Week-in-Review for August 8– August 12, 2011

EXECUTIVE OFFICE

Chief Executive Officer/Executive Director's Office – Terry Fisher

- Staff Meeting
- Marketing Meetings with staff
- Budget meetings with departments FY2011-2012
- Technical Department 2011-2012 review and planning
- Recreational Cup 2011 meeting
- State Cup 2011-2012 planning meetings
- Preparation for Soccer Operations Committee meeting 08/20/11
- Technology planning review with staff
- Regional Club League planning and review with staff
- State League review with staff
- Communication 2011-2012 plan review with staff
- State Referee Committee budget meeting
- Member Services Road Show planning 2011-2012 review

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Marketing & Communications – Elizabeth Flannery

- Coordinated Youth Soccer Month content
- Meeting to review edits for updated Coaches Handbook
- Reviewed and edited Recreational Cup rules
- Coordinated partner content for website
- Managed field reservations at Starfire
- Met with Northwest Trophy on trophies, medals and swag for 2011/2012 season
- Reviewed and provided feedback on website creative
- Coordinated and edited content for August PlayOn!
- Managed social media content

Webmaster/Graphic Designer – Jinger Hendricks

- Numerous web updates
- Vehicle wrap concepts
- Business card proof approval/contact with printer
- Website redesign concepts
- Coaches Handbook update meeting

Marketing & Events Assistant – Kristen Phillips *Out of Office 8.12.11*

- Updated information for Clubs and Associations on the website
- Edited Nationals article for PlayOn!
- On site brand representation at Starfire's 3v3 Shooting Stars event
- Meeting with Technical Department to edit Coaches Handbook
- Meeting with American Eagle to discuss final creative edits
- Created posts for Facebook and Twitter
- Updated Starfire Reservation calendar
- Wild Waves Theme Park Ticket Sweepstakes
    - Edited the Official Rules
    - Generated blog and Facebook content

Week-in-Review for August 8– August 12, 2011

Marketing Intern – Chandler Dent

- No Report Submitted

Spanish Translation / Front Desk Support – Maria Zuniga

- Administrative Support
- PlayOn! Translations
- Assist with Soccer Across Washington coaches registration

MEMBER SERVICES & OUTREACH DEPARTMENT

Organization and Member Services Director – Hillary Beehler

Member Services:

- Answered membership emails and phone calls
- Provided support and resources to Member Association board members
- Assembled documents requested by Association and Club board members
- Contacted Member Associations about attendance at future monthly meetings
- Published 2 new *Set Plays* blog posts
- Updated content and links on website
- Assisted member organizations with policy questions relating to insurance coverage at the board level
- Provided support to Technical Department on rules questions

Member Services and Outreach Coordinator - Heather Turney

- Soccer in Schools
  - Seattle Public Schools- Soccer in School Program Management
  - Toolkit
  - Curriculum Development
- TOPSoccer
  - Toolkit
  - Cards
  - Event Planning
  - Korrio Registration Development- AAI
  - Korrio Phone Conference
- Member Services Coordination
- FAQ Update
- Community Programs Coaches Handbook
- Program Organization Research
- Community Outreach Best Practices Meeting Coordination
- Meeting with Trullium- Work/Volunteer Positions for People with Disabilities
- Meeting with Marty Torres- TOPSoccer
- Meeting with SeaMar- Coaching Education

Week-in-Review for August 8– August 12, 2011

Region 5 Director of Member Services – Ron Witherup

- Portland Metro League
- Local Area tournament support

TECHNICAL DEPARTMENT

Technical Director – Gary White

- Regional Club League Visit Preparation
- Schools Program Continued Development
- Age Appropriate Training, Under 10 and Under 12 Modules
- Coaching Education Continued Development and Maintenance
- Elite Player Development 2011-2012 Preparation

Director of Youth Development – Darren Sawatzky

- Elite Player Development tryout restructure
- Elite Player Development Coaches instruction
- Elite Player Development Tryouts
- Elite Player Development competition and training schedule
- Technical meeting

Technical Administrator – Kim Grant

- Elite Player Development Continued Development and 2011-2012 Preparation
- Coaching Education Continued Development and Maintenance
- Regional Club League Visit Preparation

Development Coordinator – David Griffiths

U10 & U12 Age Appropriate Curriculum:

- Attended staff meeting to run through the event
- Confirmed and instructed all players used for the video shoot
- Secured equipment

Coaching Education:

- Reached out to coaches in Seattle Youth Soccer Association and south lying areas for the Spanish E Certificate (Aug 26-28)
- Reached out to coaches in Everett and Snohomish area for the Spanish E Certificate (Sept 9-11)
- Met with Academic Dean in local college to begin discussions over developing a coaching course within their school.
    - Scheduled next meeting for further discussion

Anti-Gang Initiative:

- Week 5: Highpoint continues to run smoothly with even more children enrolling into soccer for the fall as well as interest being shown in coaching and refereeing opportunities
- Scheduled and confirmed Sounders player for next week's final session.

Community Finish Clinics:

- Promoted event info with surrounding community centers, YMCAs, soccer organizations and community groups

Week-in-Review for August 8– August 12, 2011

Competitive Programs and Business Practices Advisor – Todd Lincoln

- Regional Club League site (Korrio)
- Regional Club League Schedule
- Regional Club League DoC Bracket meeting

State League Administrator – Heidi Dettmer

- Sent out Fall State League brackets
- Worked on Fall State League Schedules
- Took notes at RCS meeting
- Ordered Corner flags
- Meeting regarding coaching modules
- Meeting regarding Elite Player Development program equipment order
- Updated State League webpage
- Initiated League Structures meeting with District League Administrators
- Communicated with Korrio Regarding State League Schedules

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance and Human Resources Administrator - Jillian Higgins

- Accounts Payable Invoices – Check were cut
- Accounts Receivable Invoices
- Disciplinary misconduct processing
- Risk Management Auto Renewal and New Application Processing – Bonzi and Korrio
- Tournament Sanctioning Processing New Applications and approved tournaments posted on the website
- Facility Insurance Binders were emailed to Association Registrars

Administrative Assistant – Paula Vixie *Out of Office 8.11.11-8.12.11*

- Phone duties
- Staff Meeting
- Regional Club League Roster/Korrio project
- Risk Management Recon