

**T. C. NEVSEHIR HACI BEKTAS VELI UNIVERSITY**  
**SPORTS EDUCATION FACILITIES MANAGEMENT DIRECTIVE**  
**FIRST PART**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1-** (1) The purpose of this Directive is; Located in the central campus of Nevşehir Hacı Bektaş Veli University; To regulate the management and operation of all kinds of sports facilities for educational purposes, the duties, authorities and responsibilities of the relevant persons and the relations of the units.

**Scope**

**ARTICLE 2-** (1) This Directive, in the central campus of Nevşehir Hacı Bektaş Veli University; It covers the principles, duties and operation issues regarding the management and operation of all kinds of sports facilities for educational purposes.

**Basis**

**ARTICLE 3-** (1) The regulations based on the preparation of this Directive; Articles 14 and 47 of Law No. 2547; also the 17th article of the "Higher Education Institutions Medico Social, Health, Culture and Sports Affairs Department Implementation Regulation" published in the Official Gazette No. 1830 and dated 03/02/1984.

**Definitions**

**ARTICLE 4-** (1) In this Directive;

- a) Advisory Officer: Refers to the advisory staff working in the University Sports Facilities.
- b) Warehouse Attendant: It refers to the administrative staff of the University who is responsible for preserving the goods and materials in the Sports Facilities.
- c) Coordinator: Refers to the Coordinator of the Sports Facilities located in the central campus of the University.
- ç) Machinery and Installation Staff: It refers to the machinery and installation personnel employed in the University's Sports Facilities.
- d) Accounting Officer Fiduciary: Refers to the administrative staff employed in the University's Sports Facilities.
- e) Student: Refers to all the students of the university.
- f) Rector: Refers to the Rector of Nevşehir Hacı Bektaş Veli University.
- g) Health, Culture and Sports Department / Head (SKSDB): Refers to the Health, Culture and Sports Department / Head of the University.
- ğ) School of Sport Sciences and Technology (SBTYO): Refers to the University's School of Sport Sciences and Technology.
- h) Sports Facilities / Facilities: Refers to the sports fields and halls in the central campus of the university.

i) Sports Facilities Executive Board (STYK): It refers to the board that is responsible for the management of the University's Sports Facilities and whose members are assigned by the Rector.

i) Cleaning and Transportation Personnel: It refers to the cleaning and transportation personnel employed in the University's Sports Facilities.

j) University: Refers to Nevşehir Hacı Bektaş Veli University.

## **SECOND PART**

### **Managing Bodies and Duties of Sports Facilities**

#### **Sports Facilities Executive Board (STYK)**

**ARTICLE 5- (1)** Sports Facilities Executive Board (STYK); 2 people from the academic or administrative staff to be assigned by the Rector; Coordinator responsible for sports facilities; Head of the Department of Physical Education and Sports Education of the Faculty of Education or Sports Sciences and With the Director of the School of Technology; Including 3 lecturers working in these academic units; It consists of a total of 7 people. The STYK elects a person from among itself as the President. The memberships of the executives assigned in this Board are limited to the term of office of the persons; Teaching staff are assigned for 3 years.

(2) STYK, at least twice a year; It meets at the request of the president. STYK; it convenes with absolute majority and takes its decisions with the majority of the total number of members.

(3) The duties of the STYK, responsible for all kinds of works and transactions related to the management of the University's Sports Facilities, are as follows:

a) Will be able to work as a coordinator; Preferably graduated from a physical education or sports-related undergraduate program; To recommend a maximum of 3 staff from the university to the Rector's Office

b) Their suggestions regarding all product and service prices in the Sports Facilities; Determining according to the "Communiqué on Public Social Facilities", which is published every year, and forwarding it to the Rectorate for discussion at the University Executive Board.

c) To determine the purchase and change of all kinds of fixtures for the Sports Facilities.

ç) To determine the changes regarding the functioning and immovables of the Sports Facilities.

d) Planning the personnel of the Sports Facilities and determining the personnel needs; to request the necessary assignments from SKSDB.

e) The university's education and sports activities are not interrupted; In addition, on the condition that the physical infrastructure and in-field texture of the Sports Facilities are protected; With regard to the allocation of Sports Facilities for a fee for the sports activities to be carried out by real and legal persons, as well as for the meetings, cultural and artistic activities to be organized; Determining an opinion to be submitted for the Rector's approval.

f) Evaluating the requests for all kinds of activities, working, training and sports activities to be held in the Sports Facilities and determining the calendar.

g) To report to the Rector at least every six months.

ğ) To discuss and decide on other issues raised by the President.

## **Coordinator**

**ARTICLE 6- (1)** Coordinator; It is appointed by the Rector for a period of two years among a maximum of 3 staff members who have graduated from a physical education or sports-related undergraduate program recommended by the STYK. However, the coordinator; He can be dismissed in accordance with the procedure he has chosen before the expiry date. The Coordinator whose term of office has expired can be reassigned in the same manner. The Coordinator, to assist him in his studies, at most two people from among the staff of the University to be appointed as assistant coordinator Suggests it to the Rector's Office.

When the term of office of the coordinator expires, the duty of the assistant also ends.

(2) The Coordinator, the operation of the Sports Facilities in accordance with the determined instructions; It is the person who is responsible to the STYK.

(3) The duties of the coordinator are as follows:

a) Planning personnel for the execution of the services in the Sports Facilities and submitting them to the STYK.

b) Preservation of fixtures and materials belonging to the Sports Facilities; be well-maintained and ready for service; to ensure that the deficiencies are corrected, if any

c) To determine the advisory officer among the staff to be assigned by SKSDB

ç) Determining the material needs of the facilities and reporting these needs to the STYK.

d) To inform the STYK about the deficiencies regarding the facilities, as well as the maintenance and repair needs.

## **Accounting Officer Fiduciary**

**ARTICLE 7- (1)** Accounting Officer Fiduciary, with the consent of the Accounting Officer; It is appointed by the SKSDB Spending Authority.

The missions are:

a) To collect the income of the Sports Facilities and to fulfill their other financial obligations.

b) "Receipt" document for the fees to be collected; or issuing a document acting as a "receipt" document.

c) In line with the provisions of Article 7 of the “Regulation on Assignment, Authority, Audit and Working Procedures and Principles of Accounting Officer Trustees”; Depositing the money available in the safe to the cashier of the University's "Department of Strategy Development" or to the bank account of the University.

ç) To keep track of incomes and at the end of each month or when requested; Report to the coordinator.

## **Advisory Officer**

**ARTICLE 8- (1)** Advisory Officer; Every person applying to the Sports Facilities, gives information about its use; locker rooms, sports fields, etc. describe places so that they can find them easily.

## **Machinery and Installation Officer**

**ARTICLE 9- (1)** Machinery and Installation Officer; It is assigned by the SKSDB to ensure the use of air conditioning equipment, electrical and sanitary installations, fire equipment, fixtures belonging to the facility and the systems and sports equipment in the facility with maintenance, installation and assembly.

## **Warehouse Worker**

**ARTICLE 10- (1)** To be used or sold in Sports Facilities; Supplied fixtures and consumables and manufactured goods; in order to stock, put into use and to be taken back and preserved; It is appointed by SKSDB. Their duties are:

- a) By the Portable Registration and Control Authority; all kinds of goods and materials that are output to the facility warehouse and used or sold in the facilities; to stock and keep records.
- b) Fixture materials debited by the Movable Registration and Control Authority; check out the warehouse.
- c) To deliver the materials to be used in the activities and to receive them at the end of the activity.
- ç) To have the cleaning, maintenance and repair of the materials in use.
- d) Deficiencies in the warehouse; Notifying the coordinator.
- e) At the end of each year; counting all kinds of goods and materials in the warehouse

## **Cleaning and Transportation Officer**

**ARTICLE 11- (1)** Cleaning of Sports Facilities and transportation of materials; and also to perform other duties to be given by the Coordinator; It is appointed by SKSDB.

## **Personnel requirement and part-time student**

**ARTICLE 12- (1)** The need for technical coaches, trainers and administrative staff; within the budget possibilities; Covered by SKSDB.

(2) Part-time students can also be employed in the Sports Facilities.

## **Supervisory Board**

**ARTICLE 13- (1)** The Supervisory Board is selected from among academic and administrative staff for a period of two years and assigned by the Rector. The Supervisory Board consists of three people. New members can be appointed or reassigned to replace those whose term of office has expired. Sports Facilities Executive Board Members cannot take part in the Supervisory Board. The decisions are taken by majority by the Supervisory Board; Abstaining votes cannot be cast. Board members who voted against; it has to write its justification in the decision of the board and sign it. Members of the Supervisory Board are responsible for their votes and decisions.

## **Duties of the Supervisory Board**

**ARTICLE 14- (1)** Whether the Sports Facilities are managed in accordance with the provisions of the directive; At least once a year; Whenever it deems necessary, to audit it in terms of administrative and financial aspects.

(2) At the end of the annual inspection; To prepare a report based on the examination of all income, expenditure and financial reports together with their documents and submit it to the Rectorate.

(3) To ensure that the prepared reports are kept during the general limitation period.

### **THIRD PART**

#### **Principles and Procedures for the Operation of Sports Facilities**

**ARTICLE 15- (1)** The principles regarding the operation, allocation and execution of services of the facilities are stated below.

a) All Sports Facilities will be paid to all individuals, institutions and organizations coming from outside the University, except for the ones within the scope of professional practice activities of the education units of our University.

b) Indoor Football Field, Physical Fitness (Fitness) Hall, Finnish Bath and Sauna in Sports Facilities; Apart from the use of Physical Education and Sports Education Department, SBTYO and Joint Elective Courses Coordinator for educational purposes related to the Physical Education course; Paid to all students, academic and administrative staff. However, the academic staff of the Department of Physical Education and Sports Education and SBTYO and the students in the sports teams of the University; They can use the Physical Fitness Center free of charge. Facilities other than those listed here will be free of charge to all academic and administrative staff of the University, their first degree relatives and students.

c) Real persons coming from outside the university; With reference to the academic or administrative staff of the university; They can become a member of the Sports Facilities for a fee. For indoor carpet pitch use; membership is not required.

ç) Conditions for membership in Sports Facilities are determined by the STYK.

d) Department of Physical Education and Sports Education, SBTYO students and lecturers, students in the University's sports teams and STYK members; They can use the Physical Fitness Center free of charge.

e) Persons participating in sports events organized at the University or using the Sports Facilities; that they are aware of risks such as injury or death that may occur while participating in events or using the Sports Facilities; The organizers of the university and the event; or the trainers involved in the event; cannot be held responsible for these risks; they are deemed to have accepted and declared.

f) Persons or teams who "intentionally" damage the Sports Facilities (including competitions) for whatever reason, are responsible for the damages they cause. The damage done is recorded by the officials and collected financially from those who caused the damage.

g) Fees for all products and services in the Sports Facilities; re-released every year; According to the Communiqué on Public Social Facilities, with the suggestion of the STYK; It can be arranged by the University Executive Board.

### **CHAPTER FOUR**

#### **Revenues and Expenses of Sports Facilities**

##### **Revenues**

**ARTICLE 16- (1)** The Revenues of Sports Facilities consist of the following.

a) Incomes from sales of goods and services

b) All kinds of cash and in-kind donations

(2) Revenues from Sports Facilities (including advertising and sponsorship revenues); It is recorded as own income in the university budget.

(3) Sports Facilities' revenues; With the documents specified in Article 27 of the Principles and Procedures Regarding the Accounting Practice of Social Facilities Operated by Public Institutions and Organizations; charged by the accounting officer fiduciary. Before the "receipt" is issued and by unauthorized persons; no collection can be made in any way. The accounting officer is responsible for the income of the facilities he is assigned to. Real and legal persons can advertise or sponsor the facilities. These collected revenues are recorded as own income in the budget of the University.

### **Expenses**

**ARTICLE 17- (1)** All kinds of expenses related to the material need, maintenance and repair of the Sports Facilities; From the related budget arrangement of SKSDB; or by the unit deemed appropriate by the Rectorate; is met.

## **FIFTH SECTION**

### **Miscellaneous and Final Provisions**

#### **Canteen, cafeteria, hairdresser, etc. operation of places**

**ARTICLE 18- (1)** Places such as canteens, cafeterias, restaurants, hairdressers, souvenirs in Sports Facilities can be operated or operated by a company as determined by the decision of the University Executive Board.

### **Force**

**ARTICLE 19- (1)** This directive takes effect on the date it is accepted by the Senate.

### **Executive**

**ARTICLE 20- (1)** This directive is executed by the Rector of Nevsehir Haci Bektas Veli University.