



Seacombe Softball Club

Succession Planning Policy

Version 1 created November 2017

Benefits of Succession Planning

Succession planning is about preparing for a smooth transition from one volunteer to the next in all of our key club roles.

Potential benefits of succession planning are that it:

- prepares Seacombe Softball Club for future volunteer needs
- preserves the knowledge that exists within Seacombe
- encourages Seacombe to identify potential leaders and future volunteers
- allows time to provide formal or informal training to potential volunteers
- allows for a smooth handover from one volunteer to the next
- increases the availability of experienced volunteers who can fill in or take on roles if a position becomes vacant
- allows planning for future training needs of all volunteers
- enables Seacombe to share the load among volunteers and avoid volunteer burnout
- creates a more appealing environment for volunteers.

Seacombe Softball Club will develop a Succession Plan document which will ensure that the policies and procedures remain consistent no matter who is running the club.

Current committee members will identify potential successors, and each current volunteer will be encouraged to:

- keep up-to-date and accurate records of their role and the processes they follow
- plan for someone to take their place one day
- mentor potential successors
- have open communication with club if they are planning to leave
- complete a Handover Report (see Handover checklist).
- complete an Exit Interview (See Exit interview checklist)

Policy Review

This policy will be reviewed regularly to ensure it remains relevant, practical and that it reflects the Club's expectations and legal requirements.

Policy last reviewed on November 2017

Name

Club President

Signature

Date

Name

Club Secretary

Signature

Date