

MANAGER, PLAYER DEVELOPMENT PROGRAM STANDARDS AND LICENSING

About BC Soccer

Established in 1904, BC Soccer is the largest provincial sport organization (PTSO) in British Columbia and among the largest soccer-specific PTSOs in Canada, with over 150,000 participants including registered players, coaches, referees, administrators, and soccer leaders. As a professional not-for-profit society and a member of Canada Soccer, BC Soccer is committed to providing the widest opportunities for existing and potential participants, and to supporting clubs, leagues, and districts in the most effective and appropriate way.

Strategic Context

This role operates within BC Soccer's 2025-2028 Strategic Plan, organized around three pillars: Develop, Govern, and Grow. The Manager, PDP Standards and Licensing is a primary contributor to the Govern and Develop pillars by providing leadership for the ongoing implementation of Long-Term Player Development (LTPD) and Canada Soccer's Club Licensing Program. The role ensures that technical programming and league operations are well administered, compliant with standards, and aligned with Canada Soccer frameworks.

BC Soccer's values guide all staff activity:

Progressive	Integrity	Excellence	Collaboration	Accessibility
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Safe Sport

BC Soccer believes that everyone involved in soccer has the right to participate in safe and inclusive environments, free of abuse, harassment, and discrimination, and to enjoy the sport at whatever level or capacity they choose. The welfare of all participants is BC Soccer's foremost consideration. The protection of children in the sport is a shared responsibility of everyone involved.

Position Summary

The Manager, PDP Standards and Licensing is responsible for the leadership, implementation, and oversight of the BC Soccer Premier League (BCSPL) and Canada Soccer's Club Licensing Program in British Columbia. This position works directly with the membership to educate and develop resources that assist with the implementation of training and competition standards. This is a full-time position based at BC Soccer's Vancouver office.

This role leads the management of BCSPL governance and operations, promotes Canada Soccer programming, and supports the Canada Soccer Club Licensing Program. Success requires strong knowledge of standards-based environments, experience in league management and compliance, and the ability to collaborate across internal departments to support players, coaches, and match officials.

Reporting and Relationships

Accountable to: Sporting Director (or designate)

Internal relationships: Sporting Director; Sr. Coordinator, PDP Standards; Manager, Coach and Player Development; Operations department; and all BC Soccer staff

External relationships: Canada Soccer, member organizations (Licence Holders), club administrators, and external sport organizations

Key Responsibilities

BC Soccer Premier League (BCSPL) Operations

- Oversee and manage the daily governance of the BCSPL.
- Oversee the administrative operations of the BCSPL.
- Lead the development and enforcement of all procedures, rules, and regulations of the BCSPL and PDP Standards.
- Manage the operational focus groups to engage all Licence Holders for feedback and future initiatives.
- Oversee entry point reviews for renewals and applications for the National Youth Club Licence (NYCL), including evaluations and presentations.

Club Licensing and Standards Compliance

- Oversee the execution of the Canada Soccer Club Licensing Program, managing applications, assessments, compliance, and renewals from QSP to NYCL, within the timelines set by Canada Soccer for each licensing cycle.
- Oversee all scheduled compliance visits, Grassroots Evaluations and produce a formal compliance report for each visit, per the Operations Manual.
- Maintain and verify critical databases, including player and Team Officials databases, cross-referencing Canada Soccer records and The Locker.
- Develop an annual calendar and resources for all Club Licensing activities, published before the start of each licensing cycle.
- Provide guidance to member organizations on Club Licensing applications and the implementation of Canada Soccer standards.
- Provide an annual report on Club Licensing applications and progressions across the province.

Team Leadership and Organizational Contribution

- Support the management of program budget for the BCSPL and Premier Cup portfolio, including planning, reconciliation, and reporting. Submit budget reconciliations to the Sporting Director and ensure year-end variance does not exceed approved thresholds.
- Support and lead relevant committees and working groups as required, and attend member meetings as needed.
- Contribute to BC Soccer's operational and strategic planning cycles, identifying opportunities to improve the accessibility, quality, and consistency of Club Licensing pathways.
- Collaborate with the Business Operations department on communication and marketing strategies for development programming and on promoting the value of Club Licensing.
- Support the Sporting Director on the strategic implementation of operational projects and other organizational priorities.

- Coordinate key BCSPL events, including the Premier Cup and PDP events, and maintain the directory of league technical directors and coaching staff.
- Undertake additional duties as assigned in support of BC Soccer's operational priorities.

Qualifications

Required

- Post-secondary degree in sport administration, kinesiology, physical education, or a related field, or equivalent professional experience.
- Minimum valid Concacaf 'B' Diploma or foreign equivalent.
- Previous experience with the Canada Soccer Club Licensing pathway.
- Demonstrated experience in an administrative role, with responsibility for planning, delivery, and evaluation.
- Experience managing staff or volunteers, with the ability to support, direct, and develop a small team.
- Strong organizational and project management skills, with the ability to manage multiple concurrent programs and deadlines with precision and calm under pressure.
- Excellent written and verbal communication skills, with the ability to produce clear correspondence and deliver effective presentations to diverse audiences.
- Proficiency in competition management systems and Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Teams, and OneDrive).
- Ability to work independently and collaboratively while maintaining appropriate confidentiality.
- Flexibility to work evenings and weekends as required for program delivery and events.
- Valid driver's licence and access to a reliable personal vehicle for travel to clubs and districts.
- Willingness to undergo a Criminal Record Check (CRC) and, where applicable, a Vulnerable Sector Check as a condition of employment.
- Fluency in English.

Preferred

- Experience delivering compliance reviews, audits, or accreditation processes in a sport or regulatory context.
- Working knowledge of Canada Soccer's Long-Term Player Development (LTPD) framework and national standards.
- Experience in a non-profit or volunteer-governed organization.
- Knowledge of BC Soccer's policies, bylaws, and governance structure.



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Renumeration:

The position will include full benefits and competitive compensation ranging between \$55,000 to \$75,000 annually based on experience for a role of this nature.

Application Process:

We welcome applications from all qualified individuals. BC Soccer is committed to Safe Sport and to building an inclusive, equitable workplace that reflects the diversity of the communities we serve. Interested applicants, should submit resume, cover letter and annual remuneration expectation to BC Soccer in one PDF via email at careers@bcsoccer.net (email subject: Manager, Player Development Program Standards and Licensing). Applications will be reviewed starting on November 22, 2026, and continue until the position is filled. BC Soccer thanks all applicants, however ONLY those selected for an interview will be contacted.

Commitment to Standards. *BC Soccer is committed to building a culture where clubs and participants feel genuinely supported. The Manager, PDP Standards and Licensing shapes how clubs experience standards and licensing: as a hurdle to clear, or as a pathway to better soccer. Candidates who hold a high bar and make that bar clear and reachable for clubs will be well suited to this role.*
