

With reference to the minutes of 21/10/19, Item 7.6, please find attached a first draft Key Person Succession Plan for the AFC.

The document will need some work to fully develop it, namely;

- Agreement and scheduling of who the Key Persons are – I have added in a number who seem key to me but I'm sure there may be others?
- Consideration and agreement to the periods for notice of retirement – I have suggested one year?
- The Exec may want to be specific about the time frame to replace an unexpected loss – I have stated that the Exec will “act swiftly” but we might like to say “within 30 days” for example.
- I have stated that the plan is confidential to the Exec – should it be open to the clubs?
- A schedule of successors should be built (in agreement with those successors)
- A schedule of the Key Functions of each Key Person should also be scheduled in order for the successor to understand the undertaking they are agreeing to.

I would suggest this becomes an action item for the Exec with a suggested completion deadline of summer 2020.

DRAFT

KEY PERSON SUCCESSION PLAN - 2020

AMATEUR FOOTBALL COMBINATION

Background

This Plan has been developed to ensure that the operation of the Amateur Football Combination football league and London Old Boys Cup competition continues to function in a reasonably efficient way in the event of the unexpected permanent loss of named Key Persons due to resignation, serious long-term illness/injury or death. It also sets out the process for replacing named Key Persons upon their retirement.

Identification of the Key Persons

The table below sets out the names and job roles of the persons who are key to the continuing effective operation and development of the football league and cup competition.

Name	Role
Ian Andrews	League Secretary
John Maskell	Chairman
Martin Armstrong	Vice-Chairman
Steve Lovejoy	Treasurer
Mike Sainsbury	Results Secretary
Jamie Brunton, James Whitmarsh, Ian Andrews	League Match Secretaries
TBA	Referee Secretary

Critical Functions

The critical functions performed by the Key Persons identified in the table above are set out in Appendix 1 of this Plan. Each function has one or more potential internal successors allocated to it.

A full list of successors is shown at the start of Appendix 1.

Continuity of Critical Functions

The Key Persons identified within this Plan are responsible for:

- briefing each potential internal successor about the critical functions they perform;
- mentoring each potential internal successor, to help prepare them to take on the critical functions performed by the Key Person, they should be required to do so; and
- identifying any gaps in the internal successor's skills or knowledge and then ensuring that the successor's is appropriately trained and developed to bridge such gaps.

Retirement of Key Persons

Ideally, Key Persons should identify and publish their likely retirement date well in advance in order to allow a period of succession and handover. A one-year notice period is desirable.

When an identified Key Person has less than one year to work until their planned retirement date, the Executive Committee will take steps to formally appoint a successor within a reasonable timescale and will put in place a specific hand-over plan in order to minimise disruption to the league and cup competition.

Succession in the Event of Unexpected Permanent Loss of Named Key Persons due to Resignation, Serious Long-Term Illness/Injury or Death

The Executive Committee will work swiftly to replace a Key Person in the event of the unexpected permanent loss of named Key Persons due to resignation, serious long-term illness/injury or death in order to maintain the reasonable efficient operation of the league and cup competitions.

Those successors named in Appendix 1 shall remain able to succeed to the pre-appointed position and do so when invited to by the Executive Committee. If there is a change to that status, then the successor shall notify the Executive Committee immediately.

Communication

This Plan is confidential to the Executive Committee.

Review

This Plan is to be reviewed annually to ensure that it remains up to date and continues to be fit for purpose. The next review is to take place in January 2021.

APPENDIX 1 – SUCCESSORS AND KEY PERSON FUNCTIONS

POTENTIAL SUCCESSORS

Name	Initials	Current Role (if any)

KEY PERSON FUNCTIONS

Key Person	Overall Function	No.	Key Function	Successor(s)
Ian Andrews	Secretary	1.	Overall day to day administration of the league	??
		2.	Attending Executive meetings, including all administration of minutes etc	??
		3.	Etc	??
		4.	Etc	??
John Maskell	Chairman	1.	Etc	??
		2.	Etc	??