Week in Review for September 2-6, 2013

EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- Staff meeting
- Budget review – end FY 2012-13
- Fall season launch review
- Risk management review
- Regional Club League launch – staff
- Select-Premier Committee planning
- Foundation planning
- Referee process review
- Elite Player Development program 2013-14 review
- Preparation for BOD meeting 09/14
- Communications planning review
- Cups review with staff
- Spokane review with staff
- Sponsorship meetings
- Tacoma United planning and review
- Member Services review with staff
- Soccer for Success planning and budget review

TECHNICAL DEPARTMENT

Technical Director – Timo Liekoski

- Planning Skills Tests schedule
- Making preparations for EPD Coaching Staff meeting
- Working on final coaching staff

Director of Coaching Education – Shannon Murray

- No Report Submitted

Program & Event Manager – Lacey Schreiner

- No Report Submitted

Director of Marketing & Competitions – Matt Moran

- Out of Office 9.5.13 to 9.12.13

Competitive Programs & Business Practices Advisor – Todd Lincoln

- Regional Club League scheduling
- Jr Academy South Scheduling
- FWRL-ND scheduling and field leasing
- Regional Club Subcommittee Chair meeting with Select Chair and staff

Recreational & Select Programs Coordinator – Kim Calkins

- Responded to general inquiries via phone and email
- Assisting Recreational programs with operating rules and registration questions
- Providing weekly lesson email for interested Recreational coaches
- Providing support for the building of a new Rec program structure
- Select structure meetings for integration strategy
- Select coordinating for future meetings involving strategy summit and resolve discussions
- Select support and promotion of league
- Spokane Select program follow up
- TOPS support in Centralia of new program launch
- TOPS outreach for program growth
- TOPS support of existing programs with equipment
- TOPS marketing materials sent for local programs
- Crossover exchange coordinating for U11

MEMBER SERVICES & OUTREACH DEPARTMENT

Organization and Member Services Director – Hillary Beehler

- No Report Submitted

Community and Outreach Program Manager – Ellie Lipton

- *Soccer for Success* Registrations
- *Soccer for Success* Coaches Interviews
- Meetings with *Soccer for Success* school contacts
- *Soccer for Success* Financials/August reimbursement request
- *Soccer for Success* pre-season preparation

Region 5 Director of Member Services – Ron Witherup

- Portland Metro League Administration
- Portland Timbers Youth League Planning
- Recreational Cup Planning
- RMA processes

MARKETING & COMMUNICATIONS DEPARTMENT

Marketing & Events Manager – Kristen Phillips

- Managed social media
- Web slides posted to website
- Web updates as needed
- Updated Club Directory
- Updated sanctioned tournaments on the website
- Editing articles for September *PlayOn!*
- Promoted “It Can Wait” campaign to stop texting and driving in conjunction with Sounders FC and AT&T
- Trained in Risk Management, Certificates of Liability, Medical Insurance Claims, Player Releases and Travel Rosters
- Tacoma United player registration
- Promoting Youth Soccer Month
- *Soccer for Success* newsletter