

T.R.
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE FOR SPORTS FACILITIES OPERATION

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Directive is to operate all kinds of sports facilities belonging to Nevşehir Hacı Bektaş Veli University for educational, research and sports purposes, to provide its members with the opportunity to do sports in healthy living conditions, to regulate the principles of sports organizations, and the relations of all units related to the duties, powers and responsibilities of the relevant persons.

Scope

ARTICLE 2 – (1) This Directive covers the procedures and principles regarding the operation of all kinds of sports facilities belonging to Nevşehir Hacı Bektaş Veli University and all kinds of sports organizations, sports activities within and between universities, participation in organizations and the procedures and principles regarding these organizations.

Basis

ARTICLE 3 – (1) This Directive is based on the 47th article of the Higher Education Law dated 04/11/1981 and numbered 2547, and the Implementation Regulation of the Higher Education Institutions Medico-Social, Health, Culture and Sports Affairs Department No. 18301, dated 03/02/1984.

Definitions

ARTICLE 4 – (1) In this Directive,

- a) Department: Department of Health, Culture and Sports,
- b) Rector: The Rector of Nevşehir Hacı Bektaş Veli University,
- c) Senate: Nevşehir Hacı Bektaş Veli University Senate,
- d) Branch Manager: Nevşehir Hacı Bektaş Veli University, Department of Health, Culture and Sports, Sports Branch Manager,
- e) Facility Manager: The official responsible for the relevant sports facility,
- f) Facilities: Nevşehir Hacı Bektaş Veli University Sports Facilities,
- g) University: Nevşehir Hacı Bektaş Veli University,
- h) Board of Directors: Nevşehir Hacı Bektaş Veli University Board of Directors, expresses.

PART TWO

Sports Facilities Staff Duties and Powers

Branch manager

ARTICLE 5 - (1) Branch Manager is the Sports Branch Manager responsible for the operation of the facilities against the Health, Culture and Sports Department.

Powers and responsibilities of the branch manager

ARTICLE 6 - (1) The powers and responsibilities of the Branch Manager are as follows:

- a) To ensure the purchase of the materials needed by the Sports Facilities,
- b) To ensure the provision of the required budget by carrying out annual budget studies,

- c) To make the necessary inspections to ensure the healthy functioning of the Sports Facilities.

The duties and responsibilities of the facility manager

ARTICLE 7 - The relevant Sports Facility Manager is responsible to the Branch Manager in all matters.

ARTICLE 8 - (1) The duties and responsibilities of the relevant sports facility manager are as follows:

- a) To ensure that the facilities are well-maintained and ready for service,
- b) Taking measures for the maintenance, repair and protection of the facilities,
- c) To ensure that the facilities are checked daily and their deficiencies are eliminated,
- d) To ensure that the fixtures in the facilities are kept in a clean, well-maintained and usable condition,
- e) To prepare the calendar of sports activities to be held in the facilities,
- f) Evaluating the work and training requests to be made in the facilities and responding according to the calendar,
- g) To control sports facilities in terms of health and cleanliness.

Operation, maintenance and repair of sports facilities

ARTICLE 9 - (1) The following points are taken into consideration in the functioning, personnel need, maintenance and repair of sports facilities:

- a) The need for staff and students working in partial status in the operation of the facilities is met with the request of the Branch Manager, the proposal of the Department and the approval of the Rector or the relevant Vice Rector.
- b) The maintenance, repair and all kinds of expenses of the facilities are covered by the relevant budget arrangement of the Health, Culture and Sports Department.

People who can benefit from the facilities

ARTICLE 10 - (1) The following persons can benefit from the facilities:

- a) University staff and retired staff and their first degree relatives,
- b) University students,
- c) Other persons deemed appropriate by the Rectorate.

PART THREE

Sports Facilities and Rules

Sports Facilities

ARTICLE 11 – (1) The sports facilities that are the basis of this directive are as follows:

- a) Sports Center,
- b) Football Field,
- c) Fitness Hall,
- d) Sauna,
- e) Finnish Bath
- f) Multi-Purpose Halls,
- g) Open Football and Athletics Fields,
- h) Tennis Courts,
- i) Outdoor Basketball and Volleyball Courts.

Rules to be followed in sports facilities

ARTICLE 12 – (1) The rules to be followed by the users of the facilities are listed below:

- a) It is not possible to enter the facilities without applying to the officer.
- b) Smoking is prohibited in the facilities.
- c) Facilities can only be used with sports clothes and shoes specific to the facility.
- d) It is ensured that the facilities are used within the weekly program to be made by the Branch Office.
- e) All kinds of damages to the facilities are compensated from those responsible.
- f) It is obligatory to make a reservation in advance for the facilities that require a reservation.
- g) Persons themselves are responsible for items lost in the facilities.
- h) Sports facility usage fee and membership fee are determined by the Board of Directors. Fees must be paid before use.
- i) The Department is authorized to cancel the memberships of those who do not comply with the facility rules. In case of non-compliance with the rules, firstly, a written warning, secondly, temporary membership cancellation for one month, and thirdly, membership cancellation for one year is applied and membership fee is not refunded.
- j) Health problems, etc., that may occur in places that should be kept under surveillance in sports facilities, those who do not comply with the facilities and health rules, and those who do not do sports with supervision, the University is not responsible for any inconveniences.

Rules to be followed in the sports center

ARTICLE 13 – (1) The rules to be followed in the Sports Center are as follows:

- a) Those who do not have suitable sports clothes and sports shoes cannot enter the halls of the Sports Center.
- b) It is not allowed to enter the hall with unsuitable (dirty, muddy, etc.) sports shoes.
- c) No food is consumed in the Sports Center Halls.
- d) The Sports Center is used correctly and in accordance with its purpose.
- e) Changing rooms should be used in a clean and orderly manner.
- f) Showers in the changing rooms should not be used out of purpose (washing clothes, shoes, etc.).
- g) Those who use the Sports Center should lock their belongings in the cabinets.

Rules to be followed on indoor carpet pitch

ARTICLE 14 – (1) The rules to be followed in the indoor carpet field are as follows:

- a) People who want to take advantage of the carpet pitch must make a reservation in advance.
- b) It is obligatory to wear appropriate sports clothes and sports shoes in the football field.
- c) Locker rooms and locker keys are obtained from hall attendants.
- d) It is forbidden to use shoes that damage the floor on the carpet field.
- e) No food is consumed in the football field.
- f) It is obligatory to comply with the start and end times of the received session times.
- g) Hourly fee of those who use the carpet pitch is collected in advance against a receipt before using the facility.

Rules to be complied with in the healthy living hall

ARTICLE 15 – (1) The rules to be followed in the Healthy Living hall are as follows:

- a) Appropriate sports clothes must be used when using the Healthy Living hall. Clean sports shoes should be available for use in the hall. Towels are mandatory when using the salon.

- b) No food is consumed in the Healthy Living hall.
- c) After applying and registering to the staff at the entrance to the Healthy Living hall, one should work under the guidance of the attendant.
- d) It is forbidden to disassemble or change the parts of the sports equipment in the Healthy Living Hall.
- e) Student-staff sessions must be followed in the Healthy Living Hall.
- f) In order to use electronic devices, assistance should be sought from the attendant.
- g) When it is desired to change the way of use of Healthy Living devices, assistance should be sought from the officer.
- h) Members who use the Healthy Living Hall are responsible for possible health problems they may experience.

Rules to be complied with in the sauna

ARTICLE 16 – (1) The rules to be followed in the sauna are as follows:

- a) It is obligatory to use appropriate clothes while using the sauna, to use shoe covers and to have a towel while going to the sauna.
- b) No food is consumed in the sauna.
- c) It is obligatory to apply to the attendant 15 minutes before entering the sauna and to arrange the appropriate duration of stay under the supervision of the attendant. In the absence of assistance from the attendant, the person himself is responsible for the health problems that may occur in the sauna.
- d) It is forbidden to play with materials and tools and change places without the knowledge of the attendant at the entrance and inside the sauna.
- e) It is obligatory to follow the student-staff sessions in the sauna.

Rules to be followed in the Finnish bath

ARTICLE 17 – (1) The rules to be followed in the Finnish bath are as follows:

- a) When using the Finnish bath, it is obligatory to use appropriate clothes and have a towel.
- b) No food is consumed in the Finnish bath.
- c) It is necessary to apply to the attendant 3 hours before entering the Finnish bath.

Rules to be followed in the multi-purpose hall

ARTICLE 18 – (1) The rules to be followed in the multi-purpose hall are as follows:

- a) It is obligatory for those who use the hall to wear appropriate sports clothes and sports shoes and to have a towel.
- b) No food is consumed in the hall.
- c) Before entering the hall, it is obligatory to apply to the attendant and work under the supervision of the attendant.
- d) It is forbidden to disassemble and change the parts of the instruments in the hall.
- e) It is obligatory to follow the student-staff sessions in the hall.

Rules to be followed in the open football and athletic field

ARTICLE 19 – (1) The rules to be followed in the open football and athletic fields are as follows:

- a) People who want to take advantage of the football and athletic fields must make a reservation in advance.
- b) It is obligatory to wear appropriate sports clothes and sports shoes in the football and athletic fields.

- c) Locker rooms and locker keys must be obtained from the hall attendants.
- d) No food is consumed in the football and athletic fields.
- e) It is obligatory to comply with the start and end times of the received session times.
- f) Hourly fee of those using the football field is collected in advance against a receipt before using the facility.
- g) During the hours when the football and athletic fields are used for educational purposes, students can use the facility under the supervision of the course instructor.

Rules to be followed on indoor and outdoor tennis courts

ARTICLE 20 – (1) The rules to be followed in indoor and outdoor tennis courts are as follows:

- a) Those who do not have suitable sports clothes and sports shoes cannot enter the tennis courts.
- b) It is forbidden to eat any kind of food in the tennis courts.
- c) The hourly fee of those who use the tennis courts is collected in advance against a receipt before using the facility.
- d) It is obligatory to comply with the student-staff sessions and their durations in the hall.

Rules to be followed in outdoor basketball and volleyball courts

ARTICLE 21 – (1) The rules to be followed in open basketball and volleyball courts are as follows:

- a) It is obligatory for those who use the fields to wear suitable sports clothes, sports shoes and have a towel.
- b) No food is consumed in the field.
- c) In order to do sports on the field, permission must be obtained from the personnel in charge.
- d) In case of damage to the fields, the damage is compensated from the person.

PART FOUR

Sports Facilities Allocation and Remuneration

Allocation

ARTICLE 22 – (1) The facilities belonging to the University are provided by the Rectorate for a short or long term under the following conditions;

- a) Facilities mainly for education, leisure and sports activities,
- b) To the units of our University, provided that the physical infrastructure and in-field texture of the facilities are used by preserving the education-training and sports activities of the University,
- c) All kinds of meetings, cultural, sports and artistic activities deemed necessary by the Rectorate,
- d) It can be allocated to sports clubs and other organizations outside the University in return for daily, weekly and monthly fees to be determined by the Board of Directors.
- e) For the allocation, an application must be made to the Head of Department at least one week in advance.
- f) In case of rejection of the allocation, the reason is notified to the relevant unit.

Application for allocation

ARTICLE 23 - (1) Allocation application procedures are as follows:

- a) Real and legal persons requesting the allocation of facilities apply to the University Department.
- b) Applications are evaluated by the Department without hindering education and training.

c) In case of more than one request for the same sports facility on the same day, the said facility may be allocated to public institutions and organizations, and finally to real and legal persons, with priority for activities within the University.

d) After the submission of the document stating that the allocation fee has been deposited into the account of the University Strategy Development Department, appropriate working hours are given to the users.

Fee

ARTICLE 24 – (1) Pricing of facilities is made under the following conditions:

a) The usage fees of the facilities are determined by the decision of the University Administrative Board, taking into account the principles of the "Communiqué on Public Social Facilities" published by the Ministry of Finance every year.

b) Fees are collected by the trustees of the accounting officer in charge of the facilities against receipt, or the payment can be made by the person who will benefit from the facilities by transferring to the bank account of the Strategy Development Department.

c) The fees collected by the trustees of the accounting officer are deposited to the counter or bank account of the Strategy Development Department, taking into account the provisions of the regulations and communiqués published by the Ministry of Finance.

PART FIVE

Miscellaneous and Final Provisions

Force

ARTICLE 25 – (1) This Directive enters into force on the date it is accepted by the Senate.

Executive

ARTICLE 26 – (1) The provisions of this Directive are executed by the Rector of Nevşehir Hacı Bektaş Veli University.

Senate Decision Accepting the Directive	
DATE	NUMBER
02/12/ 2020	2020.34.165.