



# CHEAM MARCUDA SWIMMING CLUB



## Succession Planning Policy

### 1. Introduction

Cheam Marcuda SC recognizes the need to be able to find and replace as necessary the right balance of people to sustain the Club over time. Just as this applies to swimmers it also applies equally to coaching staff, teachers, gala officials, committee members and other volunteers.

The ability of the club to achieve this over time is critical to the long-term success of the club. That is why we need to understand and develop our approach to succession planning as set out in this policy.

### 2. 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 can help us to ensure we have a long-term future and can attract the right people in a timely manner.

### 3. Our approach to Succession Planning

Succession planning will only be effective if it is fully integrated into the way the Club runs and plans its business. It is the responsibility of all Club members, but particularly overall responsibility lies with the Club's committee.

We will need to plan over time for replacements for Committee, Coaching and Teaching staff and swimmers in a variety of different ways. This is not always straightforward, and the Club will consider the requirement for training to ensure all involved are fully able to manage the process of planning for the replacement of individuals who will retire from the sport; take long term leave of absence, need to take long term breaks due to illness or leave as part of the natural turnover of the club. The latter is the most common occurrence.

We believe in developing our own talent where possible, planning ahead, and using fair and equitable recruitment methods.

### 3. Actions we take to Support Succession Planning

To enable the club to plan future succession we will:

#### Coaches and Teachers

Adopt the ASA competency frameworks

Require reasonable notice periods in contracts

Ensure our business plan makes allowance for training and development funds

Maintain up to date job descriptions

Hold on file 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

Adopt ASA competency frameworks

Maintain clear job descriptions

Publicly acknowledge commitment of volunteers

Ensure our business plan makes allowance for training and development funds

Seek to engage parents across all squads in helping to run the club

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



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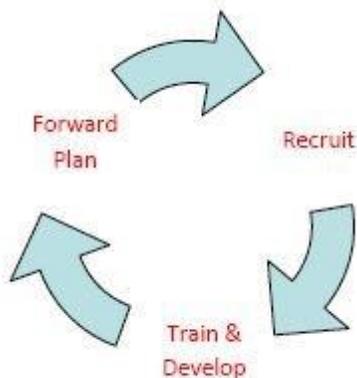
## 4. Links to Other club Policies

Club Handbook  
Equity Policy  
Club Constitution

## 5. Monitoring & Review

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

## 6. The Planning Cycle



*Succession Planning Policy 2010*

13/06/2018