



To: BEC Members

Brøndby, 12 September 2022

REFERENCE

BEC BASIS PROGRAMME - National Administrators' and Level 1 Event Management courses

Dear Members,

Badminton Europe is happy to invite you to one of the projects of BEC BASIS PROGRAMME; the National Administrators' and Level 1 Event Management courses. The courses are part of BWF's educational programme, designed by World Academy of Sport (WAoS). This is the fifth time the courses are organized.

1. Planning

The courses will be held over two days on **Thursday 3rd & Friday 4th November 2022** in Saarbrücken, Germany alongside the HYLO Open.

2. Content

National Administrators' Course

The National Administrators' Course is aimed at individuals, who perform an administrative function in their association.

By the end of this course, participants will have developed a better understanding of:

- Constitution framework
- Good governance
- Strategic planning
- Operational planning
- Development tools
- Development opportunities

Level 1 Event Management Course

The Level 1 Event Management Course is aimed at event organisers staging Grade 3 tournaments and/or International Junior/U17 tournaments.

By the end of this course, participants will have developed a better understanding of:

- Event and competition structures
- Key considerations in event management
- Local Organising Committee foundation
- Planning and delivering events
- Event evaluation and reporting process
- Communication & Commercial strategies and planning

3. Registration

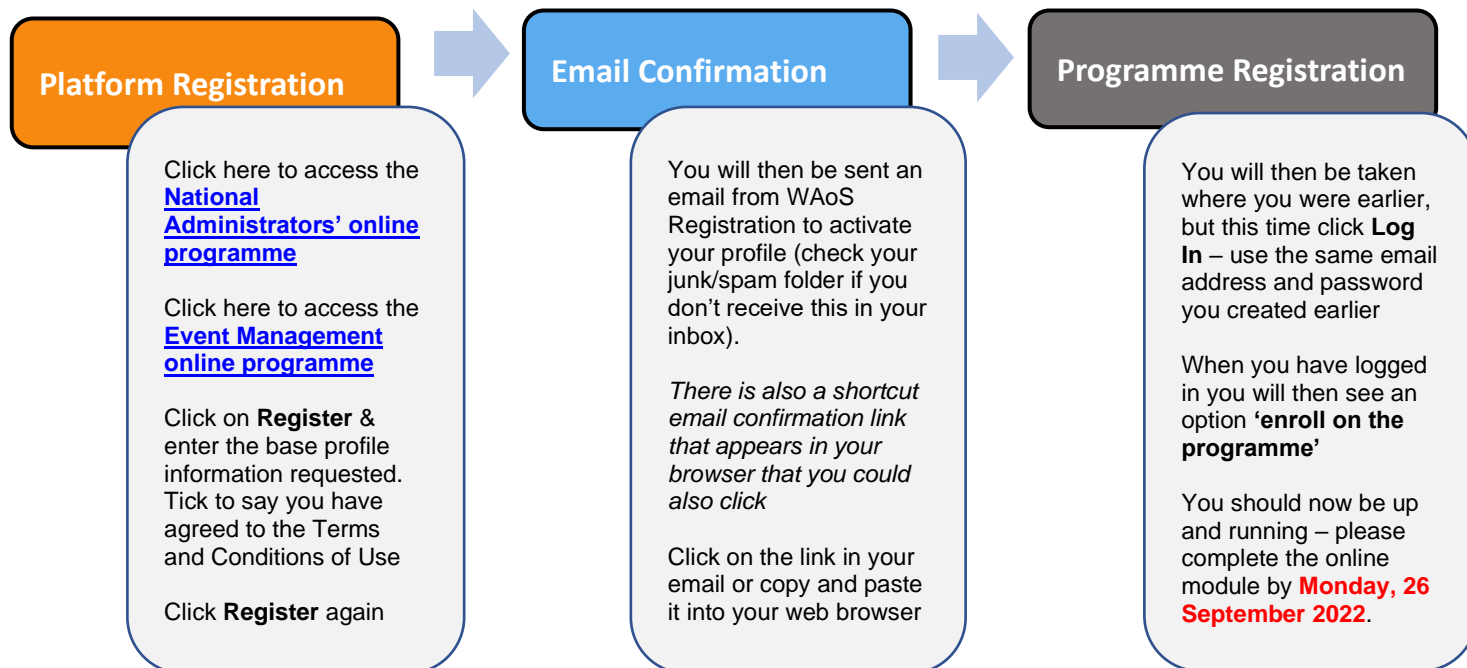
For participants wanting to attend the face-to-face National Administrators or Level 1 Event Management Course in Saarbrücken, please note that it is **mandatory** to complete an online course before submitting the application.

All applications must be submitted by Members. To participate, please send the official Course Application Form to Andreja Turk at andreja.turk@badmintoneurope.com **after completing the online course.**

Badminton Europe will make a selection of candidates.

Members can be asked to justify their registered candidates.

Please follow the instructions below:



4. Deadlines

- Deadline for completing the online module and sending the Application Form to Andreja Turk at andreja.turk@badmintoneurope.com is **Monday, 26th September 2022**.
- Deadline to provide your travel details is **Friday, 14th October 2022**. (Do not book any travel until further notice!)

5. Presenters

Brian Agerbak, BEC General Secretary
Jimmy Andersen, BEC Deputy General Secretary
Andreja Turk, BEC Finance & Administration Manager
Tamara Geeraerts, BEC Events Manager

6. Support*

Badminton Europe will cover the following for the selected participants:

- 2-3 nights of accommodation in shared twin rooms (including breakfast)
- 2 lunches (Thursday and Friday)
- 1 dinner (Thursday)
- 250 € travel grant per participant*

* - Gender Equity in badminton constitutes a key subject for both BEC and BWF. Both BEC's terms of reference and BWF's statutes aim to achieve a balanced gender representation in all badminton activities.

Each Member can have support for more participants given they are of different gender. If the participants are of the same gender, support will be given to only one participant.

Examples:

- *Member nominates 1 woman and 1 man → support for both (gender balance)*
- *Member nominates 1 woman and no men → support for the participant (gender balance)*
- *Member nominates 1 man and no women → support for the participant (gender balance)*
- *Member nominates 2 women and no men → support for one participant only (no gender balance)*
- *Member nominates 2 men and 1 woman → support for all (gender balance)*

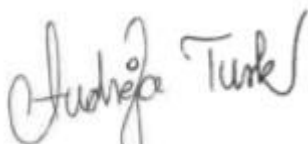
The above is only applicable for selected candidates completing the online module in a satisfactory manner in due time for the WAoS Courses and who attend the full duration of the courses to which he/she is selected for.

IMPORTANT

Badminton Europe will review the completed online courses and the applications, and will confirm the participation to the Members as well as to the individual applicant. Please **do not make any travel arrangements** before receiving confirmation of participation from Badminton Europe. Confirmations will be sent to the Members shortly after the application deadline.

Additional details about the venue and other arrangements will be communicated closer to the course.

Kind regards,



Andreja Turk,
Finance & Administration Manager