

YOZGAT BOZOK UNIVERSITY

Health, Culture and Sports Department — Sports Competitions and Tournaments Workflow Process

Responsible	Workflow Process	Documentation / Output
Head of SKS Department	Receipt of the participation letter from the Interuniversity Sports Federation.	Participation Letter from the Interuniversity Sports Federation
Head of SKS Department, Relevant Personnel	A letter is written to the School of Physical Education and Sports to request notification of which branches will or will not participate.	School of Physical Education and Sports
School of Physical Education and Sports	Notification of inability to participate (if applicable).	-
Relevant Personnel	EXTRENET on the Federation's website is filled out.	Federation Website
Relevant Personnel	Tracking the schedule of activities organized by the Federation.	Federation Website
Relevant Personnel	The delegation list of athletes participating in the competition is determined and submitted to the Rector's approval.	- Rector's Approval - Delegation List
Relevant Personnel	Vehicles are procured from the Department of Administrative and Financial Affairs if possible, otherwise rental is arranged.	-
Relevant Personnel	Licenses for student-athletes are issued through the Provincial Directorate of Youth and Sports.	- Student Certificate - Health Report - Photograph - Identity Card
Relevant Personnel	The names of student-athletes are entered into EXTRENET, and approval and printouts are obtained.	Federation Approval

Responsible	Workflow Process	Documentation / Output
Relevant Personnel	Permission letters are issued for the participants.	• Permission Letters