Week-in-Review for January 3 – 7, 2011

EXECUTIVE OFFICE

Chief Executive Officer / Executive Director's Office – Terry Fisher

- Staff Meeting
- Player Fee Meeting Preparations
- Marketing Meetings
- Elite Player Development meetings
- Technical department staff meetings
- Audit Committee meetings
- Portland Metro League meetings
- State League Meetings
- Seattle Youth Soccer Association meeting
- CAP meeting with staff
- ODP Phoenix 2011 Tournament preparation meetings
- Korrio meetings

MARKETING, COMMUNICATIONS, SPONSORSHIPS & EVENTS DEPARTMENT

Director of Marketing & Partnership Development – Amy Wallsmith

- Meeting with Soccer West
- Meeting with Seattle Children's
- Meeting with Terry
- Meeting with Jillian Higgins and Hillary Beehler to review Tournament Sanctioning process and improvements
- Conference Call with North Star Fine Coffee
- Conference Call with Raven Marketing
- Worked on modifications and monitored review of Travel Policy by the sub committees
- Created the State Cup Roster Forms for online and printer
- Worked on Region IV ODP filming schedule and shot requests for promotion and online viewing
- Coordinated the printing of the State Cup Roster Forms
- Worked on sponsorship for Northwest Invitational Tournament
- Continued Prep for Annual Player Fee Meeting – RSVP, materials
- Reviewed State Cup online registrations and sent back edits to State Cup Administrator
- Continued Founders Cup Scarves online order fulfillment
- Maintained and updated Master Calendar
- Email Clean Up and online archive of 2010 files
- Finalized Staff lunch logistics

Communications & Marketing Coordinator – Elizabeth Flannery

- Reviewed travel policy for internal review
- Conference Call with Raven Marketing
- Portland Metro League Meeting
- Researched space availability for upcoming meeting
- Coordinated press release content
- Coordinated content for January issue of PlayOn!
- Drafted program and email content
- Weekly Korrio meeting
- Contact Updates
- Managed social media content

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Webmaster/Graphic Design – Eric Vaughn

- Elite Player Development Training Updates
- Elite Player Development Phoenix Information Update
- Multiple Web Announcements
- State Cup Form Updates
- Sanctioned Tournaments Updated
- Preparation for Live video broadcasts of Region IV ODP Championships

Marketing & Events Intern – Kristen Phillips

- Cross referenced team IDs for Boys under 15 to 18 Challenge Cup and Championship Cup teams
- Input dates from master calendar into Outlook master calendar

COMMUNITY OUTREACH

Soccer in Schools and Community Outreach – David Griffiths *Out of the office January 3-11

Member and Organizational Services

Organization and Member Services Director – Hillary Beehler

State Leagues

- Continued training Heidi in State League administration – spring season begins January 22, contact Heidi Dettmer at Heidi@WashingtonYouthSoccer.org for more details

Membership Meetings:

- Met with Oregon Youth Soccer staff to discuss the Portland Metro League for the 2011-2012 season
- Attended Seattle YSA Commissioners' monthly meeting
- Met with State President and staff to discuss the Competition Analysis Program (CAP and future integration with additional leagues in WA

Competitive Programs and Business Practices Advisor – Todd Lincoln

- Finished rescheduling brackets for the Regional Club League U12, U13 and U14
- Finished scheduling brackets for the Regional Club League U10 and U11
- Met with IS Outsource to discuss infrastructure costs and limitations (IT network and ISP)
- Attended Seattle Youth Soccer Association meeting to discuss office roles and structure
- Attended the Portland Metro League meeting

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Region 5 Director of Member Services – Ron Witherup

- Portland Metro League meeting at State office with representatives from Oregon Youth Soccer
- Merger Meetings
- Regional Training Center Activities and Planning
- Founders Cup Administration

LEAGUES AND COMPETITION

Administrator of State Cups and Special Events – Brenda Heintz *Out of the office December 15 – January 7

State League and Apparel Administrator – Heidi Dettmer *Out of the office Dec 30 – January 1

- Communicated with all Elite Player Development team managers regarding equipment
- Administered State League schedule changes
- Reset several State League manager passwords and site names
- Ordered additional coaches equipment for the Elite Player Development program
- Completed web update request form for the upcoming Regional Training Centers

TECHNICAL DEPARTMENT

Technical Director – Gary White

- Region IV Olympic Development Program (ODP) Regional Championships preparation
- Elite Player Development (EPD) continued programming and development
- Club Academy planning and programming
- Coaching Education continued programming
- PlayOn! Article
- Technical Preparation for Regional Club League Charter
- Regional Training Center preparation

Director of Youth Development – Darren Sawatzky

- Winter Regional Training Center Staff organization
- Winter Regional Training Center location organization
- Winter Regional Training Center player invitation organization
- Winter Regional Training Center Announcement and web post
- Elite Player Development staff organization for Region IV Championships
- Elite Player Development player roster confirmation and adjustment
- Elite Player Development training
- Technical Meeting
- Employee Review Meeting
- Sounders FC/Washington Elite Player Development 1995B Game versus Sounders FC U16 Academy

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Technical Administrator – Kim Grant

- Elite Player Development (EPD)continued development and programming
- Region IV Olympic Development Program (ODP) Championship Preparation
- Portland Showcase Preparation
- Coaching Education continued programming
- Korrio continued development

RECEPTION

Front Desk/Reception – Paula Vixie

- Reception duties
- Various office projects
- Assisted with the EPD/ODP payment process
- Assisted with Player Awards shipping

Front Desk/Reception/Translation – Maria Zuniga

- Translated 2010-2011 Washington Youth Soccer State Cup Play-In Rules-Finished
- Administrative Support

FINANCIAL, HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT

Finance and Human Resources Administrator - Jillian Higgins

- Accounts Payable invoices
- Accounts Receivable Invoices, invoices sent out for association player fees
- Reconciliations of bank statements
- Risk Management Auto Renewal and New Application Processing
- Tournament Sanctioning Processing New Applications and having approved tournaments posted on the website