

# **Bridport Barracudas Swimming Club Successional Planning**



## **1. Introduction**

This document outlines the Bridport Barracudas Swimming Club (BBAW) approach to successional planning which is designed to ensure that the roles of key officers and officials within the Club are continually filled and a healthy rotation of personnel takes place.

## **2. Key Roles**

To ensure that the Club continues to run smoothly and efficiently the following roles are recognised as requiring successional planning.

- a. Chairman
- b. Treasurer
- c. Secretary
- d. Welfare Officer
- e. Committee Members (various)
- f. Membership Secretary
- g. Head Coach
- h. Teachers and Coaches
- j. Young Volunteers
- k. Team Managers
- l. Judges

## **3. Successional Planning Policy**

The Club has adopted the ASA template that recommends that committee members should step down after a period of three years in office, subject to the requirements of the Club.

In this way it is intended to regularly introduce new people to the Committee and maintain a fresh and energetic approach. This template is also applied to other key roles within the Club. Holders of key roles who intend to step down are requested to give three months notice of their intention prior to the AGM (held in September) so that vacancies can be advertised on the Club notice board and web-site.

In addition, and between AGMs, successional planning is discussed at monthly committee meetings on an as required basis.

#### **4. Successional Planning – Teaching and Coaching Staff**

BBAW runs a five year rolling plan for the training of teaching and coaching staff and is now in year four of a plan that began in 2007. In that time the Club has organised and run, in conjunction with the Bridport Leisure Centre, 4 x Level 1 Teaching Aquatics Courses, 3x Level 2 Teaching Aquatics Courses, 1x Level 1 Coaching Swimming Course, 1x Level 2 Coaching Swimming Course (the first in Dorset) and several CPDs. In year five it is hoped to bring Level 3 Coaching to Bridport. All courses are funded by the Club although candidates are required to pay their own registration fees as a sign of commitment. The teaching and coaching needs of the Club are continually updated and are discussed at monthly committee meetings and at sub-committee meetings of teachers and coaches.

#### **5. Successional Planning – Support Staff**

The Club looks to continually develop the knowledge and understanding of the support staff whilst regularly introducing new people to support roles. In this way the Club maintains a trained pool of personnel qualified as Referees, Judges, Time keepers, Team Managers etc. which allows it run both smoothly and efficiently. Support Staff who are required to undertake courses in order to fulfil their roles are funded by the Club. The needs of the Club to introduce new support staff and develop the knowledge and skills of existing support staff are discussed at the monthly committee meetings on an as required basis.

#### **6. Deputising of Key Roles and Responsibilities**

The Club recognises that in addition to successional planning it is necessary to ensure that certain key roles are covered by "shadows" or deputies. In this way the roles that are essential for the immediate running of the Club are not left unfilled in case of emergency. Key Roles in Bridport Barracudas that are recognised in this way are as follows:

- a. Chairman
- b. Treasurer
- c. Secretary
- d. Welfare Officer
- e. Head Coach

The Bridport Barracudas Constitution requires the Club to appoint a Vice-Chairman. The positions of Treasurer and Secretary are shadowed by other members of the Club, there are two Welfare Officers and the Head Coach could be replaced by one of several Level 2 Coaches.