

LLYFRYN CLWB

CLUB BOOKLET



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CYNNWYS / CONTENT

- Swyddogion Clwb / *Club Officials*
- Syniadau Nosweithiau Clwb / *Ideas for Club Nights*
- Canllawiau Coronafeirws / *Covid Guidelines*



CADEIRYDD

Gofynion y Rôl

- Mae'r cadeirydd yn gyfrifol am rhedeg y clwb o wythnos i wythnos.
- Cyd-weithio â swyddogion y clwb yn ogystal ag aelodau ac arweinyddion.
- Sicrhau prydlondeb i bob cyfarfod clwb a bod barn pob aelod yn cael ei glywed.
- Cadw mewn cysylltiad gyda Swyddfa'r Sir.
- Mynychu cyfarfodydd y Sir.

Canllawiau Pwysig

- Mae cyd-weithio yn **hanfodol** rhwng pob swyddog!
- Dylai'r Cadeirydd a'r Ysgrifennydd weithio yn dda gyda'i gilydd a chadw mewn cysylltiad yn rheolaidd.
- Dylai'r Cadeirydd helpu'r Ysgrifennydd i gysylltu gyda'r aelodau os oes newid mewn unrhyw drefniadau.
- Trefnu i gwrdd gyda'r Ysgrifennydd tua chwarter awr cyn y cyfarfod i fynd drwy'r post a.y.y.b.
- Y Cadeirydd, Ysgrifennydd a'r Ysgrifennydd Cofnodion i eistedd o flaen yr aelodau yn y cyfarfod.
- Dilyn Agenda'r cyfarfod:
 1. Agor y Cyfarfod
 2. Ymddiheiriadau
 3. cadarnhau cofnodion y cyfarfod diwethaf
 4. Materion yn codi o'r cyfarfod
 5. Gohebiaeth
 6. Adroddiad y trysorydd
 7. Unrhyw fater arall
 8. Dyddiad a lleoliad y cyfarfod nesaf
 9. Cau'r Cyfarfod
- Rhaid i chi benderfynu ar ddechrau'r flwyddyn pwy fydd yn darllen y cofnodion blaenorol allan h.y. yr Ysgrifennydd Cofnodion, Ysgrifennydd neu Cadeirydd.
- Y Cadeirydd i gofio arwyddo'r cofnodion blaenorol cyn mynd ymlaen a'r cyfarfod.
- Rhaid sicrhau fod barn pob aelod yn cael ei glywed.
- Os nad ydych yn gallu mynychu'r cyfarfod, gwnewch yn siŵr bod yr Is-Gadeirydd yn gwybod mewn da bryd mai ef/hi bydd yn cadeirio'r cyfarfod.
- Sicrhewch bod yr Ysgrifennydd yn gwybod am unrhyw newid sy'n digwydd.
- Dylai Cadeirydd y clwb fynychu Pwyllgorau Gwaith y Sir.
- Sicrhau bod pawb yn cymryd rhan mewn gwneud penderfyniadau ac yn cael y wybodaeth ddiweddaraf.
- Cynnwys ac annog Is-gadeirydd y clwb.
- **COFIWCH – Os nad ydych yn sicr am unrhyw beth neu os oes unrhyw broblem cysylltwch gyda'r swyddfa, gofyn am gymorth gan swyddogion hŷn ac arweinyddion y clwb.**



CHAIRMAN

Role Requirements

- *The chairman is responsible for running the club week to week.*
- *Co-operating with other club officials as well as members and leaders.*
- *Ensure that you're on time to club meetings and that all members' opinion are heard.*
- *Keep in contact with the county office.*
- *Attending County meetings.*

Important Guidelines

- *Collaboration is **essential** between all officers!*
- *The Chair and Secretary should work well together and keep in regular contact.*
- *The Chair should assist the Secretary in liaising with members in the event of any change in arrangements.*
- *Arranging to meet with the Secretary about a quarter of an hour before the meeting to go through the post etc.*
- *Chair, Secretary and Minutes Secretary to sit in front of members at the meeting.*
- *Follow Agenda of meeting:*
 1. *Open Meeting*
 2. *Apologies*
 3. *To confirm the minutes of the last meeting*
 4. *Matters arising from the meeting*
 5. *Correspondence*
 6. *Treasurer's report*
 7. *Any other business*
 8. *Date and location of next meeting*
 9. *Close meeting*
- *You must decide at the beginning of the year who will read the previous minutes out i.e. the Minutes Secretary, Secretary or Chairman.*
- *The Chairman to remember to sign the previous minutes before proceeding with the meeting.*
- *The views of all members must be heard.*
- *If you are unable to attend the meeting, please ensure that the Vice Chair knows in good time that he / she will chair the meeting.*
- *Make the Secretary aware of any changes that are taking place.*
- *The Chairman of the club should attend County Executive Committees.*
- *Ensure that everyone is involved in decision making and kept informed.*
- *Involve and encourage the County Vice-Chairman.*
- **REMEMBER – If you are not sure about something or if there's a problem contact the County office, ask for help from former club officials and senior members.**



IS-GADEIRYDD

Gofynion y Rôl

- Bydd y cyfnod deuddeg mis o fod yn Is-Gadeirydd yn rhoi cyfle i chi ddatblygu eich sgiliau cadeiryddiaeth a'ch dealltwriaeth o'r mudiad, yr aelodau a'r rhaglen sirol.
- Cadwch mewn cysylltiad a chefnogwch Cadeirydd y Clwb a gweddill o'r Swyddogion.
- Mynychu cyfarfodydd y Sir.
- Cadwch mewn cysylltiad â swyddfa'r Sir.

Canllawiau Pwysig

- Gweithio'n agos gyda'r Cadeirydd a gofyn am gyngor os oes angen.
- Bod yn gefnogol a gweithio fel aelod o dîm.
- Manteisio ar y cyfleoedd i fynychu cyfarfodydd y Sir i ymgyfarwyddo â gweithdrefnau a rhaglenni.
- Cydnabod eich cryfderau a'ch gwendidau a byddwch yn barod i ofyn am gymorth gan weddill y tîm.

VICE-CHAIRMAN

Role Requirements

- *Your twelve months vice-chairmanship will give you an opportunity to develop your chairmanship skills and understanding of the movement, the members and the county programme.*
- *Keep in contact and support the Club Chairman and other Club Officers.*
- *Attend County meetings.*
- *Keep in contact with the County office.*

Important Guidelines

- *Liaise closely with the Chairman and ask for advice if needed.*
- *Be supportive and work as a member of a team.*
- *Take the opportunities to attend county meetings to familiarise with procedures and programmes.*
- *Acknowledge your strengths and weaknesses and be prepared to ask for assistance from the rest of the team.*



YSGRIFENNYDD

Gofynion y Rôl

- Yr Ysgrifennydd sydd yn gyfrifol ynghyd â'r Cadeirydd am rhediad esmwyth y clwb.
- Sicrhau bod pob darn o ohebiaeth o'r sir yn cael ei ddsbarthu yn y clwb.
- Ysgrifennydd sydd yn gyfrifol am llenwi'r ffurflenni cystadlu a'u dychwelyd i'r swyddfa cyn y dyddiad cau.
- Person drefnus yn allweddol i'r swydd.
- Medru cyd-weithio â phobl arall h.y. Cadeirydd, aelodau, arweinyddion a swyddfa'r sir.
- Sicrhau eich bod yn cadw at pob dyddiad cau a bod yr aelodau yn gwybod yn syth am unrhyw newidiadau.
- Cadw cofnod o bresenoldeb aelodau ar noson clwb gan ddefnyddio cofrestr.
- Angen sicrhau bod pob aelod, arweinydd a llywydd yn derbyn copi o'r Rhaglen clwb am y flwyddyn.

Canllawiau Pwysig

- Mae cyd-weithio yn **hanfodol** rhwng pob swyddog!
- **CHI** yw'r prif gyswllt rhwng y Swyddfa a'r clwb a chi fydd yn derbyn rhan fwyaf o'r ohebiaeth.
- Cadwch pob darn o ohebiaeth mewn bocsy/ffeil a dod a'r cwbl gyda chi pan fyddwch cwrdd.
- Cadwch lygad ar eich ebost yn rheolaidd – byddwch yn derbyn nifer o ebyst pwysig yn eich hysbysebu o bwyntiau brys a newid trefniadau a.y.y.b
- Trefnu i gwrdd gyda'r Cadeirydd chwarter awr cyn dechrau'r clwb i drafod unrhyw ohebiaeth ac ati.
- Paratoi Agenda ar gyfer pob cyfarfod clwb.
- Rhaid llanw pob ffurflen cystadlu i fewn yn **llawn** h.y. cofio am ddyddiad geni a rhif aelodaeth pob aelod. Gellir dychwelyd y ffurflen i'r swyddfa naill ai mewn inc neu yn electroneg.
- Cadwch gopi o bob ffurflen gystadlu fel bod cofnod gennych o bwy sydd yn cystadlu mewn gwahanol gystadlaethau.
- Sicrhewch eich bod yn cadw cofnod o gyfeiriadau a manylion cyswllt yr aelodau oddi ar y ffurflenni aelodaeth.
- Rhowch wbod i'r swyddfa yn syth os oes newid enwau neu os yw'r clwb yn gorfod tynnu allan o unrhyw gystadleuaeth.
- Cadwch mewn cysylltiad gyda'r Cadeirydd a throsglwyddo unrhyw wybodaeth bwysig yn syth. Mae'n hanfodol bod yr Ysgrifennydd a'r Cadeirydd yn cyd-weithio gyda'i gilydd.
- Sicrhau bod yr aelodau yn clywed am unrhyw newidiadau sydd mewn trefniadau drwy neges destun, ffonio, cyfryngau cymdeithasol a.y.y.b.
- Mi ddylai'r ysgrifennydd mynychu bwyllgorau'r sir.



SECRETARY

Role Requirements

- *The Secretary is responsible along with the Chairman for the smooth running of the club.*
- *Ensuring that all correspondence from the county is distributed at the club.*
- *The secretary is responsible for completing the entry forms and returning them to the office before the closing date.*
- *Being organized is key.*
- *Able to work with other people e.e. Chairman, members, leaders and county office.*
- *Ensure all deadlines are adhered to and members are immediately informed of any changes.*
- *Keep a record of members' attendance on a club night using the register.*
- *Need to ensure that all members, leaders and presidents receive a copy of the club program for the year.*

Important Guidelines

- *Collaboration is essential between all officers!*
- *YOU are the main contact between the Office and the club and you will receive most of the correspondence.*
- *Keep all correspondence in a box / file and bring it with you when you meet.*
- *Keep an eye on your email regularly - you will receive a number of important emails alerting you of urgent points and changing arrangements etc.*
- *Arrange to meet with the Chairman a quarter of an hour before starting the club to discuss any correspondence etc.*
- *Prepare an Agenda for each club meeting.*
- *All entry forms must be completed in full i.e. remember the date of birth and membership number of each member. The form can be returned to the office either in ink or electronically.*
- *Keep a copy of each entry form so that you have a record of who is competing in different competitions.*
- *Make sure you keep a record of members' addresses and contact details from the membership forms.*
- *Notify the office immediately if there is a change of name or if the club has to pull out of any competition.*
- *Keep in touch with the Chairman and pass on any important information immediately.*
- *It is essential that the Secretary and the Chairman work together.*
- *Ensure that members are kept informed of any changes in arrangements through text, telephone, Social media etc.*
- *The secretary should attend county committees.*



TRYSORYDD

Gofynion y Rôl

- Rhaid i'r Trysorydd gadw cofnodion cyflawn o'r cyfrifon perthnasol a cadw mewn cysylltiad â swyddfa'r Sir.
- Sicrhau bod y cyfrifon perthnasol yn cael eu diweddarau a'u cwblhau wrth baratoi ar gyfer yr Archwilydd ar ddiwedd y flwyddyn ariannol.
- Yn gyfrifol am gyfrifon y Clwb.
- Casglu a chadw cofnod o arian aelodaeth ac yn derbyn a gwneud taliadau.
- Rhaid bod yn berson gyfrifol ac yn berson gall y clwb ymddiried ynddo i fod yn onest, cywir a threfnus.

Canllawiau Pwysig

- Mae cyd-weithio yn **hanfodol** rhwng pob swyddog!
- Gwnewch yn siwr bod y cyfrifon rydych ar fin cymryd cyfrifoldeb amdanynt yn gywir ac yn gyfredol, mi ddylech eistedd lawr gyda'r trysorydd sydd newydd orffen i fynd trwy'r cyfrifon i sicrhau hyn.
- Rhaid newid llofnodion yn y banc - Dylai gwneud hyn yn yr haf fel bod popeth wedi ei glirio erbyn dechrau Medi. Dylai bod o leiaf 2 yn arwyddo pob siec.

Aelodaeth

- Rhaid derbyn ffurflen aelodaeth gan bob aelod wedi'i llenwi yn gywir a dylech wneud yn siŵr bod y swyddogion yn gwybod os oes cyflwr meddygol gan unrhyw aelod.
- Dylech dderbyn yr arian aelodaeth gyda'r ffurflen aelodaeth.
- Ewch a llyfr nodiadau i'r clwb bob wythnos a gwneud cofnod o pwy sy'n talu beth yn syth.
- Danfonwch y ffurflenni aelodaeth i'r Swyddfa – Does dim angen talu'r swyddfa yn syth.
- Bydd y swyddfa yn danfon allan y cardiau aelodaeth gyda'r anfoneb i'r trysorydd.
- Angen cadw **POB** anfoneb a'i roi mewn ffeil.
- Angen cadw cofnod beth yw rhif aelodaeth a dyddiad geni pob aelod cyn rhoi'r cardiau iddynt, gan wneud yn siŵr eu bod wedi talu'r clwb.
- **Noder – Sicrhewch bod pob aelod sy'n mynychu digwyddiad Clwb yn aelodau – hanfodol bwysig er mwyn bod yr yswiriant yn eich diogelu. Mae'n bwysig fod pob aelod yn derbyn ei cerdyn aelodaeth yn syth ar ôl iddynt dalu'r aelodaeth.**

Adnoddau Hanfodol

- Llyfr Nodiadau - i fynd i'r clwb.
- Llyfr arian – byddwch yn cofnodi pob trafodiad (transaction) sy'n dod mewn ac allan.
- Llyfr talu mewn i'r banc – cofnodwch tu ôl i'r styb beth yw'r taliad am **POB** tro.
- Llyfr Siec – Talwch popeth gyda siec er mwyn cadw tystiolaeth.
- Llyfr derbynneb – Mae angen drbynneb ar **BAWB** sy'n talu'r clwb.
- Ar bob anfoneb nodwch:
 1. Rhif y siec
 2. Dyddiad y tâl

Diwedd y flwyddyn

- Bydd angen gwneud mantolen gyda datganiad incwm a gwariant o'r flwyddyn ariannol. Mae'n rhaid i'r fantolen gael ei ddsbarthu i aelodau ac arweinyddion y clwb yn ystod y cyfarfod blynyddol.
- Holwch y banc am 'Balance' ar ddiwedd blwyddyn ariannol y clwb.
- Mae'n rhaid bod y cyfrifon yn gael eu harchwilio gan rywun addas cyn cyfarfod blynyddol y clwb.



TREASURER

Role Requirements

- *The Treasurer must keep complete records of the relevant accounts.*
- *Keep in contact with the County office.*
- *Ensure that the relevant accounts are updated and completed in preparation for the Auditor at the end of the financial years.*
- *Responsible for the clubs accounts.*
- *Collect and keep a record of membership funds and receive and make payments.*
- *Being a responsible person is key and a person that the club can trust to be honest, accurate and organised.*

Important Guidelines

- *Collaboration is **essential** between all officers!*
- *Make sure that the accounts you are about to take over are accurate and up to date, you should sit down with the newly-finished treasurer to go through the accounts to ensure this.*
- *Bank signatures must be changed - This should be done in the summer so that everything is cleared by early September. Each check should be signed by at least 2 officers.*

Membership

- *Must receive a correctly completed membership form all members.*
- *You should make sure that officers know if any member has a medical condition.*
- *You should receive the membership money with the membership form.*
- *Take a notebook to the club every week and make a record of who pays what straight away.*
- *Send the membership forms to the Office - No need to pay the office straight away.*
- *The office will send out the membership cards with the invoice to the treasurer - to be paid within one month.*
- *Need to keep **EVERY** invoice in a file.*
- *Need to keep a record of each member's membership number and date of birth before handing them the cards, making sure they have paid the club.*
- **Note - Make sure that all members attending a Club event are members - vital to the insurance cover. It is important that all members receive their membership card immediately upon payment of the membership.**

Essential Resources

- *Notebook – take to club every week.*
- *Cash book – you'll record every transaction which comes in and out.*
- *A bank pay-in book – remember to fill in counterfoils **EVERY** time with what the transaction is for.*
- *Cheque book – Pay everything by cheque for evidence.*
- *Receipt book – **EVERYONE** needs a receipt that pays the club.*
- *On every invoice note:*
 1. *Cheque number*
 2. *Date of payment*

End of year

- *An Income and Expenditure Statement and Balance Sheet will need to be made at the end of the financial year.*
- *Ask for a 'balance' from the bank at the end of the clubs financial year.*
- *The Accounts must be audited by a suitable person before the clubs Annual General Meeting.*



ARWEINYDD

Gofynion y Rôl

- Rôl arweinydd yw darparu cyngor, cefnogaeth ac arweiniad i swyddogion ac aelodau'r clwb.
- Person gyfrifol yn allweddol i'r swydd yma!
- Mi ddylai'r Arweinydd medru darparu cyngor, cefnogaeth ac arweiniad i'r swyddogion ac aelodau'r clwb.
- Bod yn barod i wrando a chofio mai'r aelodau sydd â'r gair olaf.

Canllawiau Pwysig

- Rhaid i bob Arweinydd gyflawni DBS – mae'n hanfodol bod pob Arweinydd yn gwneud hyn.
- Sicrhewch hefyd eich bod yn ymwybodol o ganllawiau amddiffyn plant, yn enwedig os oes aelodau sy'n iau na 18 oed yn y Clwb. Bydd hyn yn eich diogelu chi yn ogystal â'r aelodau.
- Mae Arweinydd Clwb yn darparu cyngor, cefnogaeth ac arweiniad i swyddogion ac aelodau'r clwb, o safbwynt holl agweddau cynnal Clwb Ffermwyr Ifanc.
- Dewch i adnabod eich clwb a'r aelodau. Bydd hyn yn eich galluogi i benderfynu pryd y dylid cynorthwyo a phryd y dylid cymryd cam yn ôl ac arsylwi.
- Parchwch werthoedd a safbwyntiau'r bobl ifanc a'r rhinweddau y mae'r swyddogion yn cyfrannu i'r Gwaith.
- Byddwch yn ddiplomatig a chofiwch mai'r aelodau sydd â'r gair olaf.
- Gweithredwch fel 'mentor' i'r swyddogion clwb, yn enwedig i'r swyddogion newydd, ifanc a dibrofiad.
- Peidiwch a beirniadu'r aelodau.
- Sicrhewch bod y clwb yn dilyn unrhyw ddeddfwriaeth berthnasol.
- Sicrhewch eich bod yn gyfarwydd â'r Polisi Iechyd a Diogelwch a gofynnwch am gefnogaeth gan y swyddfa sirol o safbwyntiau sefydlu gweithdrefnau iechyd a diogelwch/asesiad risg.
- Sicrhewch eich bod yn deall swyddogaethau'r aelodau yr ydych yn ei cefnogi a'u bod hwy yn deall eich swyddogaeth chi.
- Gweithredwch os a phan fydd angen cefnogi'r clwb yn ystod amseroedd anodd.
- Cadwch gyswllt a'r clwb trwy fynychu'r cyfarfodydd a'r digwyddiadau'n rheolaidd neu drwy ddulliau eraill fel y bo'n addas.
- **Rhaid bod o leiaf dau Arweinydd (un benyw ac un gwryw) yn bresennol ym mhob gweithgaredd clwb.**
- Sicrhewch fod y clwb yn darparu rhaglen gytbwys ar gyfer yr aelodau.
- Byddwch yn barod i wrando bob amser.
- Sicrhewch fod yr aelodau'n gwybod sut i gysylltu â chi.
- Cofiwch, nid oes rhaid i chi fod yn arbenigwr ymhob maes, ond dylech fod yn barod i ddarganfod beth i'w wneud os na allwch ddatrys problem benodol.
- **Sicrhewch bod pob aelod sy'n mynychu digwyddiad o'r Clwb yn aelodau – hanfodol bwysig er mwyn bod yr yswiriant yn eu diogelu.**



LEADER

Role Requirements

- *The role of a leader is to provide advice, support and guidance to officers and club members.*
- *Being a responsible person is key to this job!*
- *The Leader should be able to provide advice, support and guidance to the officers and club members and be prepared to listen and remember that the members have the final say.*

Important Guidelines

- *All Leaders must have a DBS - it is essential that all Leaders do this.*
- *Make sure you are aware of child protection guidelines, especially if the Club has members under 18 years of age. This will protect you as well as the members.*
- *A Club Leader provides advice, support and guidance to officers and club members, on all aspects of running a Young Farmers Club.*
- *Get to know your club and its members. This will allow you to decide when to assist and when to step back and observe.*
- *Respect the values and views of the young people and the qualities that officers contribute to the work.*
- *Be diplomatic and remember that members have the final say.*
- *Act as a 'mentor' to the club officers, especially to the new, young and inexperienced officers.*
- *Don't criticize members.*
- *Make sure the club follows any relevant legislation.*
- *Make sure you are familiar with the Health and Safety Policy and seek support from the county office in terms of establishing health and safety / risk assessment procedures.*
- *Make sure you understand the roles of the members you are supporting and that they understand your role.*
- *Act as and when necessary to support the club during difficult times.*
- *Keep in touch with the club by attending meetings and events regularly or by other means as appropriate.*
- ***At least two Leaders (one women & one man) must be present at each club activity.***
- *Make sure the club provides a balanced program for its members.*
- *Be approachable and always ready to listen.*
- *Make sure members know how to contact you.*
- *Remember, you don't have to be an expert in every field, but you should be prepared to find out what to do if you can't solve a particular problem.*
- ***Make sure that all members attending a Club event are members - vital to the insurance cover.***



YSGRIFENNYDD COFNODION

Gofynion y Rôl

- Rôl ysgrifennydd/ysgrifenyddes cofnodion yw i gadw llyfr cofnodion sy'n cynnwys cofnod o bob cyfarfod clwb a hefyd yr holl benderfyniadau.
- Dylai copi o gyfansoddiad y clwb fod ar dudalen flaen y llyfr cofnodion.
- Mae bod yn berson drefnus yn allweddol i'r swydd yma!
- Mi ddylai'r ysgrifennydd cofnodion bod yn brydlon i bob cyfarfod a sicrhau ei bod yn medru cynnal llyfr cofnodion trefnus a daclus.

Canllawiau Pwysig

- Dylai cofnodion cyfarfodydd cynnwys:
 1. Dyddiad, amser a lleoliad y cyfarfod
 2. Enw cadeirydd y cyfarfod
 3. Nifer yn y cyfarfod
 4. Manylion am yr holl benderfyniadau
 5. Enw'r ymwelydd i gynnal y noson
 6. Manylion am drafodaethau eraill
- Mae'n rhaid darllen y cofnodion yn y cyfarfod nesaf.
- Ar ôl i'r cofnodion gael ei dderbyn gan yr aelodau sy'n bresennol, dylid harwyddo a'i ddyddio gan y cadeirydd.
- **Mae'n bwysig ysgrifennu nodiadau yn y cyfarfod ar yr holl benderfyniadau.**
- **Nid oes angen ysgrifennu'r holl awgrymiadau a drafodwyd dim ond y penderfyniadau terfynol.**
- Ysgrifennwch gofnodion y clwb yn union. Peidiwch a dibynnu ar y cof.
- Dylai cofnodion fod yn dwt (fyr) a dylent gael ei ysgrifennu mewn ffordd rhwydd i'w ddarllen.
- **RHAID** i llyfr cofnodion y clwb fod yn bresennol ym mhob cyfarfod clwb pryd mae busnes yn cael ei drafod.
- Dylai cofnodion cael eu hysgrifennu yn y drefn canlynol:
 1. Derbyn ymddiheiriadau
 2. Cadarnhau cofnodion y cyfarfod blaenorol
 3. Materion yn codi o'r cofnodion
 4. Gohebiaeth
 5. Adroddiadau cyfarfodydd
 6. Unrhyw fater arall
 7. Cyfarfod yn cau
- Yn ddelfrydol dylai cofnodion cael ei hysgrifennu â llaw ond os gwnewch ei printio ar gyfrifiadur defnyddiwch bapur plaen a'i sticio yn y llyfr cofnodion.
- Cofiwch nid yw'n dderbyniol i gadw cofnodion mewn ffolder gyda thudalennau rhydd, lle fyddai'n bosib tynnu tudalen allan yn rhwydd neu newid tudalen gyfan.



MINUTES SECRETARY

Role Requirements

- *The role of a minute secretary is to keep a minute book containing a record of all club meetings and also all resolutions.*
- *A copy of the club's constitution should appear on the front page of the minute book.*
- *Being organized is key to this job!*
- *The minute secretary should be punctual to all meetings and ensure that they are able to maintain a neat and tidy minute book.*

Important Guidelines

- *The meeting minutes should include:*
 1. *Date, time and location of the meeting*
 2. *Name of the chairman chairing the meeting*
 3. *Number of people present at the meeting*
 4. *Details of all decision*
 5. *Name of visitor to host the evening*
 6. *Details of any other discussions*
- *The minutes must be read at the next meeting.*
- *Upon acceptance by the members present, it should be signed and dated by the Chair.*
- ***It is important to write notes at the meeting on all decisions.***
- ***It is not necessary to write down all the suggestions discussed but the final decisions.***
- *Write club records exactly. Don't rely on memory.*
- *Minutes should be neat (short) and should be written easily.*
- *The club minute book should be present at all club meetings when business is being discussed.*
- *Minutes should be written in the following order:*
 1. *To receive apologies*
 2. *To confirm the minutes of the previous meeting*
 3. *Matters arising from the minutes*
 4. *Correspondence*
 5. *Meeting reports*
 6. *Any other Business*
 7. *Meeting ends*
- *Records should ideally be handwritten but if printed on a computer use plain paper and stick it in the record book.*
- *Remember that it is not acceptable to keep entries in a folder with loose pages, where it would be possible to easily remove a page or change an entire page.*



YSGRIFENNYDD RHAGLEN

Gofynion y Rôl

- Rôl Ysgrifennydd Rhaglen yw trefnu a pharatoi rhaglen llawn o weithgareddau eang sydd yn mynd i apelio tuag at bob aelod.
- Mae bod yn berson drefnus yn allweddol i'r swydd yma! Mi ddylai'r ysgrifennydd rhaglen medru bod yn barod i gysylltu a sefydliadau/busnesau lleol a siaradwyr gwadd yn ogystal â gwrando ar syniadau gan aelodau.

Canllawiau Pwysig

- Trefnwch rhaglen llawn ac eang o weithgareddau ar gyfer eich clwb. Gwnewch yn siwr bod pob aelod yn derbyn rhaglen ac yn gwybod beth sydd yn mynd ymlaen yn y clwb.
- Sicrhau fod yna weithgareddau sydd yn addas ac yn apelio at bob aelod yn eich clwb. Dyw pob aelod ddim yn mynd i hoffi y 'run peth.
- Cysylltwch â sefydliadau/busnesau lleol, siaradwyr gwadd a lleoliadau mewn da bryd er mwyn gwneud trefniadau.
- Trefnwch y rhaglen o amgylch calendr CFFI Sir Gâr a CFFI Cymru.
- Gweithiwch yn agos âg arweinyddion a swyddogion y clwb er mwyn sicrhau fod gofynion lechyd a Diogelwch a Diogelu Plant wedi'u bodloni.
- Trafodwch y gweithgareddau gyda'r aelodau er mwyn gwobod beth maent wedi mwynhau a ddim wedi mwynhau mewn noson clwb.
- Ceisiwch meddwl am syniadau gwreiddiol ar gyfer noson clwb.
- Efallai bydd yna achos yn codi lle fydd yn rhaid i chi ail-drefnu ar fyr-rhybudd. E.e. Siaradwr gwadd medru dod a.y.y.b. Peidiwch â Phoeni! Cysylltwch âg Arweinydd neu Cadeirydd eich clwb neu fydd gan Swyddfa'r Sir gemau a syniadau i'ch helpu.



PROGRAMME SECRETARY

Role Requirements

- *The role of a Program Secretary is to organize and prepare a full program of broad activities that will appeal to all members.*
- *Being organized is key to this job! The program secretary should be able to contact local organizations / businesses and guest speakers as well as listen to ideas from members.*

Important Guidelines

- *Organize a full and extensive program of activities for your club. Make sure all members receive a program and know what's going on at the club.*
- *Ensure that there are activities that are suitable and appealing to all members of your club. Not all members are going to like the same activities.*
- *Contact local organizations / businesses, guest speakers and venues in good time to make arrangements.*
- *Organize the program around the Carmarthenshire YFC and Wales YFC calendar.*
- *Work closely with club leaders and officials to ensure Health and Safety and Child Protection requirements are met.*
- *Discuss the activities with the members to find out what they enjoyed and didn't enjoy at a club night.*
- *Try to come up with original ideas for a club night.*
- *There may be a case where you have to reschedule at short notice. E.g. Guest speaker can come etc. Do not worry! Contact your Club Leader or Chairman or the County Office will have games and ideas to help you.*



GOHEBYDD Y WASG

Gofynion y Rôl

- Rôl gohebydd yw hysbysu ac hyrwyddo gweithgareddau a llwyddiannau'r clwb yn y wasg leol ac ar gyfryngau cymdeithasol.
- Mae bod yn berson drefnus yn allweddol i'r swydd yma!
- Mi ddylai'r gohebydd gadw at ddyddiadau cau papurau bro a sicrhau bod ganddynt y wybodaeth cywir i'w hysbysebu.
- Sicrhau eu bod yn hyrwyddo'r clwb yn rheolaidd ar y cyfryngau cymdeithasol ac yn lleol.

Canllawiau Pwysig

- Dylid ysgrifennu adroddiad i'r papur bro lleol yn rheolaidd, yn dynodu llwyddiannau'r clwb a'r aelodau, yn rheolaidd. Gellir hefyd gynnwys unrhyw newyddion am briodasau, genedigaethau a.y.y.b os y dymunir.
- Cofiwch nodi unrhyw weithgareddau bydd yn digwydd yn y dyfodol er mwyn hysbysu ffrindiau, cyn aelodau a darpar aelodau y clwb, ynghyd â chanlyniadau a newyddion am weithgareddau sydd eisioes wedi digwydd.
- Os oes yna achlysur arbennig, megis dathliad neu godi arian, gellir danfon adroddiad a llun i'r Llofwr/Cardi Bach ayyb.
- Gweithiwch yn agos gyda Swyddogion eraill y clwb, yn enwedig y Cadeirydd, Ysgrifennydd a Ysgrifennydd Cofnodion, i gasglu a chrynhai gwybodaeth.
- Gohebydd y Wasg sydd hefyd yn gyfrifol am hysbysu ac hyrwyddo gweithgareddau a llwyddiannau'r clwb drwy ddefnyddio cyfryngau cymdeithasol, megis tudalen gyhoeddus ('Page') ar Facebook, a thrwy gyfri Twitter, Instagram, Snapchat ac ati.
- Cofiwch gadw copi o'ch adroddiadau i roi yn y llyfr lloffion!



CORRESPONDENT OF PRESS

Role Requirements

- *The role of a press correspondent is to inform and promote the club's activities and achievements in the local press and social media.*
- *Being organized is key to this job!*
- *The correspondent should adhere to community newspaper deadlines and ensure they have the correct information to advertise.*
- *Ensure they regularly promote the club on social media and locally.*

Important Guidelines

- *A report should be written to the local community newspaper regularly, highlighting the achievements of the club and its members. Any news of marriages, births etc. can also be included if desired.*
- *Remember to note any future activities to inform friends, past and potential club members, as well as results and news of activities that have already taken place.*
- *If there is a special occasion, such as a celebration or fundraiser, a report and picture can be sent to the Lloffwr / Cardi Bach etc.*
- *Work closely with other club Officers, especially the Chair, Secretary and Minutes Secretary, to gather and collate information.*
- *The Press Correspondent is also responsible for informing and promoting the club's activities and successes through the use of social media, such as a public Facebook page, and Twitter, Instagram, Snapchat etc.*
- *Remember to keep a copy of your reports to put in the scrapbook!*



SWYDDOG DIOGELU

Gofynion y Rôl

- Deall a gweithredu polisi Diogelu Plant a Phobl Ifanc.
- Mynychu pwyllgor y Fforwm Ieuenctid a'u cefnogi gydag unrhyw syniadau ac ati a darparu cyswllt cyfathrebu rhwng y Fforwm Ieuenctid a'r Swyddogion Sir.
- Cefnogi'r Swyddfa, Aelodau ac Arweinwyr gyda gwiriadau DBS.
- Cynorthwyo'r swyddfa i drefnu Hyfforddiant Diogelu ym mis Medi.
- Cynnig sgysiau Diogelu i glybiau (adnoddau ar gael ar wefan NFYFC i helpu gyda hyn).
- Cadwch mewn cysylltiad â swyddfa'r sir.
- Rhoi'r polisiâu Diogelu diweddaraf i'r clybiau a'r Swyddogion Sir.
- Sicrhau bod aelodau dros 18 oed, yn enwedig y rhai sydd mewn swyddi cyfrifol, yn ymwybodol o ofynion eu swydd ac yn gwybod sut i osgoi mynd i sefyllfaoedd a allai gyfaddawdu. Mae diogelu yn ymwneud cymaint ag amddiffyn y swyddogion a'r arweinwyr ag aelodau ifanc y clwb eu hunain.
- Sicrhau ei fod yn lle diogel i aelodau.

Canllawiau Pwysig

- Ymchwilio i sefydliadau Diogelu a datblygu cysylltiadau.
- Bod yn bresennol ym mhob un o weithgareddau'r CFFl i ddarparu cefnogaeth ddiogelu.
- Annog clybiau i gadw at ofynion diogelu ac asesu risg.
- Gweithio fel rhan o dîm y Sir.



SAFEGUARDING OFFICER

Role Requirements

- *Understand and implement the Safeguarding Children and Young People policy.*
- *Attend the Youth Forum committee and support them with any ideas etc, provide communication link between Youth Forum and County Officials.*
- *Support the Office, Members and Leaders with DBS checks.*
- *Assist the office with arranging Safeguarding Training in September.*
- *Offer Safeguarding talks to clubs (resources available from the NFYFC website to help with this).*
- *Keep in contact with the county office.*
- *Keep clubs and county officers up to date with the latest Safeguarding policies.*
- *Ensuring members over 18, particularly those in positions of responsibility, are aware of the requirements of their position and know how to avoid getting into potentially compromising situations. Safeguarding is as much about protecting the officers and leaders as the young club members themselves.*
- *Ensuring it's a safe place for members.*

Important Guidelines

- *To investigate and develop contacts with Safeguarding organisations.*
- *To be present at all YFC activities to provide safeguarding support.*
- *To encourage clubs to adhere to safeguarding and risk assessment requirements.*
- *Work as part of the County Team.*



Syniadau Nosweithiau Clwb

Ideas for Club Nights

	Escape Room <i>Caerfyrddin – 01267 384020</i>	
Xcel Bowl –Caerfyrddin <i>01267 225990</i>		Mill Wynnstay <i>01267 231341</i>
	Lazer Station <i>Caerfyrddin – 01267 235648</i>	
Sunflower Patch <i>Haverfordwest – 07957 313750</i>		Limitless <i>Abertawe – 01792 464100</i>
	Hanger 5 <i>01437 700555</i>	
La Calabria <i>01239 851101</i>		The Cowshed at Cowpots <i>01994 240790</i>
	Llangrannog <i>01239 652140</i>	
Caws Cenarth <i>01239 710432</i>		Gorsaf Dân/ Heddlu
	Wake Park – Sir Benfro <i>01834 891511</i>	
Outdoor Aspirations <i>07817 480386</i>		Llama Walking - Clunderwen <i>07539 892519</i>
	Local Breweries <i>Evans & Evans – 01558 824455</i>	
Nofio <i>Blue Lagoon – 01834 862410</i> <i>Llety Cynin – 01994 232773</i> <i>Llandoverly – 01267 224733</i> <i>LC2 – 01792 466500</i>		Leisure Centres <i>Caerfyrddin – 01267 224700</i> <i>St Clears – 01267 224778</i> <i>C.N.E – 01267 224731</i> <i>Llambed – 01570 422552</i>
	Mountain View Ice Cream <i>01558 685316</i>	
Vue Cinema - Caerfyrddin		Noson Yng Nghwmi Swyddogion y Sir <i>Evening with County Officials</i>
	Go Karting <i>Haverfordwest – 01437 769555</i> <i>Carew – 07974 540689</i>	
Zorb Football		Sumo Wrestling
	Castell Howell <i>01269 846060</i>	
Pumpkin Patch <i>Nantgaredig – 01267 668682</i> <i>Moylgrove – 07818 018026</i>		Ymweliad Fferm Lleol <i>Local Farm Visit</i>



YN EICH CLWB

IN YOUR CLUB

- ❖ Noson Pitsa / *Pizza Night*
- ❖ Creu Addurn Nadoligaidd / *Create a Christmas Decoration*
- ❖ Coginio / *Ready Steady Cook*
- ❖ Cwis / *Quiz*
- ❖ Siaradwyr Gwadd / *Guest Speaker*
- ❖ Addurno Cacen / *Cake Decorating*
- ❖ Eisteddfod Ddwl
- ❖ Gyrfa Chwilen / *Beetle Drive*
- ❖ Barnu Stoc / *Stockjudging*
- ❖ Bingo
- ❖ Swmba / *Zumba*
- ❖ Noson Creu Pancws / *Pancake Night*
- ❖ Gwaith Coed / *Woodwork*
- ❖ Cymorth Cyntaf / *First Aid*
- ❖ Ffisiotheapi / *Physiotherapy*
- ❖ Gosod Blodau / *Flower Arranging*
- ❖ Ffotograffiaeth / *Photography*
- ❖ Crochenwaith / *Pottery*
- ❖ Celf a Chrefft / *Arts & Crafts*
- ❖ Plymiwr / *Plumber*
- ❖ Trydanwr / *Electrician*
- ❖ Dawnsio – Disgo, Cloccio, Gwerin / *Dancing – Disco, Clog, Folk*
- ❖ Sgwrs gyda Arwerthwr / *Auctioneer Talk*
- ❖ Treialon Cwn Defaid / *Sheepdog Trials*
- ❖ Adweitheg / *Reflexology*
- ❖ Sgwrs Milfeddygol / *Vetainary Talk*
- ❖ Chwaraewr Rygbi / *Rugby Player*
- ❖ Noson yng Nghwmni Arweinyddion Clwb / *Evening with Club Leaders*
- ❖ Noson Ffilm / *Film Night*



GWEITHGAREDDAU I GODI ARIAN
EVENTS TO RAISE MONEY

- ❖ Bingo
- ❖ Golchi Ceir / *Car Wash*
- ❖ Cyngerdd Pigion Eisteddfod / *Eiteddfod Items Concert*
- ❖ Canu Carolau / *Carol Singing*
- ❖ Noson Cwis / *Quiz Night*
- ❖ Noson Rasus / *Race Night*
- ❖ Noson Goffi / *Coffee Evening*
- ❖ Noson o Adloniant / *Night of Entertainment*
- ❖ Taith Gerdded Noddedig / *Sponsored Walk*
- ❖ Helfa Drysor / *Treasure Hunt*
- ❖ Swper y Cynheaf / *Harvest Supper*
- ❖ Cwrdd Diolchgarwch / *Thanksgiving Service*
- ❖ Gweithgaredd Elusenol / *Charitable Activity*
- ❖ Taith Tractorau / *Tractor Run*
- ❖ Hamper Nadolig / *Christmas Hampers*
- ❖ Diwrnod Hwyl / *Fun Day*



CORNONAFEIRWS - CANLLAWIAU (O 07/08/2021)

COVID - GUIDELINES (As of 07/08/2021)

Wedi atodi mae canllawiau i'w ddilyn oddi wrth NFYFC ar gyfer chi fel Clwb. Yn fyr:

- **Cyfyngiadau** - Dim cyfyngiadau o ran faint sy'n medru cwrdd tu fewn a tu fas
- **Aseiad risg** – bwysig eich bod dal yn gwneud aseiad risg ar gyfer y lleoliad a'r weithgaredd a dilyn yr aseiad er mwyn lleihau y risg o ddal covid.
- **Olrhain a Profi** - Mae'n hanfodol cadw enwau pawb sydd yn y gweithgaredd am oleuaf 21 diwrnod
- **Hylif Diheintio Dwylo** – bod hwn ar gael yn y mynedfa ac ar hyd y lleoliad
- **Masg** – mae'n rhaid gwisgo masg tu fewn heblaw mewn lle llethygarwch (tafarn, caffi ayyb)
- Mae'n hanfodol eich bod yn dilyn y canllawiau a gwneud yn siwr eich bod yn gwneud popeth bosib i leihau y risg o Covid.

Attached are guidelines for you as a Club to follow from NFYFC. In short:

- **Restrictions** - No restrictions on the number of people who can meet indoors and outdoors (although stay sensible).
- **Risk assessment** – important to still complete a risk assessment for the location and activity to help minimise the exposure of covid.
- **Track and Trace** - keep the names of all attendees for at least 21 days.
- **Hand Sanitiser** - that you have a station at the entrance and around the location.
- **Mask** - Face coverings will remain a legal requirement indoors, except for hospitality premises.
- It is vital that you as a Club keep to the guidelines to help minimise the exposure of Covid



Coronavirus – changes in Wales - effective 7 August 2021

What do the changes mean for YFC?

Following the announcement made by the First Minister of Wales, Wales Government has moved the Covid alert level to 0 (zero).

Wales: from 7 August 2021 – headlines from Welsh Government

Complete the move to alert level 0:

- Remove legal restrictions on the number of people who can meet indoors, including in private homes, public places or at events
- All businesses and premises can open, including nightclubs
- People should still work from home wherever possible
- Face coverings will remain a legal requirement indoors, except for hospitality premises. This will be kept under review.
- Fully vaccinated adults, under 18s and vaccine trial participants will not need to self-isolate if they are a close contact of someone with coronavirus.

Key messages from Welsh Government

- COVID-19 hasn't gone away – although restrictions have relaxed, you should still exercise caution, even if you have been vaccinated.
- Keeping your distance from people you don't normally mix with remains one of the most effective ways of controlling the risk of spread of COVID-19.
- Avoid contact with someone who is displaying [symptoms](#) of COVID-19.
- Wash your hands regularly and well or use hand sanitizer if you can't use soap and water.
- Avoid non-essential use of public transport, when possible. [Face coverings must be worn on all public transport](#).
- Work from home if you can.
- All employers and premises that allow the public into to their [premises have to take reasonable measures to minimize the risk of exposure to COVID-19](#). This will apply to YFC events and activities. This may include social distancing and wearing face coverings. Always co-operate with any social distancing, handwashing or other measures that are in place for your own safety and that of others.
- Avoid large and small gatherings in public spaces, where there are no reasonable measures in place as infections spread easily in closed spaces where people gather together.

Summary of what this means for events for YFC in Wales?

County federations should continue to encourage all YFC members aged 18 and over to have the Covid vaccine and to act in a socially responsible manner, which includes respecting those that may wish to continue keeping a distance from others when out in public or at activities and events. Anyone that has Covid symptoms or recently tested positive should not attend events and activities. Face coverings remain a (legal) requirement in indoor spaces (except hospitality premises).

1. Businesses, employers and other organisations, including activity and event organisers, must undertake a coronavirus risk assessment of their premises and activities and take reasonable measures to minimise exposure to, and the spread of, coronavirus based on that risk assessment.
2. Everyone must still self-isolate for 10 days if they test positive for COVID-19 or if the Test, Trace and Protect service contacts you to advise that you must self-isolate.
3. Adults and children over 12 must wear face-coverings in indoor public places, except for hospitality settings such as restaurants, pubs or cafes.
4. Provide information to those attending the event about how to minimise the risk of exposure to coronavirus.
5. The risk assessment must include consultation with those working (and volunteering) on site.
6. Hygiene measures should be carefully considered. Plentiful supplies of sanitiser to be available, and marshals / stewards ensure sanitiser stations are topped up.
7. Organisers should seek to prevent the following persons from being present at the premises:
 - 7.1 any person who has tested positive for coronavirus in the previous 10 days,
 - 7.2 any person experiencing symptoms associated with COVID-19;To do this, encourage all YFC members and supporters to act in a socially responsible manner – by not attending events if they have Covid symptoms or have recently tested positive and use the NHS Covid Pass for those 18 years and over or seek confirmation of a recent negative test from those 17 years of age and under (more information below).
8. All other usual legislation and licences may also apply depending on the nature of the event. This includes TENS licences, other licences and use of SIA qualified door supervisors and event security.
9. Attendee and staff volunteer data collection on site for the Test, Trace, Protect service remains important in Wales for indoor and outdoor events – it is considered a reasonable measure that can be taken to minimise the risk of exposure to Covid-19. Pre-booked ticketing can assist with this – only pre booked ticket holders may attend, who have booked using an online system (EventBright is an example, and this can be used when tickets are free of charge as well), which captures all contact information together with scanners on the doors/gates to collect the data of who does attend. For non-ticketed events, organisers can take all reasonable steps to collect accurate contact information and make this available to the Test, Trace and Protect service.
10. The event risk assessment must account for factors beyond the event site/venue (local community facilities, transport, impacts of the consumption of food and/or alcohol, bringing equipment to and from the site are examples). This will require working with local authorities, neighbouring businesses and others to assess these risks and the mitigation actions needed.
11. At the earliest possible stage in planning and before any event information is published, event organisers should consult with local authorities – the authorities can assist with making decisions about the covid risk to public health and the authorities will review the mitigations proposed by the event organisers through the risk assessment and may give further advice to the organiser, which must be followed.
12. The event safety must be managed by a suitably trained manager to coordinate and oversee health management on-site and this can fall within the brief for the event safety manager. This means the person(s) should have the capacity, skills and experience to manage the safety and health of all those on site. This is a position that must be designed (to a named person) and they will be a senior part of the event management team and responsible for ensuring covid actions are taken – they will be a person holding significant control of the event.
13. Communicate event information to all attendees – before the event and via signage at the event. Example of the information to share can be found in [this document](#).



14. The NFYFC recommends that for larger events and those bringing people together from several clubs or county federations that a status of 2 doses of vaccine or a recent negative test or natural immunity should be a condition of entry, and this should be published on all promotional material.
 - 14.1. Ask all those 18 years of age and over to provide their covid status using the NHS Covid Pass app – one of the following is acceptable:
 - vaccine status (2 doses of the Moderna, AstraZeneca or Pfizer vaccine, or 1 dose of the Janssen vaccines), or
 - a recent negative test, or
 - natural immunity.
 - 14.2. For those 17 years of age and under event organisers should ask for proof of a negative test.
 - 14.2.1. Proving covid status for those 17 years of age and under:
 - 14.2.2. Those 17 and under should take a lateral flow or PCR test no more than 48 hours before the event and register the result on the following website - <https://www.gov.uk/report-covid19-result> - and bring the email/text confirmation to the event.
 - 14.3. To get a NHS Covid Pass visit: <https://covid-status.service.nhs.uk/> - You will need your NHS login details – information on how to set up a NHS login can be found here: <https://www.nhs.uk/nhs-services/online-services/nhs-log-in/>
 - 14.4. How long is the Covid Pass valid for?
 - For those that have had the Moderna, AstraZeneca, Pfizer or Janssen vaccine – the Pass is valid for 30 days, but the 30-day period refreshes every time you log in – a new pass required every 30 days.
 - For those with a negative PCR test or rapid lateral flow test – the pass is valid for 48 hours after a negative result.
 - For those with a positive PCR test, indicating natural immunity, (after finishing self-isolation to 180 days after taking the test) – the pass lasts 30 days, but the 30-day period refreshes every time you log in (for up to 180 days after you took the test).
 - 14.5. The NHS Covid Pass can be downloaded as a PDF - always check the expiry date before using it. Those that are fully vaccinated or had a positive test result (natural immunity), the barcode on a PDF is valid for 30 days. For those with negative test results only, the Pass is valid for 48 hours.
 - 14.6. Those aged 18 years of age and over cannot use the NHS App or NHS appointment card from vaccination centres – they must use the NHS Covid Pass to prove the covid status.
15. When planning events
 - 15.1. Guidance published by Welsh government will be helpful when proposing an event, especially a large YFC event. [This guidance \(updated 16.07.2021\) can be downloaded here.](#)
 - 15.2. YFCs must take all reasonable actions to minimise the spread of the Covid-19 virus and MUST take actions in the assessment to protect staff and volunteers that will be assisting at the event.
 - 15.3. For social events where there is to be a bar, event organisers must take steps to protect those staff or volunteers serving at the bar. Mitigations to be considered should include:
 - 15.3.1. The use of counter/bar screens ([here is an example](#)).
 - 15.3.2. That all those being served at the bar must wear a face covering (remember, the science informs that wearing face covering protects those around us, not the wearer) - bar staff and those buying at the bar should both wear face coverings.
 - 15.3.3. Table service only.
 - 15.4. Liaise with the local authority and, if required, the police at a very early stage of the event planning process (certainly before publishing any event details) and act on the advice given by the authorities.

Opinion from NFYFC

16. YFC events can take place and organisers must take all reasonable actions when planning events to minimise the spread of the virus.
17. Those that do test positive or have Covid-19 symptoms should be encouraged to act in a socially responsible manner – by not attending YFC, or any other, events during the period of infection.
18. YFC events are not yet able to return to the pre-covid arrangements.
 - 18.1. YFCs and county federations will require significant capacity, and some specialist skills, to plan and deliver a large event – this must be a key consideration at an early stage in the planning.
 - 18.2. It cannot be assumed that elected club or county officials/staff have this capacity or will be comfortable with the level of responsibility the event will bring to individuals – consider bringing in experienced assistance to support the event planning and delivery.
 - 18.3. Liaise with local authorities (public health team) and act on the advice given by the authority.