



Rosemount High School Trap Team Handbook

Version 2: September 1, 2017

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Welcome to the Rosemount High School Trap Team

Welcome to the Rosemount High School Trap Team. Eligibility for our team extends to high school and middle school students who attend any of the following schools: Rosemount High School, Rosemount Middle School, Scott Highlands Middle School & St. Joseph School.

We encourage both boys and girls to participate on the team. We participate as a team in the Minnesota State High School Clay Target League (MSHSCTL). The Spring season runs from March to June, while the Fall season runs from September to October.

Mission Statement

Rosemount High School Trap Team has a mission of educating and training youth in grades six through twelve, who have their firearm safety certificate, in the extra-curricular co- educational activity of shooting sports. We will provide education and training to those qualifying students that live or attend school within ISD 196 for the purpose of providing opportunities to those student athletes so they understand and experience the safe handling of firearms while competing in socially acceptable shooting sports. Through this the organization strives to emphasize a co-educational, safe, ethical, respectful, chemical free, dignified, learning experience. **Participation is a privilege, not a right.**

District 196 / School Weapons Policy

All members of the Rosemount High School Trap Team must strictly adhere to the District 196 Weapons Policy as follows:

- No student or non-student shall possess, use or distribute a weapon before, during or after school hours in any school district location or during any school sponsored event.
- The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer or member of the public who violates this policy.
- **Under no circumstances** should a student athlete bring their equipment, which is defined as a shotgun, gun case, and/or ammunition (full or empty boxes or shell casings), to school in their vehicle, or plan to leave directly from school to go to the range. This would be a strict violation of the District's Weapons Policy, for which you should expect to be punished fully.

District 196 / Chemical Use Policy *(effective September 1, 2017)*

All members of the Rosemount High School Trap Team must strictly adhere to the District 196 Chemical Use (i.e., tobacco, drugs, alcohol, etc.) Policy as documented in the **General Information, Chemical Use Penalties for Students in MSHSL Athletes and Arts** section, of the [Rosemount High School Student Handbook](#). No partial or full refunds will be issued to any team member who has been removed from the team due to chemical use violations.

Chemical Use Violation:

In addition to the District 196 penalties, the head coach may choose from *one or more* of the following consequences to levy upon an athlete who has violated the Teams chemical use policy on a *first offense*. In the circumstance where the head coach is unavailable, then the president of board of directors may choose the consequence.

- First Offense: Athlete shall miss 25% of season or 2 events, whichever is less.
- Second Offense: Athlete shall miss 50% of season or 4 events, whichever is less.
- Athlete shall miss one tournament.
- Athlete cannot participate in any team activities or events until other school qualifications are met. (e.g., meet with district chemical health coordinator to complete a chemical pre-assessment, attend a re-entry meeting)
- Athlete shall complete a community service or team service project as designated by the head coach.

Fees and Refund Policy

Fees to participate with the Team must be submitted at the time of registration with the team. The fees are needed to secure range field space, ammunition, uniforms, league registration and additional team administrative costs.

The Team adheres to the following policy regarding financial refunds:

- Refunds can be issued prior to the end of (spring or fall) registration.
- Injured athlete refunds will be given prior to the start of week 3 in the given season. A physician's note may be required.
- A refund request must be made in writing by the parent/guardian of the athlete requesting a refund.
- Any athlete that is suspended or released from the team due to violation of school policy, team policy, or school or team code of conduct will **not be eligible for a refund**.
- The Head Coach must approve all refunds.

Code of Conduct

- **Must be printed (pages 4-5 of Handbook), signed (by both athlete and parent) and included with team registration.**

Rosemount Trap Team Code of Conduct

(Updated September 2017)

I, (Print Athletes Name on line) _____ hereby pledge to honor and support the Rosemount Trap Team by adhering to the team's Code of Conduct as stated below.

As a member of the Rosemount High School Trap Team you understand that you have been given a unique privilege to participate in this High School Sport.

You will agree to follow all the rules as outlined by the Minnesota Stat High School League, Minnesota State High School Clay Target League, and those that the Team, School, and District have adopted.

You will be respectful of all your fellow team members, coaching staff and volunteers at all times and represent the Team and School with pride and integrity whenever you are participating in a League event or Team activity.

(Effective September 1, 2017) We are a Team sport that meets *once* a week and shoot our events as a Team. Therefore, you are **STRONGLY ENCOURAGED** to be present for the ***entire duration*** of all Team events, including, but not limited to weekly competition/practice, MSHSCTL State Championship & MSHSL Tournament. Requests for alternative shooting times for other sports or work will *not* be honored. If a student has another *non-sports* school activity scheduled on the same night, *and time allows*, we *may* be able to get the student through their shooting session early enough to accommodate the other event.

You are required to purchase, maintain, and wear the assigned Teams uniform anytime that you are competing with the team or while attending any League event or Team activity unless otherwise directed by the Teams leadership.

Athletes and Parents will respect their Coaches and follow their direction. Athletes and Parents understand that they need to follow this direction especially during our League event or Team activity at all times for Safety reasons to protect all Athletes, Coaches, Volunteers, and Spectators.

You agree to make Safety the Number One Priority whenever you are handling a firearm.

You agree to not bring any firearms or ammunition on any school property.

Courtesy and Sportsmanship go hand in hand with safety to create a safe and fun environment. They also portray our sport in the best possible light within our school and the greater community. There will be a strong emphasis on the value of team unity, sportsmanship, and hard work. Every player will have an important role to play. A critical part of being a good team is everyone knowing their role, and performing it to the best of their ability. Trap shooting is a fun sporting competition that is an once-in-a-lifetime high school experience which we hope you enjoy and take with you well into your future as adults.

Along with the safety rules the following conduct and sportsmanship rules will be strictly enforced:

Blatant violations of safety rules, discourteous behavior including heckling, bullying, trash talking, temper tantrums or disobedience of directions from coaching staff will result in immediate removal from the trap line and possibly club grounds.

Driving conduct, especially in the neighborhood surrounding West End Trap Club, as well as on West End Trap Club property, needs to adhere to basic/natural traffic laws. Complaints are taken very seriously and could result in removal from the team.

Athletes must also adhere to the Teams policies on mood altering chemicals, including alcohol and tobacco. This includes consumption, possession and distribution. Penalties for failure to follow these policies will coincide with the Teams conduct penalties stated below.

The Minnesota State High School Clay Target League (MSHSCTL) has specific rules regarding appropriate attire and conduct as well. You are expected to abide by the Leagues Policies and Procedures.

Any misuse or violation of these rules could result in suspension of your shooting privileges with the team and possible permanent removal from the team's roster.

Rosemount Trap Team Code of Conduct Penalties

First Violation Penalty:

Athlete will immediately be removed from the trap line and/or club grounds. Athlete will receive 0 (zero) scores for all rounds: in progress, already completed or yet to be shot, for the event in which the violation occurred.

Second Violation Penalty:

Athlete will be suspended for 2 (two) consecutive League events or Team events. If the violation occurs with less than 2 (two) League or Team events remaining in the season, the athlete will be suspended for the remainder of the season. *Reinstatement to the Team requires a face to face meeting with the Head Coach, one assistant coach, the athlete and parent(s) prior to being reinstated.*

Third Violation Penalty:

Athlete will be permanently expelled from the team for the remainder of the season and will forfeit all shooting fees paid and all shell/round credits that they have accumulated. *Reinstatement to the team is at the discretion of the head coach.*

Athlete Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Shooting Procedures/Safety Rules

Rosemount High School Trap Team Shooting Procedures & Safety Rules (Revised September 2016)

Each athlete must provide the following mandatory equipment each week:

- Shotgun (recommend 12 ga or 20 ga)
- Gun case
- Shell pouch or shell vest.
- Ear protection
- Shooting glasses. **NO sunglasses!** (If athlete wears prescription glasses, they are also acceptable)
- Shell catchers are **mandatory** for all semi-automatics. The team covers the cost.

Optional (recommended) equipment:

- Magnetic barrel rest
- Shooting Towel

1. Arrive at gun club by 3:45pm. We understand that athletes may be in multiple sports & parents have work schedules to accommodate. **If you need to make special arrangements, please contact Team Performance Manager Scott Everman (952-432-0486) at least 1 day before practice.**
2. **Make sure to have:** gun, ear protection, eye protection and shell pouch/vest. **REMINDER: No guns are allowed at school. DO NOT put them in your car trunk at school.**
3. Shell pouch/vest needs to be able to hold **2** boxes of shells. **Shell pouches or shell vests are mandatory.** This will make it safer for the athletes when carrying their firearms, as they will be able to have both hands on the firearm.
4. Upon arrival at the gun club, carry your uncased/unloaded gun, with chamber open, to the gun racks located on the front patio of the clubhouse. **We HIGHLY recommend that all athletes put a piece of tape (or some unique way to identify their gun) on their gun stock with their name on it,** as there will be a lot of duplicate gun models. **DO NOT bring your gun into the clubhouse.**
5. **Please read the *Additional Safety Related Rules* at the end of this document for specific rules on carrying/handling your gun.**
6. **Squad Formations:** Teams will be made up of 5 shooters that all have the same classification based on their season average. So, Varsity average (19-25 average) shooters will shoot together, JV average (15-18.99) shooters will shoot together and Novice average (0-14.99) shooters will shoot together. Alternate squads may be formed by the coaches at their discretion.
 - a. Squads will be preset each week based on the classifications above and will be set as follows:

- i. First 2 practice weeks: squads will be set using season average from spring or fall of prior season. First year shooters will be squadded together.
 - ii. First 2 competition weeks: squads will be reset using season average after the first 2 practice weeks
 - iii. Remainder of season: squads will be reset using season average after the first 2 competition weeks. No additional squad changes will be made unless the coaching staff determines a change is needed/warranted.

7. **Check In:** Go through the first (east) door of the clubhouse, go to the Check In table and check in with one of the volunteers. Find your name on the Squad List to see what squad you are on – if your name *is listed first you are the squad captain*. Score sheets will already be filled out for you.
 - a. If you are the squad captain you are responsible for the scoring binder. Take BOTH score sheets for your squad and gather up the rest of your squad.
 - b. If you aren't the squad captain check to see if any of your squad members have already checked in. If they have find them and stay together until the remainder of your squad arrives.

8. Once all your squad members have arrived, keep your team together and exit out of the clubhouse through the west door. The team Captain should have the parent volunteers put his/her name on the white-board outside the west door. This puts your team in-line to shoot. **NOTE: You are only allowed to put your team on the board when you have a complete squad and your squad captain has your scoring sheets.** We will be alternating squads on the white board -Novice, Junior Varsity, Varsity, Novice, JV, etc. This will allow all squad classifications the opportunity to shoot at an earlier time and should help with many of the Varsity squads always being the first to shoot every week.

9. One of the Rosemount Parent Volunteers will monitor the white-board & trap houses to see when your team can shoot. They will then tell you which trap house to go to.

10. Carry your gun to the trap house with chamber open and with muzzle pointed up/down. Break guns – over/under or side by sides – should be carried with the break open and barrel to the ground.

11. The Captain should give BOTH score sheets to the Trap Tender. **Please note what number shooter you are on the score sheet**, as this is the station number you will start shooting at.

12. Once all 5 shooters have taken their assigned shooting station, you will then shoot your first round. **YOU MAY PRE-LOAD ONE (1) SHELL INTO THE CHAMBER WHEN YOU ARE “ON DECK” (NEXT IN LINE TO SHOOT) - YOUR ACTION MUST REMAIN OPEN UNTIL IT IS YOUR TURN TO SHOOT.** When it's your turn, the shooter will close their action & say “PULL” and shoot one shot at the target. Immediately following the shot, the gun is to be cleared of the empty shell hull and the action should remain **OPEN**. You should place your safety in the **ON** position. The other shooters will follow the same procedure as above. This cycle will repeat until each

shooter has shot 5 times at that station. After 5 shots, you will move right to the next station and shoot 5 additional shots. This will be repeated until everyone has shot 5 shells at each of the 5 stations.

13. Upon the completion of your first round (25 shots), make sure your gun is empty and safety is ON, and remain at the trap house. You will be given a very short break, and will then begin shooting your 2nd round. The shooting order for the athletes will remain the same for both rounds.
14. In the event the Trap Tender needs to service the trap house in the middle of a shooting round, the shooters are to unload all guns, open their actions, and place their guns on the rack. Do not handle the firearms until the Trap Tender calls the shooters back to the firing line.
15. Upon completion of your 2nd round make sure your gun is empty of all shells and make sure the action is **OPEN**. You should place your safety in the **ON** position.
16. Before leaving the trap house, the team Captain should get BOTH score sheets from the Trap Tender. The Captain should also verify all of the scores to make sure the total is correct for each shooter. If a discrepancy is found, immediately bring it to the attention of the coaches at the field. DO NOT adjust the scores on the score sheet...the coaches/trap tenders will do this.
17. It is the responsibility of **EVERY squad captain** to turn in BOTH score sheets to the volunteers that are working at the Check In table before they leave. **If the Check In table doesn't receive BOTH score sheets for your squad, each squad member will receive 0 (zero) for their scores.**
18. At the end of your 2 rounds, West End has requested that we help pick up shell casings and dispose of them. After placing your gun in the gun rack, please help the Trap Tenders pick up the empty shells & put them in the boxes that are next to each station.
19. Spectators can observe the shooters but must remain either on the patio outside of the clubhouse, or behind the gun racks at the shooting fields. No coaching, distractions or any interruptions should be incurred by the observers while the shooters are shooting. **Coaching is only allowed by Rosemount Coaches.**
20. Remember to take all your gear home with you when you leave. **Please make sure that you clean you gun** – doing so will prevent malfunctions during our practices.
21. **Have Fun & Be Safe!!!**

Additional Safety Related Rules:

(Failure to comply with these items could result in removal from the team)

- Never point a gun at another person. Treat the gun as if it were loaded at all times.

- Always have 2 hands on the gun when walking with the gun. If you have other gear such as pouch, ear protection, shooting glasses – put them on so that both hands are free to carry the gun.
- Guns are to be placed upon the gun rack outside the club house when not going to or coming from a field. **Do not bring guns into the club house.**
- Guns should not be handled until it is time to shoot at the trap house.
- Guns are to be carried safely with muzzles pointing up in the air (break guns – over/under or side by sides – should be carried with the break open and barrel to the ground).
- Make sure you check the shells you will be putting into your gun are for the proper gauge of your gun (12 gauge shells for a 12-gauge gun & 20 gauge shells for a 20-gauge gun).
- If the trap house has a **STOP** sign displayed, this means that someone is inside the trap house. Do NOT point your gun in the direction of the trap house if the STOP sign is displayed.
- Gun SAFETIES are ALWAYS to be ON until it is your turn to call for the clay target.
- Only put **1** shell into your gun when it is your turn to call for a target.
- After you shoot at a clay target, put your gun safety on, eject a shell, and point muzzle up in the air or towards the ground.
- Guns are to be EMPTY of shells at all times unless you are the on-deck shooter.
- Gun chambers are to always remain OPEN until it is your turn to call for the clay target.
- **If you have ANY problems with your gun (jams, misfires, shell doesn't eject, etc.) DO NOT pull the trigger again. Put the safety on, point the muzzle down range towards the trap house, and a RSO will come help you with the gun. NEVER – EVER TURN AROUND (TOWARDS THE CLUB HOUSE) AT THE SHOOTING STATION WITH YOUR GUN!!**
- Respect Range Safety Officers. Immediately respond to cease fire or other commands.
- No resting the barrel of your firearm on your foot or on any other solid surface.

Uniforms

- MSHSCTL Rules prohibit the following:
 - Clothing that exposes any part of the torso, including but not limited to, cutoff t-shirts, halter tops, tank tops, etc.
 - Short shorts and low riding shorts or pants revealing undergarments or buttocks.
 - Flip-flops or opened-toed shoes/sandals.

- Any clothing with pictures, caricatures, designs, messages, writings, or other embellishments with direct or indirect references to alcohol, tobacco, sex or sexual connotations, drugs, gambling, or profanities.
- It is **MANDATORY** that the athlete's jersey be worn at all team and league events.
- Uniforms will be worn over extra shirts if needed for warmth. Jackets are permitted as needed.

Weather Safety

- Trap is an outdoor sport and we shoot in all types of weather; wind, rain, snow, etc. We will only stop for thunder, lightning, or hail. **Please dress appropriately for the weather conditions.**

Lettering Requirements

Rosemount High School Trap Team Lettering Policy (Revised January 1, 2017)

MSHSCTL RANKING POLICY

Varsity – Season average score of 19 to 25
Jr Varsity – Season average score of 15 to 18.99
Novice – Season average score of 14.99 and below

LETTERING POLICY

A student athlete can letter during **both** spring and fall seasons.

Letters will be handed out at the end of the season banquet/award ceremony along with any team/individual awards

All the following criteria must be met to qualify for a letter:

- Student athletes with no Code of Conduct violations
- Student athletes with no more than **one excused absence*** per season

** Excused absence is defined as: an absence communicated via phone call, text, or email to the Team Performance Manager **one day PRIOR** to the day of a practice, competition, or championship/tournament.*

In addition to the above criteria **at least one** of the following criteria must be met to qualify for a letter:

1. In 4 of 5 conference competitions the team member must shoot an average of 19 or greater. This equates to 38 birds being hit of a possible 50 in each day's competition.
 - a) Both rounds of 25 per competition day must be used. Rounds from two
 - b) Different competition days **cannot** be combined.
 - c) Scores from the 4 best conference competition days will be used to determine season average. Scores from the **lowest** of the 5 conference competition days will be discarded.
 - d) **Reserve week scores:** If reserve week scores are used due to a conference competition day being canceled for weather or other unforeseen reason, then the reserve week scores will be used as the 5th conference competition week.
2. Shoot 25 straight in any conference competition or state championship/tournament.
3. Participate in the state championship/tournament and finish in the top 25 of all participants in their gender/classification at either event.

Individual Awards

- Student athletes in good standing with the MSHSCTL will also be eligible to earn several individual awards. See the MSHSCTL web site for details.

- Student athletes in good standing with the Team will also be eligible to earn the following awards:
 - 1) *Spring Season only* - Top Gun Male: Varsity, JV & Novice - *plaque*
 - 2) *Spring Season only* - Top Gun Female: Varsity, JV & Novice - *plaque*
 - 3) *Spring Season only* - Rookie of the Year - Only first year athletes are eligible. *Trophy*
 - 4) *Spring and Fall* - Top Gun Male - Competition Weeks 1-5 - *certificate*
 - 5) *Spring and Fall* - Top Gun Female - Competition Weeks 1-5 - *certificate*
 - 6) *Spring and Fall* - 25/50 straight - *Box of shells & MSHSCTL Patch*

Tournaments

- Participation in tournaments is optional.
- All practice and competition procedures and safety rules still apply during tournaments.
- Squad or team assignments shall be determined at the discretion of the Head Coach and Coaching Staff.

Volunteers and Fundraising *(effective September 1, 2017)*

The success of our organization depends completely on the enthusiasm, effort, and expertise of our parent volunteers. We are an organization run solely by volunteers, and every volunteer matters. All positions including the head coach and his coaching staff, committee members, as well as all necessary tasks are organized, directed, and completed by volunteers to whom this team is deeply indebted. *All team members and families must share in the effort to support our team by volunteering and participating in fundraising.*

We have expenses that are incurred as part of running and maintaining our program, for example; Team banquet, awards, equipment, and shells. We don't receive any monetary support from RHS or District 196, so we need fundraising dollars to pay for our expenses.

We have implemented the following policy regarding volunteering and fundraising:

1. As part of our team registration a check will be collected for **\$250**.
2. Every athlete **AND** one (1) parent will be *required* to volunteer for a specific number of hours each season.
 - a. Spring: 6 hours each, total 12 hours**
 - b. Fall: 4 hours each, total 8 hours**

3. Volunteer and fundraising hours will be tracked during each season and if the required number of volunteer hours isn't met OR you chose not to participate in fundraising, the check will be cashed at the end of the season.
4. When the required number of volunteer hours and fundraising commitments are met, checks will be returned or shredded.

Social Media

Facebook and other social media accounts are for the purpose of promoting the athletes and the team to local, state and national communities.

Coaching Staff / Contact Information

For a current list of coaches, please visit our website at <http://www.rhstrap.com/RhsTrap/Team>

Team Manager: [Cindy Nelson](#)

Team Performance Manager: [Scott Everman](#)

Fundraising Chair: [Mike Pavek](#)

Team Website: [RHS Trap Team](#)

Team Facebook: [RHS Trap Team Facebook](#)