

Erith & District Swimming Club

Succession Planning Policy

1. Introduction

The Erith & District Swimming Club (“EDSC”) recognises the need to be able to find people with the enthusiasm and commitment to be able to fill key roles within the Club. One specific aspect of effective workforce development planning is the practice of “Succession Planning”, which EDSC endeavours to embrace to ensure the smooth running of the Club.

2. What is Succession Planning

Succession Planning can be defined by identifying potential committee members and volunteers to fill key positions as they arise. It is hoped that this practice can help the Club continually encourage and identify people willing to volunteer and support the Club to enable it to run efficiently and effectively.

3. How will the Club approach Succession Planning

Succession Planning will only be effective if the current Committee and volunteer workforce are actively striving to continually recruit further volunteers to support them in their roles, therefore ensuring continuity of their role within the Club should the following arise:-

- Personal work/life balance.
- Pending retirements.
- Sickness absence.
- Ongoing vacant posts.

As vacancies arise thought should be given as to where, through further support, training and development, existing members may be identified for posts and roles as they arise in the future. Through this approach the Club can endeavour to prepare for future changes in the volunteer workforce by developing existing members who show an interest in possible careers (e.g. a member may wish to become involved in poolside teaching on a voluntary basis or become an official) and roles within swimming, to a position where they may be able to be considered for future Club and professional swimming positions.

4. How will the Club take Succession Planning forward

The Club will assist individuals in accessing courses for training and development activities against specific roles which will provide ongoing opportunities for all members who wish to consider development within the Club and the opportunity to enhance their skills.

5. Fairness and transparency

Where a role or position arises, it is important that the process is fair, open and transparent.

6. **Record keeping**

Details of volunteer roles, training and development will be held on the Club's personnel database and managed by the Club Secretary in conjunction with the Chairman and the Welfare Officer to ensure all relevant qualifications, CPDs and CRBs held are recorded.

7. **Monitoring and review**

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

8. **Equalities and diversity**

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