

EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- Staff meeting
- Budget review for 2014-15
- Planning for Annual Player Fee Meeting
- District 6 league issues with staff
- Spokane meeting
- Resolution of Inland Empire Youth Soccer Association and Spokane Valley meetings
- Elite Player Development/Olympic Development Program planning with staff
- Reorganization of Technical Department staff
- Member Services meetings
- Preparation for Soccer Operations Committee meeting Nov 2
- Preparation for Board Of Directors meeting Nov 9th

TECHNICAL DEPARTMENT

Technical Director – Timo Liekoski

- Technical Department meetings
- Elite Player Development meetings
- Meeting with Lance Calloway
- Select & Recreation meeting

Director of Coaching Education – Shannon Murray

- “E” License – Starfire wrap up
- “D” License Performance Weekend – Starfire preparation
- “E” License – Spokane preparation

Program & Event Manager – Lacey Schreiner

- Elite Player Development trainings/registrations
- Final pool email set
- Training for Technical Department
- Preparation for National Youth License

Competitive Programs & Business Practices Advisor – Todd Lincoln

- Far West Regional League scheduling
- Regional Club Subcommittee notes for review: HPFC finding

Recreational & Select; TOPSoccer – Kim Calkins

- Responded to daily general administrative inquiries via phone and email re: Recreation, Select, TOPSoccer
- Rec Subcommittee follow up and meeting with Rec Chair
- Coaching Education for volunteer parent meetings with Technical Director
- Select 5 Initiatives follow up with Districts & Clubs
- District 6 Select Communications regarding league play
- Spokane Task Force Meeting
- TOPSoccer follow up outreach for new programs and tasks for existing programs
- Soccer Operations Committee meeting
- Transition and training for Elite Player Development and Coaching Education programs

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, risk management, and fundraising questions
- Continued reviewing budget for 2014-2015
- Worked with staff on updating financial procedures
- Contacted local organizations about visits to future board meetings

Community and Outreach Program Manager – Ellie Lipton

- Out of Office 10.13.13 to 11.4.13

Soccer for Success Program Assistant – Daniel Taylor

- Program operations
- Site visits
- Grant foundation meetings
- Research aggregation

Region 5 Director of Member Services – Ron Witherup

- Portland Metro League Administration
- Timbers Youth League Meetings
- Soccer Operations Committee preparation
- Recreational Cup scheduling
- Southwest WA Youth Soccer Association meetings

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Communications – Mike Anderson

- Discussions with Varsity Communications on several projects
- Working with a videographer on possible Region IV ODP Championships game streaming, as well as program videos
- Worked with Lacey on Elite Player Development communications
- Crafted and distributed District 6 select league letter
- Proofed Northwest League Champions Cup materials
- Crafted Volunteer of the Month award letter
- Creating office holiday card

Director of Marketing & Competitions – Matt Moran

- Followed up with Snohomish County Sports Commission and area hotels regarding a bid for Region IV Presidents Cup
- Conducted meeting with Sounders U23 and Women about future relationship
- Responded to many questions re: Recreational Cup issues
- Communicated State Cup dates and protocol to registrars, Affinity staff, sponsors, and teams
- Communicated State Cup DOC pass instructions
- Worked with Sports Authority to announce winners of their Enter to Win promotion. Winners will have a Sounders player come to their practice.
- Worked on details with Futsal Cup
- Accumulated votes for Washington Youth Soccer Volunteer of the Month. Read bios and provided to committee.
- Reconciled all State Cup entries with payments
- Wrote reports for SOC
- Conducted calls with Oregon Youth Soccer & SW WA leaders

Marketing & Events Manager – Kristen Phillips

- Managed social media
- Web slides posted to website
- Promoted 3 WA players at U17 CONCACAF Women's Championship
- Web updates as needed
- Meeting with Sounders Women and Sounders U23
- Created new graphics for website homepage
- Updated Club Directory
- Risk Management, Certificates of Liability, Medical Insurance Claims, Player Releases and Travel Rosters
- Promoted Volunteer of the Month award and read bios
- Special offers blast re: Sounders vs Timbers playoff tickets
- Website FAQs
- Annual Player Fee Meeting planning and brainstorming
- Of the Year Awards planning and brainstorming
- Finalized and sent out November *Soccer for Success* newsletter