Week-in-Review for August 29 – September 2, 2011

EXECUTIVE OFFICE

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

- Meeting regarding Baseline Testing
- Technical Department meetings regarding recreational programs
- Fall Season 2011 Launch
- Regional Club League-Select webinar with committee
- Varsity Communications meeting
- Regional Club League meeting with staff
- Budget meetings with staff
- Budget overview 2012-2013 planning
- State League schedule review with staff
- Portland Metro League review with staff
- Referee program review with staff
- Launched Recreational Cup Rules 2011

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Marketing & Communications – Elizabeth Flannery *Out of the office 8.29.11

- Met with Technical Department on timelines and target goals on upcoming marketing initiatives
- Met with Heather Turney on Set Plays blog posts
- Managed Starfire field reservations
- Reviewed and edited creative projects with Jinger Hendricks
- Continued to coordinate content for September issue of PlayOn!
- Managed content for homepage slides
- Researched information on location-based social media opportunities
- Met with American Lung Association about Seattle Stair Climb event
- Drafted beginning of the season messaging
- Approval of new website creative concepts
- Managed social media content

Webmaster/Graphic Designer – Jinger Hendricks *Out of the Office 9.2.11*

- Logo Guidelines
- Updated all 2012 Cup logos
- Vehicle Wrap concepts
- Website Updates
- Slide/banner designs
- Website background finalized

Marketing & Events Assistant – Kristen Phillips *Out of the Office 9.2.11*

- Updated information for Clubs and Associations on the website
- Updated Starfire Reservation calendar
- Marketing Meeting with the Technical Department
- Assisted in updating contact information for State League Coaches
- Created a list of all sponsorship deliverables
- Posted a State League Announcement to the website

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Spanish Translation / Front Desk Support – Maria Zuniga

- Administrative Support
- PlayOn! Translation
- 2011 Recreational Cup Rules Translation
- Assisted with the Finishing Clinic

MEMBER SERVICES & OUTREACH DEPARTMENT

Organization and Member Services Director – Hillary Beehler *Out of Office 8.25.11-9.5.11*

- No Report Submitted

Member Services and Outreach Coordinator - Heather Turney

- Board Minutes
- TOPSoccer and Soccer in Schools Toolkits
- Seattle Public Schools Community Partners Event
- Community Outreach
- Set Plays Blog Post
- Member Services Communications
- Community Development - Wenatchee

Region 5 Director of Member Services – Ron Witherup

- Portland Metro League
    - Schedules
    - Rosters

TECHNICAL DEPARTMENT

Technical Director – Gary White

- Varsity Communications Meeting
- Future Technical Department Marketing Initiatives Meeting
- Regional Club Subcommittee/Select Committee Meeting
- 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 Open House planning
- Elite Player Development staff coaching assignments
- Elite Player Development tryout
- Elite Player Development training session schedule
- Technical meeting
- Elite Player Development parent phone calls

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Technical Administrator – Kim Grant

- Elite Player Development Open Tryout Preparation
- Future Technical Department Marketing Initiatives Meeting
- Elite Player Development Continued Development and 2011-2012 Preparation
- Coaching Education Continued Development and Maintenance

Development Coordinator – David Griffiths *Out of the Office 9.2.11*

Elite Player Development Program

- Booked facilities for upcoming open house event
- Ran a Community Finishing Clinic at Starfire Sports
    - Met with Fredy Montero Sr. and other coaches to go through plans
- Picked up equipment for Coaches clinic at upcoming Sea Mar event
- Evaluated the resources we presently have on the technical department

Coaches Education

- Continued to promote and sign up coaches for the upcoming E Certificate in Snohomish
- Coordinated with course instructor
- Prepared all course info for candidates

Age Appropriate Curriculum

- Collected all media release forms for the video

Competitive Programs and Business Practices Advisor – Todd Lincoln

- Regional Club League Schedules
- Regional Club Subcommittee/Select Committee Meeting
- Association Restructure meeting (South Snohomish County Youth Soccer Association – Northshore Youth Soccer Association)

State League Administrator – Heidi Dettmer

- State League rescheduling
- State League communication between team managers
- Monitoring State League fee entries
- Tracking Bison Goals order

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance and Human Resources Administrator - Jillian Higgins *Out of the Office 8.31.11*

- Accounts Payable invoices
- Accounts Receivable Invoices
- Risk Management Auto Renewal and New Application Processing – Bonzi and Korrio
- Tournament Sanctioning Processing New Applications and approved tournaments posted on the website
- Soccer Across Washington Registrations
- 2010-2011 Player Fee Invoices and 2011-2012 Player Fee Invoices

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Administrative Assistant – Paula Vixie

- Phones & Front Desk
- Assisted with State League Scheduling
- Assisted with Regional Club League Scheduling
- Risk Management Support