

## EXECUTIVE OFFICE

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### **Chief Executive Officer/Executive Director's Office – Terry Fisher \*Out of Office 10.21.11\***

- Soccer Pacific meetings in Vancouver, BC
- Budget 2012-2013 meetings with Chuck Porter and staff
- Conference call with District 7 personnel and staff
- Technical Department meetings with staff
- State Cup launch and meetings with staff
- Communications Department meetings with staff
- Legal Counsel meetings and governance document review with staff
- Member Services meetings with staff
- Human R meetings with staff- Policy review

## MARKETING & COMMUNICATIONS DEPARTMENT

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### **Director of Marketing & Communications – Elizabeth Flannery**

- Coordinated and edited October issue of Technical Zone: in focus
- Assisted in launching new blog from Terry Fisher, The Game Within the Game:  
<http://thegamewithinthegame.wordpress.com/>
- Edited Set Plays blog posts
- Reviewed homepage slides
- Provided support to Technical Department launching State Cup registration
- Meeting with Technical Department on Futsal
- Coordinated press release drafts
- Meeting management session from Chamber of Commerce
- Managed social media content

### **Webmaster/Graphic Designer – Jinger Hendricks**

- State Cup page updates
- State Cup slide
- State League page updates
- College Days slide/page
- Sounders Playoff slide
- Content transfer to new platform
- Soccer in Schools Toolkit slide

**Marketing & Events Assistant – Kristen Phillips**

- Updated information for Clubs and Associations in the directory
- Created an event in Facebook – Concussion Prevention and Education Summit
- Created an event in Facebook – Soccer West Shopping Weekend
- Created events in Facebook – [WA Youth Soccer Days at UW and SU](#)
- Edited State League benefits
- Loaded calendar dates onto new website platform
- Edited Technical Zone articles
- Marketing Meeting regarding Futsal
- Mock Webinar to test out GotoWebinar technology
- Edited Futsal survey for DoCs, VPs of Competition, DoCs and Coaches

**Spanish Translation / Front Desk Support – Maria Zuniga**

- Administrative Support
- Technical Zone: in focus Translation
- Technical Department Translation

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**MEMBER SERVICES & OUTREACH DEPARTMENT**

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**Organization and Member Services Director – Hillary Beehler**

Member Services:

- Answered membership emails and phone calls
- Provided support and resources to Member Association and Club board members
- Contacted Districts, Member Associations, and Clubs about attendance at future monthly meetings
- Published 2 new *Set Plays* blog posts – [read them here](#)
- Edited blog and email content for staff
- Worked with neighboring state associations on league concussion compliance
- Prepared items for November Board of Directors meeting

Meetings:

- Attended training event at Seattle Metropolitan Chamber of Commerce

**Member Services & Outreach Coordinator - Heather Turney \*Out of Office 10.21.11\***

- Department Meeting
- Community Partner showcase with Seattle Public Schools
- Meeting with Communities in Schools
- Workshop on Conducting Meetings
- Workshop on Evaluation and Monitoring
- Grant Research
- TOPSoccer Technical Development
- Community Education Summit development
- Membership Development Toolkit

- Parent Toolkit

**Region 5 Director of Member Services – Ron Witherup**

- Portland Metro League
- Local Club Merger Meetings
- District 7 Seamless Soccer
- Recreational Cup

**TECHNICAL DEPARTMENT**

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**Technical Director – Gary White \*Out of Office 10.21.11\***

- Coaching Education Eastside Youth Soccer Association Summit
- Soccer Pacific Meetings –Vancouver, Canada
- Club Development
- Elite Player Development (EPD) Continued Professional Development
- US Soccer Task Force
- Sponsorship Meetings
- Continued Technical Department Blog Development, "[Growing the Game with Gary White](#)"
- Coaching Education Continued Development and Maintenance
- Highline Premier FC/Highline Soccer Association Coaching Summit Preparation

**Director of Youth Development – Darren Sawatzky**

- Technical Meeting
- Elite Player Development 1999 boys training
- Elite Player Development parent phone calls/emails
- Elite Player Development training schedule
- Elite Player Development coaching slate
- Elite Player Development competition schedule
- Heads Up Concussion training

**Technical Administrator – Kim Grant**

- Continued Technical Department Blog Development, "[Growing the Game with Gary White](#)"
- Meeting Management Seminar
- Coaching Education Continued Development and Maintenance
- Coaching Education Eastside Youth Soccer Association Summit
- Elite Player Development Continued Development
- Highline Premier FC/Highline Soccer Association Coaching Summit Preparation

**Competition Development Manager – Matt Moran \*Out of Office 10.19.11-10.21.11\***

- Launched state cups
- Responded to questions about state cup registration

**Development Coordinator – David Griffiths**

- Coaching Education
  - Continued to work with South Seattle Community College to provide a coaching course on the campus next spring
  - Updated the 4 credit course outlines in College's own specific format
  - Built schedule to cover US Soccer, Washington Youth Soccer and College quarter requirements
  - Confirmed fees for instruction and tuition
- Elite Player Development
  - Assisted with equipment pick up at Starfire
- Futsal
  - Created a market research survey on Futsal
  - Sent out survey to Directors of Coaching, VPs of Development, Club presidents and Association presidents.
  - Researched appropriate facilities and their pricing
  - Looking to develop a state cup competition and schedule that is appropriate

**Competitive Programs & Business Practices Advisor – Todd Lincoln \*Out of Office 10.20.11-10.21.11\***

- White paper research
- Regional Club League formats

**State League & Apparel Administrator – Heidi Dettmer**

- State League web page clean up
- Edited State League FAQ's to be published prior to the spring State League season
- Organized spring State League application information
- 2011/2012 State League reschedules and communication
- Communicated to prospective spring State League team managers and coaches
- Collected payment for spring State League teams
- Reordered Soccer West samples to arrive on Monday 10/24
- Worked with Soccer West to order customization on Elite Player Development equipment
- Prepared Elite Player Development equipment for weekend training sessions



**FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT**

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**Finance & Human Resources Administrator - Jillian Higgins \*Out of Office 10.17.11-10.18.11\***

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

**Administrative Assistant – Paula Vixie**

- Front desk and phone duties
- Verified Regional Club League scores
- Risk Management Support
- Various clerical tasks
- Boxing up paperwork to be sent to Washington Archive Management