



Yeovil District Swimming Club Succession Planning

Issue 02, Dated August 2013

1. Introduction:

The following document outlines the approach to succession planning that is adopted by the Yeovil and District Swimming Club (YDSC) to ensure that the roles of the key officers and officials within the club are covered moving forward and should unforeseen circumstances arise.

2. Key Roles included in succession planning:

In order for YDSC to continue to operate moving forward the following roles are considered for succession planning:

- a. Chairman
- b. Treasurer
- c. Secretary
- d. Welfare Officer
- e. Competition Secretary
- f. Committee members (various)
- g. Membership and subscriptions co-ordinator
- h. Head Coach
- i. Squad coaches and coaching staff
- j. Swim Teachers and Young Volunteers
- k. Team Managers
- l. Lifeguards
- m. Judges
- n. Time Keepers

3. Rolling succession planning:

Succession planning for key roles is discussed at the YDSC monthly committee meetings on an as required basis. The YDSC AGM is scheduled to take place in the August / September timeframe and thus between the swimming seasons. Officers and officials who intend to step down are required to notify the committee 3-months prior to the AGM in order that suitable replacements can be sought. Any gapped positions will be identified on the YDSC Web-site, in the monthly Newsletter, on club notice boards with potential replacements discussed and notified to committee members. Each year the aim will be to have application forms for replacements completed (proposed and seconded) and submitted to the Secretary 1-month ahead of the AGM.

4. Deputising for key Roles and Responsibilities:

In addition to the rolling succession planning approach, YDSC also aims to ensure that there is always a suitably qualified and trained deputy in place to take over any of the key club roles, should an emergency need arise. Those roles where a deputy will always be in place are as follows:

- a. Chairman – Deputy Chairman identified from Committee at AGM
- b. Treasurer – Deputy Treasurer identified from Committee at AGM (Chairman and Secretary also carry signature authority for any financial transaction in lieu of Treasurer)
- c. Secretary – Deputy Secretary identified from Committee at AGM
- d. Welfare Officer – Assistants to Welfare Officer nominated at AGM
- e. Head Coach – Deputy Head Coach nominated from coaching staff at AGM

eg. For the 2012/2013 season the above roles are covered as follows:

- a. Chairman – Sharon Card; Deputy Chairman – Sam Ensor
- b. Treasurer – Penny Lawrence; Deputy Treasurer – David Hague
- c. Secretary – Matt Corner; Deputy Secretary – Alison Evans
- d. Welfare Officer – Karen Rapley; Assistants – Leanne Rolls
- e. Head Coach – Mark Rawle; Deputy – Tom Liu

5. Continuous Development of Coaching Staff:

YDSC continually develop and grow their coaching staff to ensure that sufficient teachers and coaches are in place with the required qualifications in order for the club to continue to move forward and progress. YDSC will fund all Swim Teacher and Coaching courses for any of its members wishing to get involved or progress to a higher level. YDSC actively participates in the Young Volunteer programme for all swimmers who also wish to get involved in teaching and coaching. YDSC coaches run their own monthly review meetings where numbers and development is discussed. The output of the coaches meetings is briefed to the main committee by the coaching representative.

6. Continuous Development of Support Staff:

YDSC continually develop and grow their support staff to ensure that sufficient Referees, Judges, Time Keepers, Lifeguards, Team Managers and Chaperones are in place with the required qualifications in order for the club to move forward and progress. YDSC will fund all courses for any members wishing to become qualified in the aforementioned disciplines. Support Staff numbers are reviewed at the monthly committee meetings in order to ensure YDSC maintain the levels required to run their own galas and provide the necessary support to local, regional and national galas.