



TEAM JOB DISCRIPTIONS

Head Coach

- Schedules and oversees the team's activities
- Recruit and train assistant coaches and other volunteers
- Appointing qualified Range safety officers and other volunteer positions.
- Supervising students and volunteers in a professional manner
- Train students in safety and courtesy
- Train students and volunteers in trap shooting skills
- Teach gun safety and shooting mechanics with students
- Monitor safe handling of shotguns
- Work closely with team manager
- Promotes the clubs mission statement
- Managing student, coach, league or school conflicts
- Enforces code of conduct, policies, and procedures making all penalty decisions
- Coordinates training for volunteers through associations such as the DNR
- Makes decisions in any and all cases which are not provided for in the Policies and Procedures, or are against the spirit of these policies and procedures, in the best interests of the school, team, and league.
- Other responsibilities as needed

Assistant Coaches

- Provides back up for the head coach
- Promotes and fosters interest in the sport of trapshooting
- Resource for students and parents
- Enforces safety rules
- Works closely with the students that need additional shooting instruction and techniques with the goal of getting them to varsity level by their third year or sooner.
- Responsibilities as assigned by the head coach

Range Safety Officers

- Must possess the knowledge and skills essential to organizing, conducting and supervising safe shooting activities and range operations.
- An RSO must be present during any and all times when a student athlete participates in League events.
- Ensuring all shotguns and ammunition are handled safely at all times.
- Supervising preparation of the gun club according to technical, safety, and target requirements.
- Ensuring the correct application of guns, ammunition and equipment is being used.
- Ensuring proper hearing and eye protection is worn by athletes.

Team Manager

- Coordinates communication for team events
- Promotes and fosters interest in the sport
- Resource for parents
- Promotes parent volunteerism in support of the team
- Works closely with the head coach
- Managing all information for team roster
- Ensuring all league required forms, payments, and score submissions are completed and within deadlines
- Assist the coaching staff when requested

White Board Manager

- Work closely with West End staff
- Manage the assignment of squads to fields according to the club rules
- Direct Squad Leaders to their appropriate fields

Field Runner

- Walk between fields and run messages or errands as needed by the RSO, Score Keeper, or Coach.

Gun Maintenance

- Assists with gun issues
- Checks shotguns for working order
- Ensures shotguns are clean and in safe operating condition
- Address shotgun issues with athletes during shooting periods
- Assist in minor repair of shotguns and/or assist in finding someone who can repair the shotgun
- Train athletes on how to clean their shotguns and how often to do so
- If possible be a trained gun smith/armorer

First Aid

- Ensure the first aid kit is fully stocked
- Communicate to team manager if additional supplies are needed
- Be watchful of first aid needs

Score Keeper

- One assigned Scorekeeper per squad
- Log Lefts/Straight-Aways, and Rights for each shooter
- Provide results to volunteer who is handling the Station Report after each competition or practice

Post Competition Score Keeper

- Enter scores into the MN Clay Target League website
- Communicate scores to coaching staff and team manager
- Maintain team spreadsheets