Ffurflen Gais Clwb Chwaraeon / Cymdeithas Newydd

New Society / Sports Club Application Form

Awydd creu clwb neu gymdeithas newydd?

Llenwch y ffurflen syml a dod yn rhan o'r

Clybiau chwaraeon hynod lwyddiannus

a chymdeithasau o fewn Undeb Myfyrwyr Pfrifysgol Aberystwyth!

Want to create a new Sports Club or Society?

Simply, fill in this form and become affiliated to

Aberystwyth University Students’ Union!

Eich enw Gymdeithas/Clwb arfaethedig:

Your proposed Society/Sports Club name:

Ffurflen Gais Clwb Chwaraeon / Cymdeithas Newydd

Mae'n rhaid i bob adran o'r ffurflen gais hon gael ei chwblhau a'i dychwelyd i'r Swyddfa Gweithgareddau neu drwy e-bost (union.activities@aber.ac.uk), bydd ffurflenni cais wedi'u cwblhau yn cael ei asesu gan Undeb y Myfyrwyr Prifysgol Aberystwyth a byddwch yn derbyn cadarnhad / dirywiad o'ch Cymdeithas / Clwb Chwaraeon (o fewn 2 wythnos o wneud cais).

Mae Undeb y Myfyrwyr Prifysgol Aberystwyth wedi gwneud y broses hon mor hawdd ag y bo modd, fodd bynnag, os oes angen unrhyw wybodaeth bellach mae croeso i chi gysylltu â suopportunities@aber.ac.uk.

*Gall yr holl wybodaeth a ddarperir yn y ffurflen gais hon ei holi gan Undeb Myfyrwyr Prifysgol Aberystwyth.  Rhaid i'r holl wybodaeth am y Gymdeithas newydd / Clwb Chwaraeon gael ei gytuno gan yr holl aelodau yng nghyarfod cyntaf y Cymdeithas / Clwb Chwaraeon.  Hyn fydd eich dogfen lywodraethol, a thrwy hynny, os cewch eich dal yn torri unrhyw beth a nodir o fewn y ddogfen hon, Mae Undeb y Myfyrwyr Prifysgol Aberystwyth gyda’r hawl i derfynu neu atal eich cysylltiad.*

*Os yw eich cysylltiad yn cael ei gadarnhau gan Undeb Myfyrwyr Prifysgol Aberystwyth, bydd dogfennau ychwanegol yn cael ei ddarparu (Ffurflen Mandad, Taflen Asesu Risg, AUSU Cyfansoddiad, Polisi Disgyblu a'r Cod Ymddygiad). Bydd Swyddog Gweithgareddau Undeb Myfyrwyr Prifysgol Aberystwyth yn trefnu cyfarfod yn dilyn cadarnhad o'ch cysylltiad i'ch helpu i gwblhau'r dogfennau hyn.*

New Society / Sports Club Application Form

All sections of this application form must be completed and returned to the Opportunities Office or via e-mail (suopportunities@aber.ac.uk), Completed application forms will be assessed by Aberystwyth University Students’ Union and you will receive a confirmation/decline of your Society / Sports Club’s affiliation (within 2 weeks of applying).

Aberystwyth University Students’ Union have made this process as easy as possible, however, should you require any further information please do not hesitate to contact suopportunities@aber.ac.uk.

*All information provided in this application form may be questioned by Aberystwyth University Students’ Union. All information regarding the new Society / Sports Club must be agreed on by all members at the first meeting of the Society / Sports Club. This will in affect become your governing document, thus, if you are found to be in breach of anything stated within this document, the Aberystwyth University Students’ Union hold the right to terminate or suspend your affiliation.*

*If your affiliation is confirmed by Aberystwyth University Students’ Union, additional documents will be provided (Mandate Form, Risk Assessment Sheet, AUSU Constitution, Disciplinary Policy and Code of Conduct). Aberystwyth University Students’ Union’s Activities Officer will arrange a meeting following confirmation of your affiliation to help you complete these documents and they will become the governing documents of your Sports Club/Society.*

1. Hoffech chi fod yn… Glwb Chwaraeon/Cymdeithas

1. Would you like to become a… Sports Club/Society

 *(Please delete as appropriate)*

2. Beth yw enw eich clwb / cymdeithas newydd?

2. What is the name of your new club/society?

3. A oes gennych logo ar gyfer eich clwb / cymdeithas? Oes/Nag Oes

3. Do you have a logo for your club / society? Yes/No

 *(Please delete as appropriate, if yes, submit your logo to* *suopportunities@aber.ac.uk**)*

4. Beth yw'r ffi aelodaeth i'r clwb / cymdeithas?

4. What is the Membership fee to the club / society?

£

5. Rhowch ddarn bach y gellid eu rhoi ar y wefan ar gyfer darpar aelodau i ymuno. (*150 gair ar y mwyaf)*

5. Please give a small piece that could be placed on the website for prospective members to join. *(150 words max)*

**What is the mission and main policies of your new club/society?**

**6. What are your future goals and ambitions for your new club/society?**

6. Os gwelwch yn dda nodwch eich cynlluniau i wneud yn glwb/cymdeithas sefydlog ar gyfer y dyfodol? (*Parhewch ar dudalen arall os oes angen.)*

6. Please also state your plans to make this a stabilised club/society for the future?

*(Please continue on another page if necessary.)*

7. A oes gennych 20 aelod gyda Rhifau TimAber?

Nodwch Isod:

*(Ar ôl ei sefydlu ar wefan newydd Undeb y Myfyrwyr, mae'n rhaid i'r niferoedd o fewn eich clwb / cymdeithas gyfateb ar y gronfa ddata aelodaeth ar-lein o fewn y pythefnos cyntaf ar ôl sefydlu. Byddwch yn cael un cyfle i gywiro hyn os na fydd yn gwella, bydd eich cysylltiad yn cael ei adolygu).*

7. Do you have 20 members with Team Aber Insurance?

 Please State Below:

 *(Once set up on the new Students’ Union website, the numbers within your club/society must correlate on the online membership database within the first two weeks of set up. You will be given one opportunity to rectify this. If it does not improve, your affiliation will be reviewed).*

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|  | Enw Cyntaf First Name | CyfebwSurname  | E-bostE-mail  | Rhif TimAberTeam Aber Insurance No. |
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| 20 |  |  |  |  |

*(Os oes gennych aelodau ychwanegol ychwanegwch daflen atodiad yn yr un ffurf).*

*(If you have extra members please add supplement sheet in same format).*

8. Allan o'ch aelodau presennol, yn awr mae'n rhaid ethol pwyllgor:

*(Rhaid cael o leiaf Llywydd, Ysgrifennydd a Thrysorydd, efallai y byddwch hefyd yn ychwanegu cymaint o aelodau pwyllgor a modd er mwyn cynrychiolaeth ac ymarferoldeb effeithiol i'ch clwb / cymdeithas newydd.)*

8. Within your current members you now must elect a committee:

 *(There must be at least a President, Secretary and Treasurer - you may also add as many committee members you see fit to have effective representation and functionality to your new club/society.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Swydd Position | EnwName  | E-bost Email  | Rhif Ffôn SymudolMobile Phone No  |
| President Llywydd |  |  |  |
| Secretary Ysgrifennydd |  |  |  |
| Treasurer Trysorydd |  |  |  |
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*(Mannau gwag ar gyfer swyddi pwyllgor ychwanegol yr ydych wedi'u hethol, llenwch mewn rolau yn ogystal â manylion. Rhaid i bob clwb neu gymdeithas nodi swyddi neu gymwysterau uchod yn eu pwyllgor i allu cysylltu)*

*(Blank Spaces are for extra committee positions that you have elected, please fill in roles as well as details. Each club or society must have the positions stated above or the equivalent within their committee to be able to affiliate)*

9. Swyddi pwyllgor:

*O'r swyddi etholedig a wnewch chi roi ddadansoddiad byr o bob swydd pwyllgor rolau a chyfrifoldebau o fewn y clwb / cymdeithas.*

*Ewch ymlaen ar ddalen arall os oes angen.*

9. Committee Positions:

 *From the positions stated above, give a brief breakdown of all committee positions roles & responsibilities within the Society/Sports Club.*

 *Please continue onto another sheet if necessary.*

|  |  |
| --- | --- |
| **Swydd:****Poistion:** | **Rôl:****Role:** |
|  |  |
|  |  |
|  |  |

9.1 Os ydych yn sefydlu Clwb Chwaraeon efallai y bydd gennych Hyfforddwr neu Hyfforddwr.

*Rhowch fanylion:*

|  |  |
| --- | --- |
| Enw'r hyfforddwr / hyfforddwr: |  |
| E-bost / Rhif Ffôn: |  |
| Hyfforddwr / Cymwysterau Hyfforddwr: |  |

9.1 If you are setting up a Sports Club you may have a Coach or Instructor.

 *Please give details:*

|  |  |
| --- | --- |
| Name of coach/instructor: |  |
| Email/Tel No: |  |
| Coach/Instructor qualifications: |  |

10. Rheolau a Dogfen Llywodraetholau y Clybiau Chwareaon a Chymdeithasau

*Rhaid deall, os ydych yn torri y ddogfen hon efallai y bydd eich cysylltiad yn cael ei hatal neu ei therfynu?*

BYDDWN NA FYDDWN

10. Rules and Governing Documents of the Sports Clubs and Societies

*Is it understood that if you are in breach of any of the governing documents stated previously, your affiliation may be suspended or terminated?*

YES NO

11. Gweithdrefn cwynion

*A wnewch chi amlinellu'r weithdrefn y bydd y clwb / Cymdeithas yn delio â chwynion?*

11. Complaints Procedure

 *Could you please outline the procedure in which the club/society will deal with complaints?*

12. Rheolau ychwanegol

*Allech chi os gwelwch yn dda amlinellu unrhyw reolau unigryw arall efallai y bydd y gymdeithas clwb / yn dymuno ei chael?*

12. Extra Rules

 *Could you please outline any other unique rules the club/society may wish to have?*

**13. Etholiadau**

Rhaid i bob clwb / cymdeithas gynnal etholiadau teg a democrataidd, ar gyfer y rhain, mae’r rheolau sylfaenol o unrhyw etholiad yn cael eu cynnal o fewn cyfansoddiad Undeb y Myfyrwyr.

A fydd eich clwb / cymdeithas yn cadw at y rheolau hyn?

BYDDWN NA FYDDWN

**13. Elections**

 All clubs/societies must hold fair and democratic elections, for these the basic rules of any election are held within Aberystwyth University Students’ Union’s constitution.

 *Will your club/society abide by these rules?*

YES NO

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*Yr wyf yn cadarnhau y bydd y Clwb / Cymdeithas yn cadw at y broses etholiadol ddemocrataidd fel y cyfarwyddir gan gyfansoddiad yr Undeb.*

*I confirm that the Club/Society will abide by the democratic election process as directed by the Aberystwyth University Students’ Union’s constitution.*

Enw Clwb/Cymdeithas:

Sports Club/Society Name:

Llofnod:

Signature:

Enw Awdurdodiad (Printiwch os gwelwch yn dda):

Authorisation Name (Please print):

 If you do have unique elections rulings could you please notify the Union of these or state them