



Badminton Europe
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Badminton Administrative Support and Information Sharing programme (BASIS)

Background

BASIS has been developed by the Member Structure Commission in conjunction with the BEC Office. BASIS has the overriding objective to help the Member Associations (MAs) develop in the area of administration and aims to achieve this objective by providing multiple levels of support to the MAs. It is intended that BASIS will be a 'demand led' programme i.e. the Member Structure Commission and the BEC Office will develop support levels for BASIS that the MAs tell us they need or want. It is intended that the support levels will be reviewed and updated on an annual basis.

For the first year of BASIS, there are five possible support levels. These are set out below. During the Members' Forum 31st March 2017 in Prague (CZE) MAs will be given more information about BASIS, and will be given the opportunity for putting forward questions.

MAs may apply to be considered for support levels 3-5 below at any time following the Members' Forum in accordance with the process outlined below. MAs will be advised in due course of when they may apply to be considered for support levels 1 and 2.

1. BEC Internship Programme

Introduction

The Internship Programme provides an opportunity for MAs to send an employee or retiring (or recently retired) player from that MA to the BEC Office for a networking and learning experience.

BEC is also keen to hear from any Established or Advanced MAs who would be interested in receiving an employee of a Developing or Developed MAs as part of the Internship Programme. BEC would bear the costs as set out below.

Internship Programme duration: 1-4 months, to be agreed between BEC and the MA(s).

Process

BEC will advertise Internship Programme opportunity 5 month in advance of the start date.

MAs will nominate an individual for the Internship Programme. BEC is only able to receive up to a maximum of two Interns per Internship Programme. If more than two



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applications are received, BEC will make a thorough review of the applications and decide which two MAs will be awarded the Internships taking into account the overriding objective of BASIS. The MAs that are unsuccessful on that occasion are encouraged to apply for the next Internship Programme opportunity.

The Internship will be awarded a minimum of 3 months prior to the start of the Internship Programme.

BEC will assist with finding accommodation for the Intern but it would be the responsibility of the Intern to secure his/her own accommodation for the duration of the Internship.

Costs

BEC will offer up to 500 euro per month towards accommodation costs against actual expenditures.

BEC will also provide pocket money/allowance of 500 euro per month.

BEC will cover administrative costs for computer, IT-programme, insurance etc.

BEC will cover any course, events and/or activities during the Internship.

MA or Intern will cover own travel expenses to and from Denmark.

Outcomes

The Intern will work in the BEC Office alongside BEC's full-time employees and assist with the day-to-day running of BEC. As a result, the Intern will get an understanding of the different aspects of BECs activities and the administration of badminton on a European level. It is expected that the skills and knowledge developed during the Internship Programme will, in many cases, be transferable to MA activities at a national level and will also provide the Intern with a better understanding of the project opportunities offered by BEC.

2. BEC Shadow Programme

Introduction

The Shadow Programme provides an opportunity for MAs to send an employee or retiring (or recently retired) player to BEC activities like European Championships, Coach Education/Shuttle Time Courses or the Summer School to shadow the work of key members of BEC Staff at those activities.



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Shadow Programme duration: 2-8 days, to be agreed between BEC and the MA(s).

Process

BEC will advertise for the Shadow Programme 3 months in advance of the start date.

MA's will nominate an individual for the Shadowing Position.

BEC is only able to receive up to a maximum of one individual per Shadow Programme. If more than one application is received, BEC will make a thorough review of the applications and decide which MA will be awarded the Shadow Position taking into account the overriding objective of BASIS. The MAs that are unsuccessful on that occasion are encouraged to apply for the next Shadow Programme.

Shadow Positions will be awarded a minimum of 1 month before the Shadow Programme start date.

Costs

BEC will pay the flight ticket for the individual.

BEC will pay for accommodation/food for the individual during the Shadow Programme.

Outcomes

The individual will shadow key members of BEC staff in carrying out their duties at the BEC event. The individual would have an opportunity to ask questions of that member of staff and to gain direct experience of preparation for and delivery of major events and/or the organisation and administration of badminton specific courses or activities at a European level. It is expected that the skills and knowledge developed during the Shadow Programme would, in most cases, be transferrable to events and courses run at a national level.

3. BEC Representative Visits

Introduction

The Representative Visits provide MAs with an opportunity to receive direct BEC support in the form of a visit (or visits) from a BEC representative to their country. The exact form of the Representative Visit will be agreed between BEC and the MA but it is expected that it will generally involve the sharing of information, knowledge



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and best practice between BEC and the MA. The Representative Visit will also be an opportunity to further develop the relationship between the MA and the BEC Office staff. The Representative Visits may also involve the delivery of learning material from BEC to the MA.

Representation Visit duration: 2-4 days, to be agreed between BEC and the MA.

Process

MA's may, at any time, apply for a Representative Visit specifying the areas within their Federation where they would like assistance and/or input from BEC.

BEC will make a thorough review of each application it receives and decide whether to appoint an appropriately experienced BEC Office staff member as a Representative to assist the MA in the areas specified in their application taking into account the overriding objective of BASIS.

The Representative Visit will be organised by agreement between BEC and the MA and will be subject to the availability of the appointed BEC Office staff member.

Costs

BEC will pay flight costs for the representative.

BEC will pay for accommodation for the representative.

BEC will pay for allowance for the representative.

BEC will pay for learning material to be provided to the MA.

BEC will pay 500 euro to the MA to support any logistics and meals during the visit.

Outcomes

The Representative Visit will mainly provide an opportunity for the BEC representative to meet with the key members of the MA and to share their knowledge and experience in the areas specified by the MA and to highlight BEC activities that may assist the MA. It is expected that this will assist the MA in developing its administration and further develop the relationship between BEC and the MA.

During the Representative Visit the BEC representative would also be happy to meet with government officials, NOC or other relevant institutions to better understand the national sporting context in which the MA operates.



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4. World Academy of Sport Administrators Course

Introduction

In cooperation with BWF a World Academy of Sport Administrators Course is being offered which gives a general introduction to elements of administering a badminton organisation. The Administrators Course is comprised of an initial online theory course followed by a practical weekend.

Administrators Course duration: an online theory course plus a 2-3 days' practical weekend.

Process

The online theory course must be completed by the individual prior to attending the practical weekend.

BEC will advise MAs in due course of the date(s) and location(s) for the next practical weekends and provide guidance on how to access (and how long it will take to complete) the online theory course.

MAs may, at any time, nominate employees or retiring (or recently retired players) to participate in the Administrators Course.

There is no limit on the number of individuals that an MA can nominate but, in the interest of ensuring that the participants achieve the maximum benefit from the practical weekends, BEC may set a maximum number of participants who may take part in any single weekend. In the event that the number of nominations exceeds that maximum, BEC will fill places based on a thorough evaluation of the nominated participants' online theory course.

Costs

BEC will offer a travel grant of 300 euro per participant.

BEC will offer accommodation and food during the course.

Outcomes

The participants will get an understanding of the different aspects of administering a badminton organisation and a qualification from the World Academy of Sport.



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5. Network and Information Sharing Sessions between MAs

Introduction

The Networking and Information Sharing Sessions provide MAs the opportunity to network and share information with MAs of a similar development level and/or with common issues to resolve.

Network and Information Sharing Sessions Duration: expected to be 1-3 hours but will be determined by the MAs on agreement with BEC.

Process

The Networking and Information Sharing Sessions shall be requested by the MAs. BEC will review each request it receives and decide whether to accept the request taking into account the overriding objective of BASIS.

In its request, the MA should specify which other MAs it would like to meet with, at which event and/or which specific topic(s) it would like to discuss. An MA can also request that a representative of BEC provide information to the MAs on a specific topic. *By way of example only, an MA may request that BEC hold a Networking and Information Sharing Session at the BEC ADM for all MAs on the topic of how to best use social media to increase its fan base and/or better market its players or major event(s).*

BEC will, if applicable, then write to those specific MAs (or all MAs) and give them the opportunity to attend the Networking and Information Sharing Session.

Due to budget constraints and the availability of BEC Office staff members, BEC may set a maximum number of Networking and Information Sharing Sessions.

Costs

BEC will facilitate all on-site costs in terms of meeting room hire, IT-equipment and refreshments.

MAs will pay their own travel costs.

Outcomes

The Networking and Information Sharing Sessions are designed to create greater synergies and cooperation between the MAs. It is expected that the Networking and Information Sharing Sessions will allow European MAs to develop quicker solutions to common issues and to therefore develop competitive advantages for European badminton.