
EXECUTIVE OFFICE

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

- State Cups Weather revisions with staff
- Soccer Operations Committee meeting
- Recreational Cup review 2011 and 2012 proposal meeting
- Technical Director meetings
- Technical Director job posting
- Bylaws meetings with staff
- Budget meetings with staff
- Preparation review for BOD and APFM with staff
- Open Cup planning session
- Regional Club League review with staff
- Select programs and State League meetings
- Website update with staff
- Marketing meetings

TECHNICAL DEPARTMENT

Technical Director – Gary White *Out of Office 1.16.12-1.17.12*

- Region IV ODP Championships –Phoenix, AZ
- National “C” License Preparation
- Coaching Education Staff Training Summit Preparation

Director of Youth Development – Darren Sawatzky

- Region IV Championships
- Elite Player Development Coaches meetings
- Technical meeting
- Elite Player Development training schedule
- Elite Player Development parent/player emails/phone calls

Technical Administrator – Kim Grant *Out of Office 1.16.12-1.17.12*

- Region IV ODP Championships-Phoenix, AZ
- National “C” License Preparation
- Coaching Education Staff Training Summit Preparation

Competition Development Manager – Matt Moran

- Communicated to all coaches and team managers, etc. regarding the change in schedules for Founders Cup games due to the weather
- Worked with Affinity and Cal South on setting up new College Coach program and player profiles
- Worked on Sports Authority Recreational Cup rules

Development Coordinator – David Griffiths *Out of Office 1.16.12-1.17.12*

- Region IV Championships – Phoenix, AZ
- Futsal
 - Communicated tournament dates to teams
 - Built registration
 - Completed tournament sanctioning paperwork
 - Confirmed all equipment needs with tournament locations.
 - Confirmed dates, times and location for Futsal referee training
 - Prepared for clinic in Grays Harbor
- Coaching Education
 - US Soccer coaches course – South Seattle Community College, Spring Quarter 2012
 - New “E” License training Summit

Competitive Programs & Business Practices Advisor – Todd Lincoln

- Regional Club league reschedules
- State League reschedules
- Association and Club meetings

Apparel & Programs Specialist – Serwaah Fordjour *Out of Office 1.16.12-1.17.12*

- 2012 Region IV ODP Championships
- Inventory of Elite Player Development uniforms

MEMBER SERVICES & OUTREACH DEPARTMENT

Organization and Member Services Director – Hillary Beehler *Out of Office 1.16.12-1.18.12*

Member Services:

- Answered membership emails and phone calls
- Provided support and resources to Member Association and Club board members
- Prepared materials for WA Youth Soccer Revised Proposed Bylaws Amendments

Member Services & Outreach Coordinator – Heather Turney

- Grant Development
- TOPSoccer Committee Meeting
- Federal Way Community Coaching Summit Development
- Salmon Creek TOPSoccer
- Korrio Program Management

Region 5 Director of Member Services – Ron Witherup

- State Soccer Operations Committee Meeting
- Spring League finalization of Winter/Spring League schedules and published to website

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Marketing & Communications – Elizabeth Flannery

- Coordinated and published release on Region IV ODP Championships
- Coordinated and published announcement on Gary White's new position and the Technical Director search
- Developed Marketing presentation for Annual Player Fee Meeting
- Drafted content for new website
- Managed social media content
- Staff emails and follow-up RE new website content
- Annual Player Fee Meeting preparation and RSVP monitoring

Webmaster/Graphic Designer – Jinger Hendricks

- Content transfer from current website to new platform
- Created graphics for new website
- Web updates to current website

Marketing & Events Assistant – Kristen Phillips

- Uploaded directory content into the new website platform
- Uploaded event calendar content into the new website platform
- Wrote content for new website platform
- Annual Player Fee Meeting Preparation
- Hispanic Registration Luncheon Preparation
- Created Facebook and Twitter posts

Spanish Translation / Front Desk Support – Maria Zuniga

- Administrative Support
- Preparation for Hispanic Luncheon (RSVP list, contact coaches)
- Translated Spring State League Application

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance & Human Resources Administrator – Jillian Higgins

- Accounts Payable Invoices
- Accounts Receivable Invoices
- Disciplinary misconduct processing for State League
- Risk Management Auto Renewal and New Application Processing
- Tournament Sanctioning Processing New Applications and approved tournaments posted on the website

Administrative Assistant – Paula Vixie

- Phones/Front Desk
- Risk Management support
- Various clerical projects as requested
- Assembled materials for meetings