



BEL-PA ICE RINK FACILITY
COACH DOCUMENT DECLARATION AND UNDERTAKING FORM

Season: 2026–2027

1. COACH INFORMATION

Full Name:
Turkish ID / Passport No:
Date of Birth:
Phone:
E-mail:

2. CLUB / CONTACT INFORMATION

Club Name (if any):
Title / Position:

3. SUBMITTED DOCUMENTS

(The following documents have been submitted to the Facility Administration:)

- ☐ Valid Coaching License (Federation-approved)
- ☐ Copy / Image of ID Card or Passport
- ☐ Other documents deemed necessary by the Facility Administration

4. UNDERTAKING AND DECLARATION

During public skating sessions held at the Belpa Ice Rink Facility, I hereby declare and undertake that;

- I have read the “Public Session Coach and Athlete Activities Implementation Directive”;
- I will fully comply with its provisions;
- I acknowledge that public sessions do not constitute club training or organized course sessions;
- I will conduct only individual (one-to-one) training sessions during public sessions;
- I will not draw markings on the ice, delimit areas, or conduct group sessions;
- I will not use hockey sticks, pucks, or other sport-specific equipment during public sessions;
- I accept that the duty of supervision and guidance over the athletes under my control rests with me;
- I will comply with any intervention carried out by facility officials in accordance with the applicable directives;
- In respect of compensation claims that may be directed against the Administration by third parties due to damages arising from my own fault or the acts of athletes under my supervision, I acknowledge the Administration’s right of recourse against me, except in cases of gross negligence of the Administration.

- I further acknowledge that, in case of violation of the directive, I shall be granted the right to submit a written defense prior to the application of any disciplinary measures, and that progressive sanctions may be applied should I fail to submit a defense or if my defense is deemed insufficient.

5. PERSONAL DATA PROCESSING NOTICE (UNDER KVKK)

a. Data Controller

Pursuant to the Personal Data Protection Law No. 6698 (“KVKK”), your personal data are processed by BELPA A.Ş. General Directorate, acting as the data controller, within the scope explained below.

b. Processed Personal Data

Within the scope of coaching activities, the following personal data are processed:

- Name and surname
- Turkish Identification Number
- Date of birth
- Contact information (phone number, e-mail address)
- Federation-approved coaching certificate information
- Photograph (for the purpose of issuing an ID badge)
- Signature information

c. Purposes of Processing Personal Data

Your collected personal data are processed for the purposes of:

- Ensuring coach accreditation within the facility,
- Issuing ID badges,
- Conducting authorization and supervision procedures during public skating sessions,
- Ensuring facility security,
- Conducting possible administrative and legal processes.

d. Method and Legal Basis of Personal Data Collection

Your personal data are collected in physical and/or digital environments through:

- Coach Certificate Notification and Undertaking Form,
- ID badge application process,
- Submission of identification and relevant documents.

Your personal data are processed based on the legal grounds specified in Article 5/2 of the KVKK:

- Being explicitly stipulated by laws,
- Fulfillment of the data controller’s legal obligations,
- Being necessary for the establishment, exercise, or protection of a right, and
- Being mandatory for the legitimate interests of the data controller, provided that fundamental rights and freedoms of the data subject are not harmed.

e. Transfer of Personal Data

Your personal data may be transferred, in accordance with KVKK provisions, to:

- Authorized public institutions and organizations (upon request),
- Relevant judicial authorities for the purpose of conducting legal proceedings.

f. Rights of the Personal Data Subject

Pursuant to Article 11 of the KVKK, as a data subject, you have the right to:

- Learn whether your personal data are processed,
- Request information if your data have been processed,
- Learn the purpose of processing and whether they are used in accordance with such purpose,
- Request correction if personal data are processed incompletely or inaccurately,
- Request deletion or destruction of personal data within the framework of legal conditions.

You may submit your applications in writing to **BELPA A.Ş. General Directorate**.

g. Retention Period

Your personal data are retained for the periods stipulated in the relevant legislation and in accordance with facility operation requirements; upon expiration of such periods, they shall be deleted, destroyed, or anonymized.

☐ I have read and understood the Information Notice regarding the processing of my personal data for facility security, supervision, and accreditation purposes.

6. SIGNATURE

Date ... / ... / 2026

Trainer's Name and Surname

Signature

FACILITY MANAGEMENT APPROVAL

Received By

Title / Position

Date ... / ... / 2026

Signature