



# MARYBOROUGH CASTLEMAINE DISTRICT FNL

---

## POSITION DESCRIPTION

Position title: Competition Coordinator

Employment status: Full time, ongoing

Position reports to: President, Maryborough Castlemaine District Football Netball League

Work location: Negotiable within the MCDNFL region (flexible working arrangements available)

Position Contact: Paul Wicks  
0437 029 642  
wicked.pw@gmail.com

---

## About the MCDNFL

The Maryborough Castlemaine District Football Netball League (MCDNFL) is a proud, community-focused sporting organisation in regional Victoria. We exist to promote, develop, and deliver football and netball programs that inspire participation, connection, and excellence across our region.

Our mission is simple: to use the power of sport to bring people together, promote health and wellbeing, and create lasting community impact. We work collaboratively with clubs, volunteers, sponsors, local government, AFL Victoria, and Netball Victoria to ensure our competitions and events thrive.

## Position Purpose

The Competition Coordinator is the engine room of the MCDNFL, responsible for planning and delivering competitions, managing key events, building strong relationships with clubs and stakeholders, and driving operational excellence. This pivotal role ensures the smooth running of football and netball across the region and plays a key role in shaping the future of the League.

Reporting to the MCDNFL President and accountable to the Board and member clubs, the Competition Coordinator is expected to lead with initiative, integrity, and a deep commitment to community sport.

## Success in the Role Looks Like...

- Seamless delivery of all football and netball competitions, including finals and interleague
- High satisfaction from clubs, officials, and stakeholders
- Strong community engagement through quality events and marketing
- Improved systems, documentation, and operational processes
- Clear, consistent communication and collaboration with all stakeholders



# MARYBOROUGH CASTLEMAINE DISTRICT FNL

---

## Key Responsibilities

### Competition & Event Management

- Plan, coordinate, and execute all football and netball competitions
- Deliver junior interleague programs and representative opportunities
- Organise key events including the Vote Count, Presentation Nights, and Finals Series

### Stakeholder Engagement & Communication

- Act as the central point of contact for clubs, Board, sponsors, and partners
- Foster strong, collaborative relationships across the League community and with peak bodies, including the AFL and Netball Victoria.
- Support club development through guidance, resources, and communication
- Build effective relationships with the League's sponsors and major partners

### Administration & Compliance

- Manage player registrations, clearances, exemptions, and permits
- Maintain accurate records and ensure timely reporting
- Ensure compliance with relevant rules, policies, legislation, and safeguarding standards

### Budgeting & Financial Oversight

- Assist in the preparation and monitoring of League budgets
- Ensure operational activities are delivered within approved financial parameters

### Marketing & Promotion

- Coordinate marketing activities in collaboration with League partners (e.g. Red Onion Creative, Sovereign Press, local media)
- Contribute to social media, website, and newsletter content
- Promote events, programs, and the broader impact of the League

### Strategic Contribution

- Provide input into strategic planning and operational improvement initiatives
- Lead or contribute to key projects that enhance participation, engagement, or innovation

## Qualifications & Skills

### Education & Experience

- Tertiary qualification in Sports Management, Business Administration, or similar (preferred)
- 3–5 years of experience in sports administration, community sport, or related fields
- Proven success in managing sporting competitions, events, and stakeholder relationships



# MARYBOROUGH CASTLEMAINE DISTRICT FNL

---

## Core Skills

- **Communication:** Excellent verbal and written communication skills, with the ability to interact with a diverse range of stakeholders.
- **Organisational:** Exceptional organisational skills with the ability to manage multiple tasks and projects simultaneously, and work independently within tight timeframes.
- **Problem-Solving:** Strong problem-solving skills with the ability to think strategically, make sound decisions, and use initiative to get tasks completed to a high standard.
- **Administration:** Attention to detail, following procedures and keeping high-quality records and reporting.
- **Digital & Technical:** Proficiency in G-Suite (Google Drive), Microsoft Office Suite and familiarity with sports management software including PlayHQ and Netball Connect. Knowledge of social media, Canva and website management.

## Personal Attributes

- **Passion for sport:** A genuine passion for country football and netball, and a commitment to promoting participation within the community.
- **Adaptability:** Ability to adapt to changing circumstances and work effectively under pressure.
- **Team Player:** A collaborative team player with a positive attitude and a willingness to support colleagues.
- **Integrity:** Being honest, ethical, and transparent in all actions and decisions. Upholding the highest standards of professionalism and trustworthiness, which are crucial in maintaining the credibility and reputation of the organisation.
- **Flexibility:** Able to work flexible hours to ensure the smooth running of the League – attending night meetings and working weekends are a critical part of the role.
- **Self-motivated:** A self-starter that can keep on top of tasks independently and hold themselves accountable for their schedule.

## Safeguarding & Inclusion

MCDFNL is committed to providing a safe, inclusive, and respectful environment for all participants. The Competition Coordinator must comply with all safeguarding standards and maintain a valid Working with Children Check. We encourage applicants from all backgrounds and experiences to apply.

## Equipment & Conditions

- Laptop and phone provided
- KM's reimbursement
- Flexible location and hours, subject to League needs
- Remuneration package to be negotiated with the successful candidate



# MARYBOROUGH CASTLEMAINE DISTRICT FNL

---

## Ready to Apply?

This is your chance to make a genuine impact on grassroots sport in regional Victoria. If you thrive in a fast-paced, people-centred environment and love the rhythm of footy and netball seasons, we want to hear from you.

To apply, please submit your resume, and a cover letter detailing your relevant experience to **wicked.pw@gmail.com** by **5pm Friday, 17 October 2024**.

Please include **"MCDFNL Competition Coordinator Application"** in the subject line.