Week in Review for July 9-13, 2012

EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- US Youth Soccer National Presidents Cup – Sacramento, California
- Meetings with Inland Empire Youth Soccer Association President Joe Holland

TECHNICAL DEPARTMENT

Director of Youth Development – Darren Sawatzky

- Technical Meeting
- Pro+ Event review meeting
- Region IV player pools
- Elite Player Development coaching slate
- Elite Player Development training/competition schedule

Technical Administrator – Kimberly Grant

- 2011-2012 Elite Player Development Wrap-Up
- 2012-2013 Elite Player Development program preparation
- Coaching Education Database
- Coaching Education Continued Development

Competition Development Manager – Matt Moran

- Reviewing State cup calendar
- Updating State Cup documents
- Reviewing State cup rules
- Held conference call about the integration of State Cup assigning and scheduling systems
- Held meeting with potential sponsor

Competitive Programs & Business Practices Advisor – Todd Lincoln

- Regional Club League scheduling and brackets
- Regional Club Subcommittee notes

Recreational & Select Programs Coordinator – Kim Calkins

- No Report Submitted

Apparel & Programs Specialist – Serwaah Fordjour

<u>Coaching Education</u>

- Updated online database
- Created certificates
- Sent results

<u>Elite Player Development</u>

- Uniform inventory
- Prepared gear order for 2012-2013 season
- Finalized tryout dates

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
- Provided resources to Snohomish Youth Soccer Association for club treasurers
- Answered questions about registration requirements for Eastside Youth Soccer Association board members
- Processed a request for a certificate of liability insurance for Tacoma Pierce County Junior Soccer Association
- Scheduled interviews for the Feasibility Study via phone and email
- Coordinated content editing for Feasibility Study materials
- Worked with various Association and District board members to address bylaws questions
- Published 4 new blog posts at *Set Plays*:
  - Forbes Blog Post on Building the Best Volunteers,
  - Nonprofit Board Lesson #1: Remember Your Responsibilities,
  - Seattle Sounders FC to Donate Sod from Chelsea FC Match to Local Nonprofit or School
  - Engage Your Alumni Through Facebook

Meetings

- Meeting with Golazo to discuss WA Youth Soccer programs
- Meetings with the Marketing department to discuss Community Soccer Meeting materials and communications

Member Services & Outreach Coordinator – Heather Turney

- TOPSoccer Committee Meeting
- TOPSoccer Jamboree Development
- TOPSoccer Grant and Budget Management
- Soccer for Success Coach Interviews
- Soccer for Success Program Development
- Soccer for Success Equipment Orders
- Meeting with Golazo

Region 5 Director of Member Services – Ron Witherup

- Portland Metro League registrations
- Assisting with local area soccer tournaments
- Soccer Fair Wrap-up
- Soccer Operations Committee Activities

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MARKETING & COMMUNICATIONS DEPARTMENT

Marketing & Events Manager – Kristen Phillips

- Updated Club/Association contact information in website directory
- Managed social media
- Coordinated and edited July PlayOn!
- Meeting with Golazo to discuss WA Youth Soccer programs
- Meeting to discuss TOPSoccer Kick Off Event
- Meeting with Whereurnow
- Meeting with Member Services about Community Soccer Meetings

Webmaster/Graphic Designer – Jinger Hendricks

- River City National Presidents Cup Slide
- E-Travel & payments while Jillian Higgins is out
- Referee Development Academy logo finalized
- Update RCL page: delete logos, add logo, update all links
- FAQs disbursed to appropriate staff members
- *Soccer for Success* web updates
- Odyssey wrap graphics to printer
- PlayOn! slide up
- Met with Hillary Beehler & Kristen Phillips re: Community Soccer Meetings look/feel/design concepts

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance & Human Resources Administrator – Jillian Higgins *Out of Office 7.12.12-7.13.12*

- Accounts Payable Invoices
- Accounts Receivable Invoices
- Risk Management Auto Renewal and New Application Processing – Bonzi and Korrio
- Tournament Sanctioning Processing New Applications and having approved tournaments posted on the website