



Position Title: **Match Day Operations Coordinator (MDOC), BC Premier League**

Position Term: **2026 Season, March to July**

Location: **Venues Across British Columbia, as assigned**

BACKGROUND:

The British Columbia Premier League (BCPL) is actively searching for ambitious individuals, who are passionate about sport and event management, and who want to apply their knowledge and skills to BC's only Standards Based High Performance Senior Soccer League.

BCPL was launched in 2022 with clubs competing in both the men's and women's divisions in its inaugural season. Since then, the league has expanded and continues to grow its profile and competitive footprint within Canadian soccer. Dozens of League1 BC alumni have also advanced to represent Canada at higher levels of the game, including involvement with national and professional team programs.

We are equally proud of former League1 BC coaches and match officials who have gone on to work at the professional level, further demonstrating the league's impact on the Canadian soccer ecosystem.

POSITION SUMMARY:

BCPL is seeking applicants for the Match Day Operations Coordinator (MDOC) position for the 2026 season.

This is a part-time position.

Our MDOCs are responsible for ensuring that matchday standards are fully complied with to ensure that our clubs are delivering a high-quality experience for players, team officials, match officials and spectators. Additionally, the MDOC will provide critical support to the BCPL Communications Team on matchday so that we can deliver timely information to fans through our website, mobile app and social media platforms.



KEY DUTIES & AREAS OF RESPONSIBILITY:

1. Standards Compliance and Quality Assurance:

In the 90 minutes prior to kickoff, the MDOC will serve as the league appointed matchday liaison, working with the home team's Game Day Manager and the appointed Match Officials, as well as the coaching staffs of both participating teams.

The MDOC will ensure that all facility and match day standards are being met and will identify deficiencies that could affect the matchday experience for participants and spectators.

2. Communications:

The MDOC will be responsible for capturing live social media content for BCPL platforms, as advised by the BCPL Communications Department to ensure fans in the digital space stay informed.

The MDOC will also be responsible for updating the BCPL competition management system (COMET) in real time during the match (goals, cautions, substitutions, etc.) and will be responsible for ensuring that all statistical data captured by the 4th Official Match is identical to the data added to COMET.

3. Reporting:

Following each match, the MDOC will complete a brief match report (communications department will provide a template) which will summarize key information about the match, and which identifies the "Three Stars" for each team for each match, as voted on by each team's coaches. These reports may include content from brief interviews with coaches and players.

The MDOC is also required to complete a Match Day Standards Compliance summary report, which is submitted to the BCPL League Administrator.

Additional duties, as required:

- Main point of contact in the event the match must be delayed or suspended
- Primary point of contact for TV production staff if/when a match is being broadcast
- Main point of contact in the event of any sort of emergency



**BRITISH
COLUMBIA
PREMIER
LEAGUE**

QUALIFICATIONS:

- A keen eye for detail to ensure BC Premier League standards are being met
- Strong communication skills (both written and oral)
- A self-motivated team player with effective interpersonal skills
- Highly organized with superior time management skills. The ideal candidate must possess the ability to multi-task and manage competing priorities
- Must be able to work on weekends, although some mid-week assignments may be required
- Event management experience is an asset
- Sport journalism experience is an asset
- Content creation experience is an asset
- Strong working knowledge of the sport of soccer is a very significant asset
- A valid driver's license and access to a vehicle is a requirement

REMUNERATION:

- \$98.00 / match.
- Shift length is approximately four (4) hours, not including travel to and from the venue
- MDOCs will be provided BCPL branded clothing to be worn on match days

EQUIPMENT REQUIREMENTS:

- All MDOCs must provide their own smart device/computer with the ability to connect to Wi-Fi and a data enabled cellular phone (with audio and video recording capabilities) in order to fulfill the expectations of the role.

To apply for this position, please submit your resume and cover letter [HERE](#)

https://www.cognitofrms.com/League1Ontario1/_2026BCPLMatchDayOperationsCoordinatorEmploymentApplication2

DEADLINE TO APPLY IS FEBRUARY 28th, 2026