

# Launceston Swimming Club – Succession Planning Policy

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Launceston Swimming Club

Version Control Sheet

**Policy Name: Succession Planning Policy**

**Policy Prepared by: Helen Cowling**

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01-05-15	Succession Planning Policy	Committee meeting 19-06-15	New policy	Nov 2016
18-11-16	Succession Planning Policy	Reviewed by LSC Officers	None	Nov 2017
10-11-17	Succession Planning Policy	Reviewed by LSC Officers	None	Nov 2018

# Launceston Swimming Club – Succession Planning Policy

## **Introduction**

### **Succession Planning Policy**

Launceston Swimming Club recognises the importance of being able to find the right people with the right skills and competencies to be able to fill key roles within the Club as they arise.

This will help to maintain the right balance of people and build the foundations for the Club to achieve success in the long term.

This approach will include coaching and teaching staff, committee members, volunteers as well as our swimmers.

### **What is Succession Planning?**

Succession planning can be broadly defined as the long term process of identifying the future personnel to fill key positions as they arise. This ensures the Club can prepare and attract the right people in a timely manner, helping to create a stabilised but developing environment.

### **Launceston Swimming Club's approach to Succession Planning**

Launceston Swimming Club will seek to explore opportunities in developing talent internally, with succession planning being integrated into the way the Club runs and plans all its business.

The overall responsibility to ensure the effectiveness of succession planning will lie with the Committee members of Launceston Swimming Club. They will be required to consider the workforce composition for specific purposes, considering issues such as:

- Pending retirements
- Sickness absence (long term)
- Turnover and patterns
- Difficult to recruit posts / roles
- On-going vacancies

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In preparation, Launceston Swimming Club will consider whether further support, training and development can lead to existing volunteers and members being considered for upcoming roles.

### **How will Launceston Swimming Club take Succession Planning forward?**

Through adhering to the following points, we will maintain a succession planning approach. We will:

#### **Coaches**

Ensure adequate qualification of coaches and ensure that regular updates via training are made to these recognised qualifications

Require reasonable notice periods in contracts.

Ensure the Clubs financial / business plans make allowances for training and development funds.

Maintain up to date job descriptions.

Adhere to a process for advertising vacancies.

Hold planned and regular development reviews identifying training needs and development targets.

Encourage older swimmers to consider obtaining teaching/coaching qualifications where appropriate.

Ensure opportunities exist for personal development.

#### **Committee volunteers and officials**

Undertake a regular update of the 'skills set' that the committee has between them.

Maintain clear job descriptions.

Publicly acknowledge the huge commitment of volunteers.

Ensure the club financial / business plan makes allowance for training and development funds.

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Seek to engage parents in helping to run the club. To give the clear message that the club will not be able to continue to operate without consistent input from pro-active parents working alongside committee members and coaches.

Ensure smaller roles exist to enable parents to become engaged and not just have committee roles.

Seek well in advance of AGM clear indications about future intentions of key committee members.

Advertise roles with clear descriptions of time commitments.

### **Fairness and transparency**

In order that succession planning does not carry any risks, it is imperative that the process is seen as fair, open and transparent by all employees and members. Where a permanent position or role arises in the future, an employee or member who has been subject to succession planning and received development, will still be subject to the Clubs Recruitment and Selection Procedures and will still be required to demonstrate that they meet the essential criteria for the post or role. There will still be a requirement to advertise the post, at least internally, and where the post is of a highly specialist nature, and depending upon the level, the post may need to be advertised externally also.

### **Monitoring and review**

This policy and its application will be monitored on an on-going basis by the Committee. A review will take place at least every 24 months.

### **Equality and Diversity**

The application of this policy and the information collated from monitoring its application, will take into account all equality and diversity issues.

Written 01/05/2015