



BEL-PA ICE RINK FACILITY COACH ID BADGE IMPLEMENTATION DIRECTIVE

Revision No: 01

1. PURPOSE

The purpose of this Directive is to determine the procedures and principles regarding the issuance, delivery, use, renewal, and cancellation of ID badges to be provided to coaches working at the Belpa Ice Skating Facility; to ensure the distinguishability of authorized coaches within the facility; and to maintain the operational order of the facility.

2. SCOPE

This Directive covers all coaches who conduct coaching activities at the Belpa Ice Skating Facility during public skating sessions, club training sessions, or other sessions deemed appropriate by the facility management.

3. LEGAL BASIS

This Directive has been prepared within the framework of the operating authority of the Belpa Ice Skating Facility, the principles of safe use of public areas, and the powers related to maintaining internal facility order, and constitutes an internal implementation directive.

4. DEFINITIONS

For the purposes of this Directive:

- **Coach:** A person holding a valid, federation-approved coaching certificate and deemed appropriate by the facility management,
- **ID Badge:** A personalized, seasonal ID card indicating the coach's identity and authorization by the facility,
- **Facility:** Belpa Ice Skating Facility,
- **Administration:** Belpa Ice Skating Facility Management.

5. CONDITIONS FOR ISSUANCE OF ID BADGES

An ID badge is issued to coaches who:

- Hold a valid federation-approved coaching certificate,
- Have their identity information verified by the facility administration,
- Sign the Coach Certificate Notification and Undertaking Form,
- Are deemed appropriate by the facility management.

The issuance of an ID badge does not grant the coach unlimited or privileged rights of use within the facility.

6. NATURE AND EFFECT OF THE ID BADGE

- The ID badge bears the designation “COACH”.
- The ID badge solely indicates that the coaching activity has been notified to and approved by the facility.
- The ID badge does not grant the right to act outside the facility’s rules and directives.

7. APPLICATION AND REQUIRED DOCUMENTS

During the ID badge application process, the following documents shall be submitted to the facility administration:

- Federation-approved coaching certificate,
- Copy or image of the Turkish Identification Card,
- One (1) passport-sized photograph,
- Any other information and documents deemed necessary by the facility administration.

8. ACCREDITATION AND FEES

Accreditation and fee-related procedures for the issuance of ID badges shall be carried out in accordance with the current facility tariffs, relevant board of directors’ decisions, and administrative regulations.

9. VALIDITY PERIOD AND RENEWAL

- ID badges are valid for one season (1 year).
- Renewal at the beginning of each season is mandatory.
- In the event of any changes in submitted documents, updates may be requested before the end of the season.

10. RULES OF USE

- The ID badge is personal and non-transferable.
- It must be worn visibly within the facility at all times.
- Ensuring the accuracy and currency of badge information is the responsibility of the coach.

11. LOSS, DAMAGE, AND REISSUANCE

- In case of loss, damage, or the badge becoming unusable, the facility administration must be notified immediately.
- Reissuance procedures shall be carried out in accordance with the procedures and principles determined by the facility administration.

12. SUPERVISION, DISCIPLINE, AND CANCELLATION

- Coaches who act in violation of the provisions of this Directive may have their ID badges temporarily suspended or canceled. Prior to suspension or cancellation, the relevant coach shall be notified in writing and granted the right to submit a defense.

- Individuals whose ID badges are canceled shall not be permitted to conduct coaching activities within the facility.
- Where necessary, the matter may be referred to higher authorities for legal and administrative proceedings.

13. EFFECTIVE DATE

This Directive shall enter into force upon approval by **BELPA A.Ş. General Directorate.**

14. IMPLEMENTATION

The provisions of this Directive shall be implemented by the **Belpa Ice Skating Facility Management.**