



SHOTGUN SPORT DIRECTOR FOR TRAP, SKEET AND SPORTING CLAYS

The Shotgun Sport Director's (SSD) responsibilities include planning, directing, implementing, strategizing, marketing and coordinating shooting events. The SSD shall coordinate necessary meetings and communicate with their appointed shoot committees regarding planning and administering events. All events shall be held in accordance with the guidelines and rules as specified in the CYSSA Handbook. Questions regarding such rules or for items not addressed in the CYSSA Handbook are to be directed to the CYSSA President.

- *The SSD shall assist the CYSSA Scheduler* in the selection of event locations (host facility) and dates. And also provide the host facility with an estimate of the number of participants (taken from previous year's events).*
- *The SSD shall communicate and/or negotiate with the host facility the event details such as date and time of the event, cost of targets, food arrangements and assistance needed to run the event, such as scorekeepers, trap loaders, Shoot Coordinator (the person(s) operating the software Trap Mom squading and scoring program).*
- *The SSD shall provide the CYSSA Web Content Coordinator* with each event location name and address, date, time, cost of targets, number of targets for each event, who checks shall be made out to, contact information of the Shoot Coordinator, if food will be provided etc. for the flyers to be posted on the website.*
- *The SSD shall also provide any communication to be given to the Head Coach and Team Coordinator regarding their events to the Web Content Coordinator at shootreports@shootcyssa.com for distribution.*
- *The SSD shall manage all shoot fees in all disciplines except the trap championships where all fees are paid directly to the CYSSA** and pay for the targets and awards.*
- *The SSD shall assist the CYSSA Awards Chairperson* in selecting an approved CYSSA Awards Package and providing the required number and designation of awards needed for each event far in advance of the beginning of each discipline's season.*

*Current CYSSA Staff and their contact information are located under the "Directory" tab on the CYSSA website

**At the Series Shoot trap events the Host Facility and/or Host Team collects shoot fees and pays for the targets and awards. At the Trap Championships all fees are paid directly to the CYSSA.