

EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- Staff meeting
- Sponsorship meetings with staff
- Spokane conference call
- District 6 meetings with staff
- Regional Club League/Select meetings with staff
- Communications planning meetings with staff
- District 2 meeting with Larry Mana'o
- ODP planning meetings Jan 2014 Championships
- Soccer for Success Equipment Drive Event
- Reviewed RMA process 2013-14
- Soccer Operations Committee meeting planning meeting Oct 19th

TECHNICAL DEPARTMENT

Technical Director – Timo Liekoski

- Review of Coaching Education Workshop
- Working with Program & Event Manager regarding finalizing staffing for EPD Teams
- Working on skills test information

Director of Coaching Education – Shannon Murray

- October 23 Instructor Staff Training Agenda and Workshop details
- “E” and “D” License cost recommendations
- “E” License – Starfire October 25-27 staff confirmed

Program & Event Manager – Lacey Schreiner

- Finalizing coaching staff for Elite Player Development
- Working with Affinity regarding registrations platforms and conference call
- Working with Technical Director regarding Elite Player Development staffing, etc.
- Organized and distributed EPD Recommendations
- EPD teams first training
- Working with AGA on printing plan for EPD timeline

Competitive Programs & Business Practices Advisor – Todd Lincoln

- Far West Regional League scheduling
- Regional Club League scheduling

Recreational & Select: TOPSoccer – Kim Calkins

- Responded to general inquiries via phone and email re: Recreation, Select, TOPSoccer
- Select meetings regarding upcoming Select/Regional Club meeting
- Select Club development review
- Recreational assistance for older players
- Provided weekly lesson email for Recreational coaches
- Association programming and strategic marketing planning
- Spokane Task Force meeting & communications
- TOPS support with placement of players, buddies, and registration
- Attended TOPSoccer program launch
- TOPSoccer Committee Chair meeting
- Diversity within WA Youth soccer follow up
- Recreational Subcommittee follow up and planning for next meeting

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
- Worked with Club and Association administrators on insurance and risk management questions
- Continued reviewing budget for 2014-2015

Meetings:

- Attended District 3 meeting to discuss Membership Advisory Committee work and solicit feedback
- Weekly GSYSA task force call
- Call with Pullen Insurance to discuss D&O and Crime Policy insurance coverage

Community and Outreach Program Manager – Ellie Lipton

- Coach management and support
- Direct site management
- *Soccer for Success* newsletter – November edition
- Sounders FC Equipment Drive for *Soccer for Success* preparation

***Soccer for Success* Program Assistant – Daniel Taylor**

- Seattle Sounders FC gear drive
- Site visits
- Community partnership building
- Scheduling

Region 5 Director of Member Services – Ron Witherup

- Portland Metro League administration
- Recreational Club registration and planning
- Portland Timbers Youth league planning
- Soccer Operations Committee preparations

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Communications – Mike Anderson

- Worked with *Soccer for Success* on Sounders game equipment drive
- Updated *Soccer for Success* webpage
- Reworking website navigation and pages
- Working on updating mass communication and distribution lists
- Worked with US Youth Soccer on two WA-branded promotional videos (State Cup and Challenge Cup)
- Crafted Region IV Of the Year winners announcement

Director of Marketing & Competitions – Matt Moran

- Meeting with soon to be sponsor
- Conference calls regarding sponsorship renewal
- State Cup budgeting, planning, staffing, web updates, and launch
- Futsal Cup planning

Marketing & Events Manager – Kristen Phillips

- Managed social media
- Web slides posted to website
- Web updates as needed
- Updated Club Directory
- Finalized and sent out October *PlayOn!*
- Risk Management, Certificates of Liability, Medical Insurance Claims, Player Releases and Travel Rosters
- Coordinated equipment drive with Sounders FC and *Soccer for Success*
- Announced and promoted Volunteer of the Month award
- Announced and promoted Region IV Of the Year award winners
- Updated *Soccer for Success* FAQs
- WA Youth Soccer staff business cards
- Reviewed annual event budgets