

To: Member Associations

Brøndby, 16 September 2019

REFERENCE – **EXTENDED DEADLINE**

- BEC Strategic Planning Day
- World Academy of Sport (WAoS) - National Administrators´ Course
- World Academy of Sport (WAoS) - Level 1 Event Management Course

Dear Member Associations,

Badminton Europe is happy to invite you to the Strategic Planning Day and the National Administrators´ or Level 1 Event Management Courses.

1. Planning

Both activities will be held in **Budaörs, Hungary** alongside the 44th YONEX Hungarian International Championships.

- Friday, 1st November 2019 – Strategic Planning Day
- Saturday & Sunday, 2nd & 3rd November 2019 – National Administrators´ Course and Level 1 Event Management Course

Participants are encouraged to participate in both the Strategic Planning Day and either the National Administrators Course or the Level 1 Event Management Course which run simultaneously. Below are the options for participants:

Option 1 - Participate in the Strategic Planning Day **and** the National Administrators´ Course or Level 1 Event Management Course (Arrive Thursday, 31st October 2019, depart Sunday, 3rd November 2019 after 16:00)

Option 2 - Participate **only** in the Strategic Planning Day (Arrive Thursday, 31st October 2019, depart Friday after 18.00)

Option 3 - Participate **only** in the National Administrators´ Course or Level 1 Event Management Course (Arrive Friday, 1st November, depart Sunday, 3rd November after 16:00)

2. Content

- Strategic Planning Day

During the Strategic Planning Day, the participants will be working with core elements of a strategic plan like vision, mission, values and understanding how to set targets for their organisation.

At the end of the session the participants would have created a basic strategic plan that they can immediately use in their organisation or take back for further development with their colleagues.

In the strategic plans we will be focusing on the areas of administration, grassroots development, communication, events and high-performance.

- World Academy of Sport (WAOs) - National Administrators Course or Level 1 Event Management Course

National Administrators' Course

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

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

- Constitution, governance and administration
- Strategic and operational planning
- Commercial strategies and planning
- Communication strategies and planning
- Development tools and opportunities

Level 1 Event Management Course

The Level 1 Event Management Course is aimed at event organisers wishing to stage Level 4 events and International Junior tournaments.

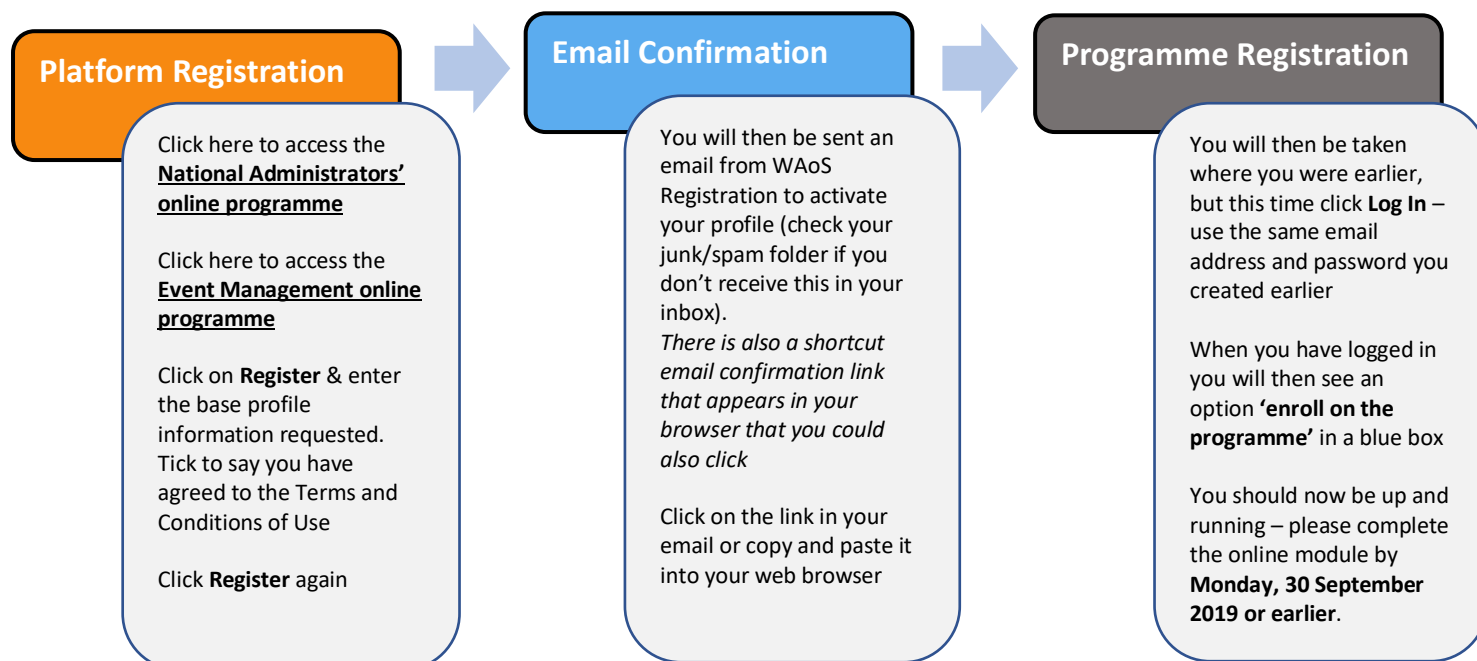
By the end of this course, participants will have developed a better understanding of:

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

Online module

For participating attending the World Academy of Sport Courses - National Administrators or Level 1 Event Management Course, please also note that there is an online programme for the respective disciplines, either Administration or Events, **which is MANDATORY to complete prior to the course.**

The instructions below will help you to access the online module



3. Presenters

Brian Agerbak, BEC General Secretary
Jimmy Andersen, BEC Deputy General Secretary
Tania Teoh, BEC Development and High-Performance Manager
Alexander Regel, BEC Commercial Manager

4. Support*

Badminton Europe will cover the following for the participants:

Option 1

- 3 nights accommodation in shared twin rooms (including breakfast)
- 3 lunches (Friday, Saturday and Sunday)
- 2 dinners (Friday and Saturday)
- 250 € travel grant per participant (maximum 2)

Option 2

- 1 night accommodation in shared twin rooms (including breakfast)
- 1 lunch (Friday)
- 1 dinner (Friday)
- 250 € travel grant per participant (maximum 2)

Option 3

- 2 nights accommodation in shared twin rooms (including breakfast)
- 2 lunches (Saturday and Sunday)
- 1 dinner (Saturday)
- 250 € travel grant per participant (maximum 2)

Each Member Association can have support for maximum 2 participants given that they take part in the National Administrators Course and Level 1 Event Management Course respectively and that they are of different gender. If the participants are of the same gender, support will be given to only 1 participant.

****The above is only applicable for selected candidates who are well prepared for the Strategic Planning Day, who completes 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.***

5. Registration

All applications must be submitted by Member Associations. To participate, please send the official Course Application Form to Tania Teoh at tania.teoh@badmintoneurope.com

Please note the deadlines below:

- Deadline for sending the application form to Badminton Europe is **Monday, 23rd September 2019 before 12:00 CET.**
- Deadline to complete the online module and to provide your travel details is **Monday, 7th October 2019 before 12:00 CET.**

IMPORTANT

Badminton Europe will review the applications and will confirm the participation to the Member Associations 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 Member Associations shortly after the application deadline.

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

Kind regards,



Tania Teoh
Development and High-Performance Manager