For full details and explanations ALWAYS consult the CAP Handbook.

Eligibility sessions:

1 August through 31 December

1 January through 31 July

Please submit Fall Session Eligibility forms for the fall/winter semester and quarters to me by **15 September 2007** or postmarked 15 days prior to your first fall event**. The Spring Session Eligibility forms are due no later than **February 1st or postmarked 15 days prior to your first spring event**.

****If you plan on shooting ANY tournament between December 31st and February 1st, then Spring Eligibility forms should be in my hands prior to that event.**

Of course, if you add new shooters or there is a change of status for someone, you may amend your Eligibility forms.

If you plan to compete in **any tournament that has a specific college division**, whether it is local, state, regional or national, you **must be declared CAP Eligible by the Registrar**. What does that mean?

Eligibility requirements (briefly):

1. Full-time student at any accredited college or university as recognized by the US Dept of Education with a Federal School Code.
2. Maintain 2.0 or greater gpa (3.0 for graduate students)
3. Member of USA Archery
4. Member of a registered college club with USA Archery**
 - a. ALL clubs must complete and send the club form to USA Archery **regardless** as to whether you have a campus club, an individual club, an off-campus club.

Required Paperwork:

1. **2 Eligibility forms** – one is for the team, one is for verification by the school registrar as to full-time status and cumulative gpa. **BOTH FORMS are required.**
 - a. Complete the academic eligibility form and have it signed by either the university/college registrar, director of recreation sports (he/she must be able to verify both GPA and full-time status, not just that fact that you are a member of the archery club) or the athletic director. It **cannot** be signed by a club president, an individual archer or the archery coach unless you provide proof of full-time

status such as transcripts or official documentation from a database clearing house.

- b. Complete the team eligibility form for each team member who is also listed on the 'academic' eligibility form. This form is to be signed by the Archer's representative – your coach, club president, club secretary – whomever handles that information for your club.
2. Send proof of the 2.0 gpa (for those completing the eligibility form, the school registrar is required to verify that on the form). For those providing proof of full-time status in some other manner, you must provide verifiable documentation of the gpa. A signature by coaches or individual archers is **not** acceptable.
3. Provide USA Archery membership expiration date for each competing athlete
4. Provide a copy of your USA Archery **club** membership expiration card your college/university club.
5. Send the information eligibility form to the address provided by the deadlines noted above.

It is each club's responsibility to ensure their athletes are eligible and have completed the appropriate forms and submitted them to the appropriate places. If athletes compete and are not eligible, they can expect to have their scores removed from the CAP results and lose a year of eligibility.

Clubs are also solely responsible for submitting the two eligibility forms, the individual membership expiration dates, and the copy of the USA Archery club card to the registrar by the deadlines.

FAQs:

1. Do I have to send transcripts **and** the signed eligibility form?

As long as the school registrar/athletic director signs off on the paperwork verifying gpa and full-time status, you do **not** need to send transcripts. If your club chooses to NOT have the eligibility signed and verified by the registrar/athletic director, then you **must** provide some proof of not only full-time status but proof of the 2.0 or higher gpa.

2. Can an athlete compete without documentation?

If there is an extenuating circumstance, the club president or coach needs to contact the registrar prior to competition. If there is a valid issue, temporary exceptions may be granted while the paperwork is gathered. Don't make assumptions... and don't make this a habit

3. More athletes want to compete than were originally on the eligibility form, can they still compete?

Yes! Send in the appropriate documentation as listed above ASAP.

4. Who authorizes eligibility?

According to the CAP Handbook, the only person authorizing eligibility--- or not---- is the CAP Registrar. For eligibility purposes, athletes are only answerable to the CAP Registrar and the tournament director.

5. How do I know I have been verified eligible?

There is a database online at www.uscollegiatearchery.org under the link of 'Clubs' that provides a current eligibility list, along with expiration dates for USA Archery memberships for individuals and the clubs. Since eligibility status can change, athletes can be added or deleted and as such, this database is **not** 100% accurate. If you are not listed as eligible, you need to contact the CAP Registrar ASAP to clear up the problem.

Your club should maintain a copy of the signed eligibility forms.

6. What do I do if I go to a tournament and someone asks for verification of eligibility?

If a **tournament director** asks you for proof of eligibility you can have them check the database on the college website. You can carry with you a copy of your eligibility sheet and USA membership card as well (in fact, it's a good idea).

If an individual unrelated to the tournament asks for proof (for example, another athlete, coach, or parent), you can politely tell them that they should contact the CAP Registrar with any questions or concerns.

Athletes should not be subject to being distracted from competitions by individuals unrelated to the tournament or unrelated to the position of CAP Registrar. (An athlete or coach may however question a student athlete's eligibility by contacting the appropriate persons – such as discussing a possible issue with their own coach, asking a tournament director, or contacting the CAP Registrar.)

7. I've been told that since my school does not have an official archery club, but rather my club is established directly through USA Archery, I cannot be eligible. Is that right?

NO! According to the CAP Handbook, and an overwhelming vote taken at USIACs in May 2006 supporting individual athletes and non-

school clubs, athletes who do not have an official club at their school can complete the 'USA Archery Club' form and establish a club directly through USA Archery. Athletes competing via this avenue are not saying they have an official school club. They are stating that they attend a particular school, and meet all eligibility requirements per CAP regulations. **If any individual states otherwise, please politely direct them to the Chairman of the CAP, Bob Ryder, or to the CAP Registrar.**

8. How many years can I compete in college archery?

Athletes have 4 years of eligibility. There is no time limit on using them. They do not have to be used consecutively either; meaning, you can shoot for 2 years, take 1 year off and still have 2 years left to use whenever you return to school.

9. How does eligibility get used?

If you shoot in even **one** local, state, regional, or national tournament that is sanctioned by USA Archery, you have used one year of eligibility.

If you register and shoot in a USA Archery sanctioned tournament and are later declared ineligible, you have still used 1 year of eligibility. (You can apply for an exception in accordance with CAP regulations to have your situation reviewed by the entire CAP Board)

10. Can I transfer schools and shoot for the club of my new school?

Yes! Because we are not under NCAA regulations, there is no waiting period if you transfer schools.

11. Where are the forms I need to be eligible or to set up a college club?

The website www.uscollegiatearchery.org has all the information you need under 'contacts and info'. If you have questions, you can contact anyone on the board for more information and help. For eligibility issues, the Registrar is the best place to start.

12. What happens if I shoot in a tournament and then am declared ineligible?

If you are declared ineligible, you lose a year of eligibility. Your scores will be moved from college division to the Senior division.

13. If I am declared ineligible but later meet the requirements, can I be reinstated?

Yes! However, you still lose the year of eligibility and your scores will not be reinstated retroactively unless mandated by the CAP Board.

14. Can I take classes at more than one school and compete?

You must be considered a full-time student at **one** college/university to meet the basic requirements for eligibility.

15. Does correspondence school count?

No.

16. Do online classes count towards eligibility?

With the advent of the internet, times have changed. A vote in 2006 at the USIACs general meeting clarified that online classes are a relevant means of gaining a college education. Some schools only offer certain classes via the internet. The decision by the CAP Board was that if the classes are associated with a university of higher learning as defined in the CAP handbook, and your college/university considers you full-time, then yes, it counts.

17. If I take classes on line, am I required to do anything different?

No! You are required to complete the same eligibility forms as any other student athlete and submit them to the CAP Registrar.