
EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- Conference call regarding Spokane
- Budget meetings with staff
- Planning for Annual General Meeting and Awards Dinner
- Risk management process discussions and planning

TECHNICAL DEPARTMENT

Technical Director – Timo Liekoski

- No Report Submitted

Director of Coaching Education – James Charette

- “D” License re-test protocol
- Working with RDOs – Lesson Plan Development
- Candidate communications for E & D Courses in District 7
- “C” License Wrap-up
- Conference call for US Soccer Symposium

Program & Event Manager – Lacey Schreiner

Coaching Education:

- “C” License Paperwork collection
- Communication with “C” License Candidates
- Setup of Vancouver courses
- Whidbey Island E License Details and Roster

Elite Player Development:

- Rough Draft of the EPD Letter to Parents regarding May Event
- Communications with the Region IV Staff, rosters, ODP Events, Region IV Championships
- Practice Scheduling
- Working With Heather Clifford from UPS for the Event Setup

Competition Development Manager – Matt Moran

- Meeting with Tacoma Sports Authority
- Meeting with potential new sponsor
- State Cup communications and reschedules
- Reviewing State Cup disciplinary procedures
- Communications to Regional bound teams
- Tournament sanctioning
- Communicated with videographer

Competitive Programs & Business Practices Advisor – Todd Lincoln

- No Report Submitted

Recreational & Select Programs Coordinator – Kim Calkins

- Respond via email/phone to Recreational/Select/TOPS questions
- Registration
- Recreational outreach meetings – Rec Subcommittee call planned for 4/3
- Select in RC discussion
- Select league discussions

- Select outreach meetings
- TOPS meetings & Special Olympics & Summit planning
- Hall of Fame planning
- Attend weekend Recreational/Select games & meet with administrators
- Compiling RCL 2013 graduate list to be posted April/May

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
- Followed up on action items from local meetings recently attended
- Supported Eastside Youth Soccer Association in conversations about bylaws
- Prepared and emailed letters to organizations on behalf of the WA Youth Soccer Board of Directors

Meetings:

- Meetings with select clubs and regional club in Spokane

Community and Outreach Program Manager – Ellie Lipton

- Supervised *Soccer for Success* programs
- Substitute coached at *Soccer for Success* programs
- *Soccer for Success* newsletter
- Coaches payroll
- Planning Spring Family Engagement Events

Region 5 Director of Member Services – Ron Witherup

- No Report Submitted

Administrative Assistant – Maria Zuniga

- Risk Management
- *Soccer for Success* Administrative Support

MARKETING & COMMUNICATIONS DEPARTMENT

Marketing & Events Manager – Kristen Phillips

- Updated Club/Association contact information in website directory
- Managed social media
- Web slides posted to website
- Web updates as needed
- Updated sanctioned tournaments on the website
- Of the Year Awards
- Annual General Meeting planning
- Awards Luncheon planning
- Edited/reviewed *Coaches Corner*
- Started planning for April *PlayOn!*