

Proses groesawu aelod newydd o'r Clwb

Mae llythyr/pecyn croeso clwb neu lawlyfr yn nodi diwylliant eich clwb, y ffordd yr ydych yn gwneud pethau a disgwyliadau ar yr holl aelodau yn ogystal â rhifau cyswllt defnyddiol.

Mae hyn nid yn unig yn dangos bod eich clwb yn cael ei reoli'n dda ac yn broffesiynol ond hefyd eich bod yn awyddus i ymgysylltu â'r holl aelodau, rhai newydd a phresennol. Gellir storio'r wybodaeth yn hawdd ar eich gwefan, tudalen Facebook neu hysbysfwrdd clwb os oes gennych un.

Mae rhai meysydd gwybodaeth allweddol wedi'u rhestru isod fel canllaw, nid oes angen i chi restru popeth dim ond y wybodaeth rydych chi'n meddwl sy'n allweddol ar gyfer aelod newydd sy'n ymuno â'ch clwb.

Gwybodaeth allweddol i'w hystyried gan gynnwys:

- Ffurflen gais am aelodaeth (os nad ydynt eisoes wedi ymuno)
- Gwybodaeth am y clwb:
 - Pan
 - Lle – gan gynnwys hygyrchedd
 - Cyfleusterau (toiledau, lluniaeth ac ati) gan gynnwys hygyrchedd
 - Parcio gan gynnwys hygyrchedd.
- Gwybodaeth gyswllt allweddol – (Yn cynnwys hyfforddwr sesiwn a swyddog lles)
- Ffioedd aelodaeth a manylion talu
- Polisiâu a gweithdrefnau clwb
- Manylion sesiynau hyfforddi – Pa becyn sydd ei angen ar yr hyn a ddarperir os oes sesiwn iau yn aros rhieni.
- Codau ymddygiad (chwaraewyr, rhieni/gwarcheidwaid, hyfforddwyr, gwirfoddolwyr)

Mae'r wybodaeth arall yr hoffech ei chynnwys efallai:

- Llawlyfr Clwb (blynyddol/tymor)
- Croeso tymor gan gaptiniaid / rheolwyr tîm
- Gwybodaeth tîm
- Rhestrau gosodiadau
- Croeso personol gan Gadeirydd y Clwb
- Calendr digwyddiadau cymdeithasol
- Gwybodaeth am sut y gallant helpu yn y clwb (e.e. rolau gwirfoddoli allweddol sydd eu hangen ar hyn o bryd)
- Pwy sy'n arwain i'r clwb

New Club Member Welcome Process

A club welcome letter/ pack or handbook sets out the culture of your club, the way you do things and expectations on all the members as well as useful contact numbers.

This not only demonstrates that your club is well managed and professional but also that you are keen to engage with all members, new and existing. The information can easily be stored on your website, Facebook page or club notice board if you have one.

Some key areas of information are listed below as a guide, you do not need to list everything just the information that you think is key for a new member joining your club.

Key information to consider including:

- Membership application form (if they have not already joined)
- Club information:
 - When
 - Where – including accessibility
 - Facilities (toilets, refreshments etc.) including accessibility
 - Car Parking including accessibility
- Key Contact information – (Including session coach and welfare officer)
- Membership fees and Payment details
- Club policies and procedures
- Training session details – What kit is needed what is provided if a junior session do parents stay.
- Codes of conduct (players, parents/guardians, coaches, volunteers)

Other information you may want to include:

- Club handbook (annual/season)
- Season welcome from captains/team managers
- Team information
- Fixtures lists
- A personal welcome from the Club Chairperson
- Social events calendar
- Information on how they can help out at the club (e.g. key volunteer roles needed at that current time)
- A who's who guide to the club