

OFFICIAL BIDDING DOCUMENT BADMINTON EUROPE SUMMER SCHOOL 2018-2022



About hosting the Badminton Europe (BEC) Summer School

BEC Summer School 3
All Members Associations can host 3
Member Associations can bid for a BEC Summer School at any time..... 3
Decision..... 3

Details and requirements

BEC Summer School details and requirements..... 4
Further requirements and responsibilities..... 5

Bidding

Procedure 8
Criteria and decision-makers 8
Further details 9

1. About hosting the Badminton Europe (BEC) Summer School

The following will give an impression of the Badminton Europe Summer School and what the possibilities and requirements are for a Member Association that wish to host it.

BEC Summer School

The BEC Summer School is the longest running development project within Badminton Europe. It is a combination of a training camp for the best U17 players in Europe and a Coach Education course. The Summer School is held every year in the month of July.

Organizing a BEC Summer School can provide many benefits to the host Member Association.

Examples of these may include:

- Increased awareness of badminton in the local community.
- Opportunities for local organizers to gain knowledge and experience from BEC staff.
- Opportunities for local organizers to meet members of the BEC Board.
- Sharing knowledge and gaining experience in player development strategies.
- Developing Coach Education in the country.

All Member Associations can host

All of Badminton Europe's 52 Member Associations have the opportunity of hosting the BEC Summer School – allocation being made based on the submitted bid.

Member Associations can bid for a BEC Summer School at any time

Badminton Europe gives its Member Associations the opportunity to bid for a BEC Summer School at any time it is of interest and convenience for the respective Member Association.

Decision

Shortly after the bid is submitted by the Member Association, they will be informed if they have been successful – no matter if the event is being held in 6 months, or in 6 years...

2. Details and requirements

The following will give an impression of the expected terms and conditions for hosting a BEC Summer School.

The participant's fee is 450 EUR. 400 EUR is allocated to the organizer to cover expenses, with 50 EUR retained by Badminton Europe.

The host organiser is expected to deliver the following –

- Accommodation and full board for participants and staff
- Use of at least 12 courts for 6 full days. It is acceptable to use more than one hall if the halls are within walking distance (maximum 5 min. walking) of each other.
- Internal transport. Collection of the Summer School participants and staff from the airport to the venue and return.
- Travel subsidy and allowance for staff. Payment of 250 EUR for travel costs and allowance of 150 EUR for all members of staff. The total number of staff depends on the total number of players. Please budget one staff for 2 courts plus one extra staff.

Please indicate in your proposal the total capacity for the number of players and coaches. This should be based on the number of available courts where the calculation is 4 players per court.

Please be also aware that a minimum of 4 additional courts has to be provided for the Coach Education.

The host organiser is also responsible for arranging an excursion or activity on one afternoon. It is also a requirement to provide a local staff person to help with administration/co-ordination at all times during the whole week.

These costs should be considered in the budget proposal.

The BEC Summer School normally takes place in the second week of July, from Saturday to Saturday. Please specify in your proposal when you would intend to hold the Summer School. It is also important to know the name of the closest international airport and the distance to the location of the proposed venue.

Further requirements and responsibilities

	Aspect & Specification	Responsible	Finance
1.	INVITATIONS Will be sent to BEC Member Associations at least 5 months before the event.	BEC	BEC
2.	COLLECTING ENTRIES AND ENTRY FEES	BEC	BEC
3.	SCHEDULE FOR SUMMER SCHOOL	BEC	BEC
4.	STAFF Select and appoint applicants.	BEC	BEC
	Travel subsidy of 250 € for every staff (one staff for every 2 courts + one extra staff) and daily allowance of 150 € (for the whole week). All staff is supposed to arrive one day before the event.	Host	Host
5.	COACHES Select and accept applicants (3 coaches for every 2 courts).	BEC	BEC
	All practical arrangements and information.	Host	Host
6.	PLAYERS Select and accept applicants (8 players for every 2 courts).	BEC	BEC
	All practical arrangements and information.	Host	Host
7.	TRAINING HALLS The venue and the court setup must be in line with the 'BWF Regulations' and be ready one day before the event. All courts must have clear court lines (preferably mats), net posts and nets.	Host	Host
	At least 4 additional courts (1 court for 4/6 coaches) have to be provided for the Coach Education. They are not included in the training courts. These courts should preferably be in a separate hall in walking distance (5 min. walking) from the training hall and any accommodation. The hall should have a whiteboard or flip-chart as well as seating (benches) for the coaching sessions.	Host	Host
8.	ACCOMMODATION Appropriate accommodation must be provided on-site (maximum 5 min. walking	Host	Host

	distance from any hall-facility) for all participants and staff. This can be shared rooms for players and participant coaches, staff must have single rooms.		
9.	TRANSPORT Must be organised from and to the nearest international airport and/or other major point of arrival for all players, coaches and staff on the days of arrival and departure. No one should have to wait any longer than 1,5 h for collection at the airport/train station.	Host	Host
10.	CATERING Three meals per day, breakfast/lunch/dinner plus an additional evening-snack, all served with soft-drinks, must be provided for all participants and staff at the on-site restaurant.	Host	Host
	There should be the possibility for all participants to purchase snacks and drinks.	Host	Host
11.	SHUTTLECOCKS Will be provided to the event free of charge.	BEC	BEC
	A supply of used shuttlecocks of good quality should be provided for the first two days of practise – all used shuttlecocks from the Summer School can be retained by the host after the event.	Host	Host
12.	DRINKING WATER Must be available at the practise sessions, preferably by the possibility to fill up own water bottles.	Host	Host
13.	DOCTOR Must be notified of event and be available on call for injured or ill participants.	Host	Host
14.	PHYSIOTHERAPIST Must be available on call at all times, but can charge for service. A list of prices, conditions and availability should be sent to, and approved by, BEC in advance of the event.	Host	Host
15.	FIRST AID KIT Must be available for staff to use and be ready one day before the event.	Host	Host
	Ice (in big amounts) must be available at all times in the accommodation and halls.	Host	Host
16.	MEETING ROOMS One room for up to 35 persons must be available for the Coach Education Course	Host	Host

	at the beginning of the week. This room should have projection possibilities (beamer) and a whiteboard or flip-chart.		
	One room for up to 12 persons for use by the staff. This room must have at least 12 high speed internet connections or wireless, a printer, a photocopying machine and a coffee machine.	Host	Host
	One room for up to 30 persons for the gathering and socialising of the coaches as well as their preparation work for their sessions. This room should have possibilities for internet access and should have long opening hours, as the preparation can take long hours in the evening.	Host	Host
	One room for up to 60 persons for the gathering and socialising of the players. This room should preferably have possibilities for internet access.	Host	Host
17.	PROGRAMME Produce an information programme for participants at the arrival.	BEC/ Host	Host
	Provide an information board with the latest details in the accommodation and halls.	BEC/ Host	Host
18.	LOCAL COORDINATOR Must have at least one local contact person to assist with daily coordination for the full period of event. This person must be at the camp for 24 h during the event and be able to speak and understand English.	Host	Host
19.	OTHER FACILITIES Book other sports facilities for evening activities, like swimming pool, running track, football pitches, etc.	Host	Host
20.	SOCIAL ACTIVITIES Organise a half-day fun and entertaining excursion for participants on the Wednesday afternoon/evening. This should not be historical tours, museum visits or comparable.	Host	Host
	Organise a closing party for participants on the Friday evening with music, soft drinks and snacks.	Host	Host
21.	PRIZES Supply suitable inexpensive souvenir prizes to the 1 st , 2 nd , 3 rd positions in both the player's singles (girls and boys) and the fun-doubles (players and coaches') tournament or as appropriate depending on the programme-schedule.	Host	Host

22.	T-SHIRTS A souvenir T-shirt must be produced for all participants. It should be handed out at the start of the event. Sizes should be checked beforehand and additional sizes should be available.	Host	Host
23.	PHOTOGRAPHER Arrange to take official group picture in high quality (by a photographer) and provide a copy for all participants and a digital copy for BEC.	Host	Host
24.	SAFEGUARDING A children and vulnerable adult safeguarding policy is in place, which is compliant with applicable regulation and legislation. The local host staff are appropriately checked and covered by this policy.	Host	Host

3. Bidding

Procedure

The bidding procedure allows Member Associations to submit bids at any time. It will be possible to bid for the BEC Summer School for several years/times in a row.

Interest to host the BEC Summer School must be submitted in writing.

When making a formal application, the official application form must be used.

[Click here to download the official application form](#)

Criteria and decision-makers

A bid will be accepted by the BEC Board of Directors provided the bid fulfills the organizational criteria. Allocation of the BEC Summer School will be approved by the BEC Board at its earliest convenience, based on the recommendation of the Sport for All Commission.

Further details

All bids or questions about hosting a BEC Summer School should be addressed to:

Badminton Europe
Brøndbytoften 14
2605 Brøndby, Denmark
E-mail: Zsofia Horvath zsofia.horvath@badmintoneurope.com
Phone: +45 31 71 82 83

Disclaimer: Badminton Europe is free to reject the received applications for the BEC Summer School should the content of the applications not meet the desired organizational or financial standards of an event of its kind. Badminton Europe can extend the deadlines given in the bidding papers and re-advertise the bidding should the received bids not be satisfactory and thus be rejected in the first instance. Badminton Europe will in any case of extension of deadlines or re-advertising of the bidding invitation inform the bidding parties of the reason for this action. Bidders who have had their bid rejected are free to participate in the re-advertised bidding process.