

CLUB COMMITTEE SUCCESSION PLAN

Succession planning focuses on making a plan for when a volunteer leaves their role or is no longer available to support the club. By following some simple steps, you can help to retain your current volunteers as well as prepare new volunteers to join the committee or help out.

If you don't have a plan in place, when a key volunteer leaves it can often put additional pressure on existing volunteers to take on more responsibilities. You can also find that in the panic to recruit someone new into the role, you end up with a volunteer who is not suitable or feels quickly overwhelmed.

Creating a simple plan to recruit and get a new volunteer up to speed with a role before an existing volunteer leaves can help alleviate these problems. It can also allow you to take steps towards a scenario where you are able to have more people volunteering, with each of them doing less.



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ITEM	DATE	ACTION	DONE
<p>Add succession planning as agenda item at committee meetings</p>		<p>We suggest you do this twice a year and think about the following areas:</p> <ul style="list-style-type: none"> • Keep a log of how many years people have served in a particular role • Take note of people serving two or more roles, either formally or informally • Do you have any roles that are vacant or will be becoming vacant? • Are you missing any key skills? • Review what help will be needed for upcoming projects or developments (e.g. facility project, new teams) • Do any roles need additional support? • What roles are always a struggle to fill vs. easy to fill? • Is training needed to support anyone who may be struggling? • Do we need to actively recruit volunteers? 	
<p>Review current committee roles and skills once a year</p>		<p>Questions to think about:</p> <ul style="list-style-type: none"> • Are you missing any key skills? • Can these be developed with existing volunteers – if so what training can be put in place? • Do you need to bring in new skills from outside the club? • Could you rotate committee roles for the season ahead to help share expertise or bring in new support? • Which roles could be split to get more people involved? 	
<p>Identify people who could grow into existing roles</p>		<p>Who might be able to grow into a role when the current role holder decides they want to do something else. Over time, perhaps the main role holder and their mentee could share the role. At the very least, this would help with managing holiday or sickness cover.</p> <p>Questions to think about:</p> <ul style="list-style-type: none"> • What roles can be done by a first-timer? • What roles ideally have experience with the club before they are filled? 	
<p>Consider short volunteer surveys once a year</p>		<p>Questions to think about:</p> <ul style="list-style-type: none"> • How did the season go? • What could be done differently? • Do you need more support in your role? • What was the best part of your role? • What was the worst part of your role? • What was the most helpful to fulfilling your role? 	
<p>Carry out exit interviews with volunteers leaving the club to learn positives and negatives of their experience in the club</p>		<p>These don't need to be formal – it can be over a cup of tea – but find out:</p> <ul style="list-style-type: none"> • Why they are leaving? • What works well within the club? • Were there any issues? • Review how they were recruited, trained, recognised, thanked and celebrated with them – seek honest feedback. <p>Always leave on good terms as you want them to be good advocates for future volunteers!</p>	
<p>Check the Clwb Cymru website for new resources or support</p>			
<p>Update the committee role grid (see next page)</p>			

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Check the Clwb Cymru website for new resources or support			
Update the committee role grid (see next page)			

COMMITTEE SUCCESSION GRID

POSITION	CURRENTLY HELD BY	ACTION	SUCCESSOR / YEAR
Title	Name	Re-Appoint/Rotate/Recruit	
Club Committee			
Chairperson			
Vice Chairperson			
Treasurer			
Secretary			
Club Safeguarding Officer (CSO)			
Volunteer Coordinator			
Fixtures Secretary/Coordinator			
Accreditation/COMET Champion			
Social Media, Marketing or Communications Coordinator			
OTHER			
OTHER			
Teams			
Team Coach			
Team Manager/Admin support			
Match day helper			
OTHER			
OTHER			
Other Support Roles			
Project Lead			
End of season event organiser			
OTHER			
OTHER			