

#### **EXECUTIVE OFFICE**

## **Chief Executive Officer – Terry Fisher**

- Staff meeting
- Sponsorship meetings
- Select Committee Conference call
- Budget review with staff
- Risk management review with staff
- US Youth Soccer meetings in Overland Park, Kansas
- National Championships in Overland Park, Kansas
- Meeting with Insurance carriers 2013-2014 plan
- Meeting with Michelle French- female player pathway to US National team
- Cup review and planning 2013-2014 with staff
- Communications planning review 2013-14
- EPD/ODP planning with Technical Department
- Preparations for Strategic Planning meeting with BOD August 3, 2013
- Spokane issues and planning
- Soccer for Success planning 2013-2014

#### **TECHNICAL DEPARTMENT**

#### **Technical Director – Timo Liekoski**

- Planning for the future 2013-2014 Season
- Tryouts for the younger pre-academy kids or recommendations
- Working on the final press release and the final documents
- · Working on staffing assignments

### **Director of Coaching Education – Shannon Murray**

- "D" License Instructional Weekend Starfire (July 19-21) Preparation
- Instructor Training Tuesday July 30th in conjunction with US Soccer "B" License Course
- 2013-2014 Course Scheduling

### **Program & Event Manager – Lacey Schreiner**

## Elite Player Development:

- Planning for the future 2013-2014 Season
- Tryouts for the younger pre-academy kids or recommendations
- Working on the final press release and the final documents
- Working on staffing assignments

### Coaching Education:

- KYSA "D" License
- Cancelled Vancouver "E" License Course
- Tracking of all payments, etc.

# **Director of Marketing & Competitions – Matt Moran**

- Met with 3 existing sponsors regarding fulfillment
- Met with 2 new potential sponsors
- Presented to City of Seattle's Special Event Committee on the Golazo Street Soccer Cup September 7<sup>th</sup>
- Completed FTE exercise



### Competitive Programs & Business Practices Advisor – Todd Lincoln

- Regional Club League planning
- Risk Management Assessment support
- Club meetings for restructures and mergers

## Recreational & Select Programs Coordinator - Kim Calkins

- Recreational Symposium template work
- Reach out and scheduling for next Rec Subcommittee meeting
- Recreational Subcommittee follow up work
- Recreational fall planning for volunteer coach outreach communications
- Select on going work and discussions regarding levels of play and competition models
- Select league and strategizing meetings
- Select sponsorship teams within RCL
- Scheduling meeting for SOC, SSC, RCS, NPSL regarding Select level of play in WA
- TOPSoccer meeting with local RC Club for involvement and support
- TOPSoccer summer outreach material
- WA Youth Advisory Board criteria work
- Spokane soccer meetings and review of Association documents
- Update National Presidents Cup web
- Review format issues of RCL brackets

### **MEMBER SERVICES & OUTREACH DEPARTMENT**

### Organization and Member Services Director - Hillary Beehler

Member Services:

- Answered phone calls and emails to put members in touch with staff members for more assistance
- Risk management launch and related tasks
- Worked with staff and local volunteers to update pages in the Club Directory
- Contacted member organizations in Eastern WA about visits to local meetings
- Shipped membership cards for 2013-2014 seasonal year

#### **Community and Outreach Program Manager – Ellie Lipton**

- Program Assistant Interviews
- Correspondence with program partners
- Letter to Washington Youth Soccer Board of Directors
- Assessment of Soccer for Success policies
- Content changes to Soccer for Success player registration documents

# Region 5 Director of Member Services – Ron Witherup

Portland Metro League planning

### Administrative Assistant - Maria Zuniga

Risk management

#### **MARKETING & COMMUNICATIONS DEPARTMENT**

#### Marketing & Events Manager – Kristen Phillips

Out of Office 7.15.13 to 7.22.13