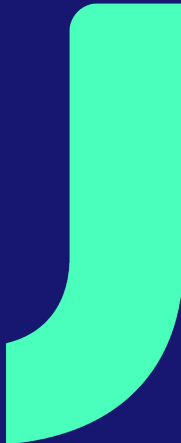


CLUB SUCCESSION PLANNING

RUGBY
AU



Why succession Planning Matters

1. Why Succession Planning Matters

The current challenges facing grassroots clubs:

- Volunteer burnout
- Ageing committee members
- Increasing governance requirements
- Loss of club knowledge
- Difficulty recruiting volunteers
- Fear of commitment

What happens when clubs don't plan:

- Vacant committee positions
- Financial risk
- Poor governance
- Reduced participation
- Club instability
- Too few doing too much

Key message:

- Every position should be replaceable without the club missing a beat.
- Have a plan B if a position needs to be placed in "Caretaker" mode

WHY SUCCESSION PLANNING MATTERS
STRONG CLUBS TODAY. STRONGER CLUBS TOMORROW.

Succession planning isn't just for big organisations.
It's **essential** for the future of every grass roots rugby club.

ENSURES CONTINUITY	DEVELOPS LEADERS	PRESERVES CLUB CULTURE	REDUCES RISK	SUPPORTS VOLUNTEERS	BUILDS A STRONGER FUTURE
Keeps the club running smoothly when volunteers step down. No disruption to players, teams or operations.	Identifies and grows new volunteers and leaders. Builds confidence, capability and a strong bench of talent.	Protects the values, traditions and culture that make your club unique. Passes on the knowledge and history.	Avoids burnout and last-minute crises. Ensures key roles are always filled and responsibilities are understood.	Provides clear roles, support and handover processes. Makes the experience more rewarding and sustainable.	A well-planned transition today creates a stronger, more resilient club tomorrow. For our players. For our community. For the love of the game.
✓	✓	✓	✓	✓	✓

PLAN TODAY. DEVELOP PEOPLE. SECURE TOMORROW. **ONE CLUB. ONE TEAM. ONE FUTURE.**

STRONG LEADERS • STRONG CLUBS • STRONG COMMUNITY • STRONG FUTURE

What is Succession Planning

Simply Defined:

"Succession planning is the process of identifying, developing and supporting future volunteers and leaders before positions become vacant."

Succession Planning is not only for the President. It also includes:

Role	Risk if Vacant
Treasurer	Financial Compliance
Secretary	Governance Risk
Registrar	Player registration breakdown
Sponsorship	Loss of short and long term income
Social committee	Loss of club culture/pride
Coaches	Development and enjoyment impacted
Team managers	Team structure and organisation suffer
Match day volunteers	Game day experiences worsens
Referees	No games!

Why Volunteers Leave

Common reasons:

Reason:

- Burnout - Too many hours or increasing workload
- Family commitments
- Children leaving the club
- Friends leaving the club
- Career changes
- Retirement
- Feeling unsupported
- Nobody to hand over to
- Time to move on after numerous years
- Change in health

This helps clubs understand succession isn't personal—it's inevitable.



Succession Timeline

<u>MONTH</u>	<u>FOCUS</u>	<u>Key Activities</u>
July:	Season Review	Review Committee performances Identify Succession Risks (e.g Who is leaving) Identify outstanding volunteers for potential leadership
August:	Identify Future Leaders	Approach prospective committee members Discuss potential future roles Commence mentoring Invite potential committee members to sit in on meetings
September:	Develop People	Provide them with access to club governance and resources Assist them with any role-specific training required
November:	AGM	Elect committee members
December:	Planning	Formalise committee roles at first committee meeting Update role descriptions (If necessary) Provide each role with yearly tasks calander (if updated) Prove access to document storage Update passwords and signatures (if required)

Succession Timeline

<u>MONTH</u>	<u>FOCUS</u>	<u>Key Activities</u>
January:	Contingency	Develop a contingency plan to cover any volunteer who is unavailable to perform their duties at the club in the short, medium or long term.
February:	Sub Committees	Set up sub-committees to assist committee roles that have season spikes in workloads e.g. social events, registrar
March-June:	Recruitment	Start having conversations with existing committee people to see what their intentions are for the next year Start having conversations with potential committee people to either replace volunteers who are stepping down or fill vacant positions on the committee

What can be done NOW!

The 10-Step Succession Checklist:

- ✓ Identify all roles – Breakdown the clubs operation into every role type ([Template HERE](#))
- ✓ Document responsibilities – Have a checklist of what needs to be done for each role (Templates [HERE](#))
- ✓ Create position descriptions – Detailed description of role, time required, experience ([Template HERE](#))
- ✓ Minimize time per role– Try to have all non-executive roles less than 2 hours per week
- ✓ Allocate administration roles to people who have desk jobs
- ✓ Recruit assistants – Have sub committees for roles such as Social Events
- ✓ Mentor future leaders – Speak to people who potentially may take roles in the future.
- ✓ Store documents centrally – Make sure all documents are stored in the cloud with multiple access
- ✓ Update passwords and access – Ensure new committee has access to and change passwords
- ✓ Review annually – Not much changes but keep an eye out if operations change
- ✓ Celebrate volunteers – Reward and recognise volunteers regularly. Goes a long way
- ✓ Always have someone "next in line". Each role should have someone to take over if existing volunteer is not able to perform their duties in the short or long term, or has to leave the club.