Week in Review for October 29-November 2, 2012

EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- Marketing Meetings
- Technical Department meetings and interviews
- Coaching education staff meetings
- Communication planning meetings
- Cup planning and review with staff
- Review with staff Region IV meetings
- Preparation for Soccer Operations Committee meeting
- Planning for Board Of Directors meeting

TECHNICAL DEPARTMENT

Director of Youth Development – Darren Sawatzky

- Elite Player Development training/competition schedule
- Elite Player Development tryouts/roster selection
- US Soccer National "D" license seminar
- Technical meeting
- Washington Youth Soccer overview meeting with Technical Director

Program & Event Manager – Kimberly Grant

- Region IV ODP Championships Preparation
- Regional Development Officer (RDO) continued development
- Continued development Coaching Education 2013

Competition Development Manager – Matt Moran

- Finalized Rec Cup teams, payments, Semis/Finals schedule
- Assistance with State Cup registration questions
- Worked with Affinity for registration process
- Finalizing State Cup rules
- Reviewed first draft of History Book Project
- Negotiated and placed order for medals, trophies, pins for State Cups

Competitive Programs & Business Practices Advisor – Todd Lincoln

- No Report Submitted

Recreational & Select Programs Coordinator – Kim Calkins

- Responded to general Recreational & Select inquiries via phone, email, and web
- Responded to registration and tryout inquiries
- Created report for Rec survey results
- Assisted with Regional Club League schedule changes
- Assisted with *Soccer for Success*
- Soccer Operations Committee meeting
- Outreach with growing recreational base partnerships
- Communication resources for parents development

Apparel & Programs Specialist – Serwaah Fordjour

- Risk Management Auto Renewal and New Application Processing – Bonzi and Korrio

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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
- Answered questions about operating and governing documents for board members
- Worked on documents for the upcoming Board of Directors meeting
- Followed up with Eastern WA Member Associations and Clubs on action items from past meetings
- Communicated with Membership Advisory Committee (MAC) members regarding upcoming meeting
- Wrote report for Soccer Operations Committee (SOC) meeting

Member Services & Outreach Coordinator – Heather Turney

- *Soccer for Success*
- Auburn Slammers meeting on Community Outreach Roosters
- Measurements and Data Entry Quarterly
- Community Coaching Class and December Family Engagement Event Development
- Coach and Program Oversight
- Management Site Visits

Region 5 Director of Member Services – Ron Witherup

- Spring Portland Metro League
- Fall Portland Metro League administration
- Region 5 Recreational Cup
- Merger meetings
- Korrio meetings

MARKETING & COMMUNICATIONS DEPARTMENT

Marketing & Events Manager – Kristen Phillips

- Updated Club/Association contact information in website directory
- Managed social media
- Updated the web Event Calendar
- Edited and reviewed the Washington Youth Soccer History Book
- Edited and review the *Soccer for Success* November issue
- Updated and planned out 2013 Communications Calendar
- Risk Management Auto Renewal and New Application Processing – Bonzi and Korrio

Webmaster/Graphic Designer – Jinger Hendricks

- Sounders FC vs RSL slide and email blast created
- Continuation of The History Book
- *Soccer for Success* newsletter blasted to mailing list
- Web updates as needed