

Managing your Sports Club

Putting solid club structures and processes in place, being accountable and planning ahead are all part of running a sports club. Another word for this is governance – which basically means the system by which your club or organisation is controlled. Club governance can be broken down into the following key areas:

Club Structures

Solid club structures are the basis of a successful and inclusive sports club and can have a lasting effect on important issues such as members' liability, legal requirements, and finances. Therefore, getting it right for your club is very important. Further information on club structure and what is needed can be found on the Sport Wales website [here](#).

Risk Management

The management of risk is an important area of running a successful and inclusive sports club. Risk management includes areas such as Risk assessment, insurance and First Aid arrangements. Further information and resources on risk management are available on the Sport Wales website [here](#).

Safeguarding

Safeguarding is the action we take to promote the welfare of children and adults at risk and to protect them from harm. It is important that sports clubs and organisations provide a safe and positive experience and that means you need to have certain procedures in place. Further information on Safeguarding can be found [here](#).

Coaching

Good quality coaching is key to running a successful and inclusive sports club. Areas to consider around coaching include ensuring that coaches are appropriately qualified to deliver and that the ratio of coaches to participants are appropriate. Further information on appropriate levels of coaching qualification and coaching ratios for your sport is available from your National Governing Body. General guidance on standards for coaching is available from UK Coaching [here](#).

Rheoli eich Clwb Chwaraeon

Mae rhoi strwythurau a phrosesau clybiau cadarn ar waith, bod yn atebol a chynllunio ymlaen i gyd yn rhan o redeg clwb chwaraeon. Gair arall am hyn yw llywodraethu - sydd yn y bôn yn golygu'r system y rheolir eich clwb neu sefydliad. Gellir rhannu llywodraethu clybiau i'r meysydd allweddol canlynol.

Strwythurau Clwb

Mae strwythurau clybiau solet yn sail i glwb chwaraeon llwyddiannus a chynhwysol a gallant gael effaith barhaol ar faterion pwysig fel atebolrwydd aelodau, gofynion cyfreithiol a chyllid. Felly, mae cael pethau'n iawn i'ch clwb yn bwysig iawn. Mae rhagor o wybodaeth am strwythur y clwb a'r hyn sydd ei angen ar gael ar wefan Chwaraeon Cymru [yma](#).

Rheoli Risg

Mae rheoli risg yn faes pwysig o redeg clwb chwaraeon llwyddiannus a chynhwysol. Mae rheoli risg yn cynnwys meysydd fel asesu risg, yswiriant a threfniadau Cymorth Cyntaf. Mae rhagor o wybodaeth ac adnoddau ar reoli risg ar gael ar wefan Chwaraeon Cymru [yma](#).

Diogelu

Diogelu yw'r camau a gymerwn i hyrwyddo lles plant ac oedolion sydd mewn perygl a'u hamddiffyn rhag niwed. Mae'n bwysig bod clybiau a sefydliadau chwaraeon yn darparu profiad diogel a chadarnhaol ac mae hynny'n golygu bod angen i chi gael gweithdrefnau penodol ar waith. Mae rhagor o wybodaeth am Ddiogelu ar gael [yma](#).

Hyfforddiant

Mae hyfforddi o ansawdd da yn allweddol i redeg clwb chwaraeon llwyddiannus a chynhwysol. Mae'r meysydd i'w hystyried o amgylch hyfforddi yn cynnwys sicrhau bod hyfforddwyr yn gymwys i ddarparu a bod y gymhareb o hyfforddwyr i gyfranogwyr yn briodol. Mae rhagor o wybodaeth am lefelau priodol o gymhwyster hyfforddi a chymarebau hyfforddi ar gyfer eich camp ar gael gan eich Corff Llywodraethu Cenedlaethol. Mae canllawiau cyffredinol ar safonau hyfforddi ar gael gan UK Coaching [yma](#).