Week-in-Review for June 27 – July 1, 2011

EXECUTIVE OFFICE

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

- Staff meeting
- Budget reviews with staff
- Recreational Cup 2011 planning meetings
- Marketing Meetings
- Technical Director department meetings
- Communications planning meetings
- Regional Club League (RCL) planning meetings with staff

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Marketing & Communications – Elizabeth Flannery

- Edited Farwest Regionals press release, coordinated approval and published
- Attended Sounders Women Meeting
- American Eagle conference call to discuss API building capabilities
- Call with PEMCO about possible giveaways for Youth Soccer Month
- Meeting with Wild Waves on Youth Soccer Month event
- Coordinated Field reservations with Starfire
- Marketing department meeting
- Reviewed YouTube contest proposal for Sounders Women
- Coordinated with printer on quote for business cards
- Began editorial planning for July issue of PlayOn!
- Conference call with new fundraising partner
- Drafted and edited content for various programs
- Coordinated, reviewed and approved homepage slides
- Managed social media content

Webmaster / Graphic Designer – Jinger Hendricks

- Washington Youth Soccer internal office organizational chart
- 2011 FIFA Women's World Cup bracket
- TOPSoccer two-sided card design
- Staff updates to website
- Slide designs
- Web updates
- Business card redesign

Marketing & Events Assistant – Kristen Phillips

- Attended Sounders Women meeting
- Prepared Elite Player Development equipment for Regional Camp
- Updated Master Calendar and Outlook Master Calendar
- Conference call with new fundraising partner
- Wild Waves Meeting
- PEMCO and Jr. Alliance Meeting
- Prepared book for National Presidents Cup
- Created posts for Facebook
- Social media research

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Marketing Intern – Chandler Dent

- Social Media Work
  - Sounders Women newspaper search
  - Websites/Facebook/Twitter for Associations/Clubs
- World Cup Bracket
- Various other projects such as state league information/Regionals work

Spanish Translation / Front Desk Support – Maria Zuniga

- Administrative Support
- Assisted with Coaching Course in Spanish
- Translations for Technical Department
  - *Guidelines for Evaluating Soccer*
  - *4v4 to 11v11 progression*)
- Translated TOPSoccer 2011 Registration Form

MEMBER SERVICES & OUTREACH DEPARTMENT

Organization and Member Services Director – Hillary Beehler

Member Services:

- Answered membership emails and phone calls
- Provided support and resources to Member Association board members
- Assembled documents requested by Association and Club board members
- Continued research into tax-exempt and nonprofit corporation requirements and resources
- New blog post about IRS revocation of tax-exempt status and what that means for your Club/Association on *Set Plays*
- Worked with Heather on local tournament consultation
- Follow-up with District 7 board members on previous week's meeting
- Worked with staff on State League communications
- Discussed Recreational Cup with staff and volunteers

Meetings:

- Participated in *Automatic Revocations* webinar
- Meetings with the Technical Department about local education sessions

Member Services and Outreach Coordinator - Heather Turney

- Community Programs Management and Administration
- TOPSoccer Development
- Member Services Documentation and Research
- Anti-Gang Administration, Evaluation and Assessment
- Anti-Gang Grant Organization
- Toolkit Development
- Korrio Grant
- Marketing Development
- Program Research

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Region 5 Director of Member Services – Ron Witherup

- Portland Metro League registration and advertising
- Elite Player Development tryout arrangements
- Portland Metro League Referee Committee Meetings
- Coaching Clinic Arrangements

TECHNICAL DEPARTMENT

Technical Director – Gary White

- Regional Club League Junior Academy
- Regional Club League Visit Preparation
- Schools Program Continued Development
- Spanish D License preparation
- Age Appropriate Training, Under 10 and Under 12 Modules
- Coaching Education Continued Development and Maintenance
- Elite Player Development Continued Development and Maintenance
- Region IV Olympic Development Program (ODP) Camp Preparation

Director of Youth Development – Darren Sawatzky

- Elite Player Development restructure
- Elite Player Development rosters for regional camp
- Elite Player Development coaching slate for regional camp
- Elite Player Development coaching slate for 2011-2012
- Elite Player Development/Regional tryout site organization
- Elite Player Development coaching evaluators for tryouts
- Elite Player Development coaches meeting organization
- Technical meeting

Technical Administrator – Kim Grant

- Coaching Education Continued Development and Maintenance
- Spanish D License preparation
- Regional Club League Visit Preparation
- Region IV Olympic Development Program (ODP) Camp Preparation
- Elite Player Development Continued Development and 2011-2012 Preparation

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Development Coordinator – David Griffiths

- Anti-Gang Program
  - Rescheduling guest speakers
  - Reconfirming coaches from West Seattle Soccer Club
- Spanish D License Preparation
  - Confirmed location set up details
  - Provided instructor with all materials
- E Certificate Preparation
  - Began confirming locations for E certificate in August
- Project: Freestyle
  - Working with Heidi and Video Producer to complete the 12 month tutorial
- Region IV Olympic Development Program (ODP) Camp in McMinnville, OR
  - Lead group preparations for Boys 98 team and the week
  - Attended all coaching meetings

Competitive Programs and Business Practices Advisor – Todd Lincoln

- Restructure discussions with Associations and Clubs
- Regional Club League bracket drafts
- Regional Club Subcommittee meeting
- Regional Club Registration planning and programming

State League and Apparel Administrator – Heidi Dettmer

- Attended Sounders Women meeting
- Korrio meeting
- Extended State League application deadline
- Carried out State league communication
- Updated content for State League webpage
- Sent Jinger National Presidents Cup web update
- Prepared for National Presidents Cup in Des Moines, Iowa

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance and Human Resources Administrator - Jillian Higgins

- Accounts Payable invoices
- Accounts Receivable Invoices
- Disciplinary misconduct processing
- 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/Phone Duties
- Various clerical projects