



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

To: BEC Members

Brøndby, 20 September 2021

## 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 the BWF's educational programme, designed by the World Academy of Sport (WAOs). This is the fourth time the courses are organized. The National Administrators' Course will include a Strategic Planning Day with a special focus of giving Members important tools in relation to building or improving their Strategic Plan.

## 1. Planning

The courses will be held on **Thursday 25<sup>th</sup> & Friday 26<sup>th</sup> November 2021** in Brežice, Slovenia alongside the YONEX Slovenia Future Series 2021.

Course participants are expected to arrive on Wednesday, 24<sup>th</sup> November 2021 and depart Friday, 26<sup>th</sup> November 2021 after 16:00. Transport between the hotel and the airport will be arranged.

## 2. Content

### ***National Administrators' Course – including Strategic Planning Day***

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 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 wishing to stage Level 4 events and International Junior tournaments.

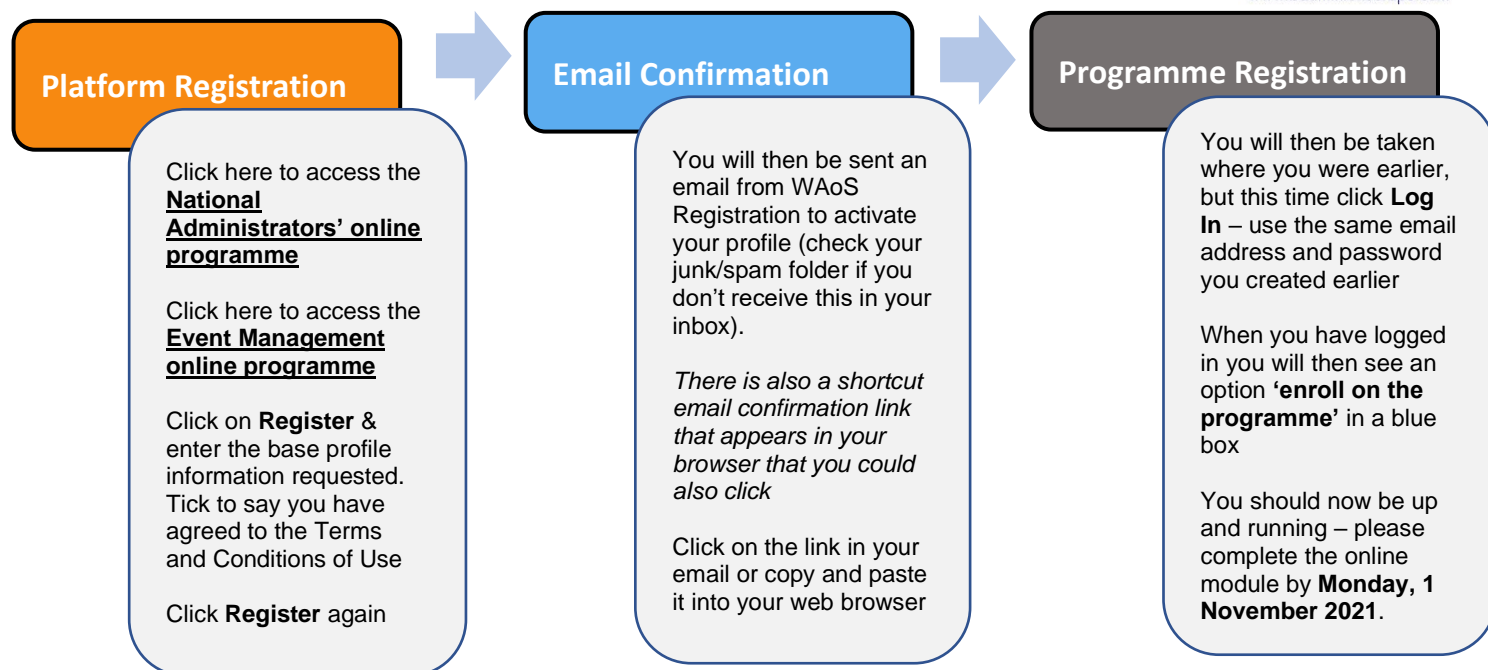
By the end of this course, participants will have developed a better understanding of:

- Events and competition structures
- Key considerations in event management
- Local Organising Committee foundation
- 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 on the next page will help you to access the online module:



### 3. Presenters

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

### 4. Support\*

Badminton Europe will cover the following for the participants:

- 2 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)*

Members can be asked to justify their registered candidates.



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*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.*

## 5. Registration

All applications must be submitted by Members. To participate, please send the official Course Application Form to Andreja Turk at [andreja.turk@badmintoneurope.com](mailto:andreja.turk@badmintoneurope.com)

*Badminton Europe will make a selection of candidates if the number of registrations exceed the capacity of the course.*

Please note the deadlines below:

- Deadline for sending the application form to Badminton Europe is **Wednesday, 13<sup>th</sup> October 2021**.
- Deadline to complete the online module and to provide your travel details is **Monday, 1<sup>st</sup> November 2021**.

### **IMPORTANT**

Badminton Europe will review 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,

A handwritten signature in black ink that reads "Andreja Turk".

Andreja Turk,  
Finance & Administration Manager