



Badminton Europe  
Brøndbytoften 14  
2605 Brøndby, Denmark  
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www.badmintoneurope.com

Brøndby, 22 February 2022

**To: BEC Members**

## **Invitation to participate at the BEC Shuttle Time Trainer's / Tutor's Course – Caldas da Rainha, Portugal**

Dear BEC Members,

Badminton Europe is happy to inform you that we will organise BWF / BEC Shuttle Time Trainer's/Tutor's course in close cooperation with the Portuguese Badminton Federation.

### **Prerequisites for participants:**

- Should be a coach and/or educator with high level presentation skills.
- Should be experienced in planning and delivering workshops and courses for adults.
- Should be a confident badminton player with a sound knowledge of the sport.
- Should have the Shuttle Time Teachers certificate
- May have coached badminton in a school context.
- Must have a very good understanding of the following:
  - Shuttle Time Programme (e.g. main objectives, material content)
  - Teachers' Manual and Lessons Plans for teachers
  - Tutors' Guidelines.

Members who are not familiar with Shuttle Time should get in touch with BWF to receive all the resources and go through them before the start of the course. To receive the Shuttle Time resources and to get to know them, please follow the BWF [website](#).

### **Dates and location**

19 - 22 May 2022  
Caldas da Rainha, High Performance Sport Centre  
Avenida Vasco da Gama Parque Desportivo de  
2500-282 Caldas da Rainha

The course will start on Friday, 20 May 2022, at 09:00 in the morning and finish on Sunday, 22 May 2022 at 12:00 in the afternoon.

Participants are expected to arrive on **Thursday, 19 May 2022** and depart on **Sunday, 22 May 2022**, after lunch.



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### **Entry fee and services provided by BEC**

Badminton Europe will cover the following (for up to 2 participants from each Member):

- Accommodation in a twin room including breakfast (3 nights)
- 3 lunches (one on each day during the course)
- 2 dinners (Friday and Saturday night)

To provide these services in the best way possible, the participants or the BEC Member must cover an entry fee of **200€ per participant**.

**All travel costs and expenses related to the travel must be covered by the Members or participants. Badminton Europe will not cover these costs.**

### **Application process:**

All Members can apply for up to 2 participants to this course. The hosting Member can apply for up to 4 participants.

All applications must be sent to us by our Members.

To register your applicant(s), please send out the following documents via online form to following this [LINK](#).

- Participant's application form (online form)
- Participant's CV in English (to be attached in the online form)

The deadline to send the applications is **Friday, 25 March 2022**.

Badminton Europe will review the applications and CVs prior to the selection. The confirmation of participation will be addressed to the Members shortly after the application deadline.

### **Gender Equity**

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. Members are thus encouraged to work towards this objective by sending gender balanced participation applications.

### **Travel arrangements**

Please **do not make any travel arrangements** before receiving confirmation from Badminton Europe.

### **Covid-19 and entry into Portugal**

To enter Portugal:

- Please find the necessary information here: [LINK](#)

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

If you require any further information, please do not hesitate to contact Tommi Saksa, at [tommi.saksa@badmintoneurope.com](mailto:tommi.saksa@badmintoneurope.com)

Kind regards,



Jean-Marc Serfaty  
BEC Director



Tommi Saksa  
Development and High Performance Officer