



SHUTTLE TIME



Shuttle Time Course

Recommendations

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National Association and/or Shuttle Time Coordinators

- Create budget for the Shuttle Time Program
- Identify the number of courses that you would like to host for the year according the planification

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Before Course

Planning 3-4 months in advance

- identification of area and venue in which you are hosting the course
- confirm tutor for course
- advertise the program to the schools in the area which you are targeting
- identification of sponsor(s) (if available)
- creation of on-line registration for the course in which you can collect data from the participants

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1-2 months

- Gather registration information and confirm participants
- Schedule the course according the availability of the Venue
- Plan the course according the participant's previous knowledge.
- Prepare documents for the participants in the course - hard copy (teachers' manual and lesson plan book), soft copy (send electronic versions of manuals, links to "dropbox" or similar on-line storage for accessibility of videos. Also can give thumb drive to participants with manuals and videos.
- Finalise course budget
- Advertise to Media

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During The Course

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Tutors

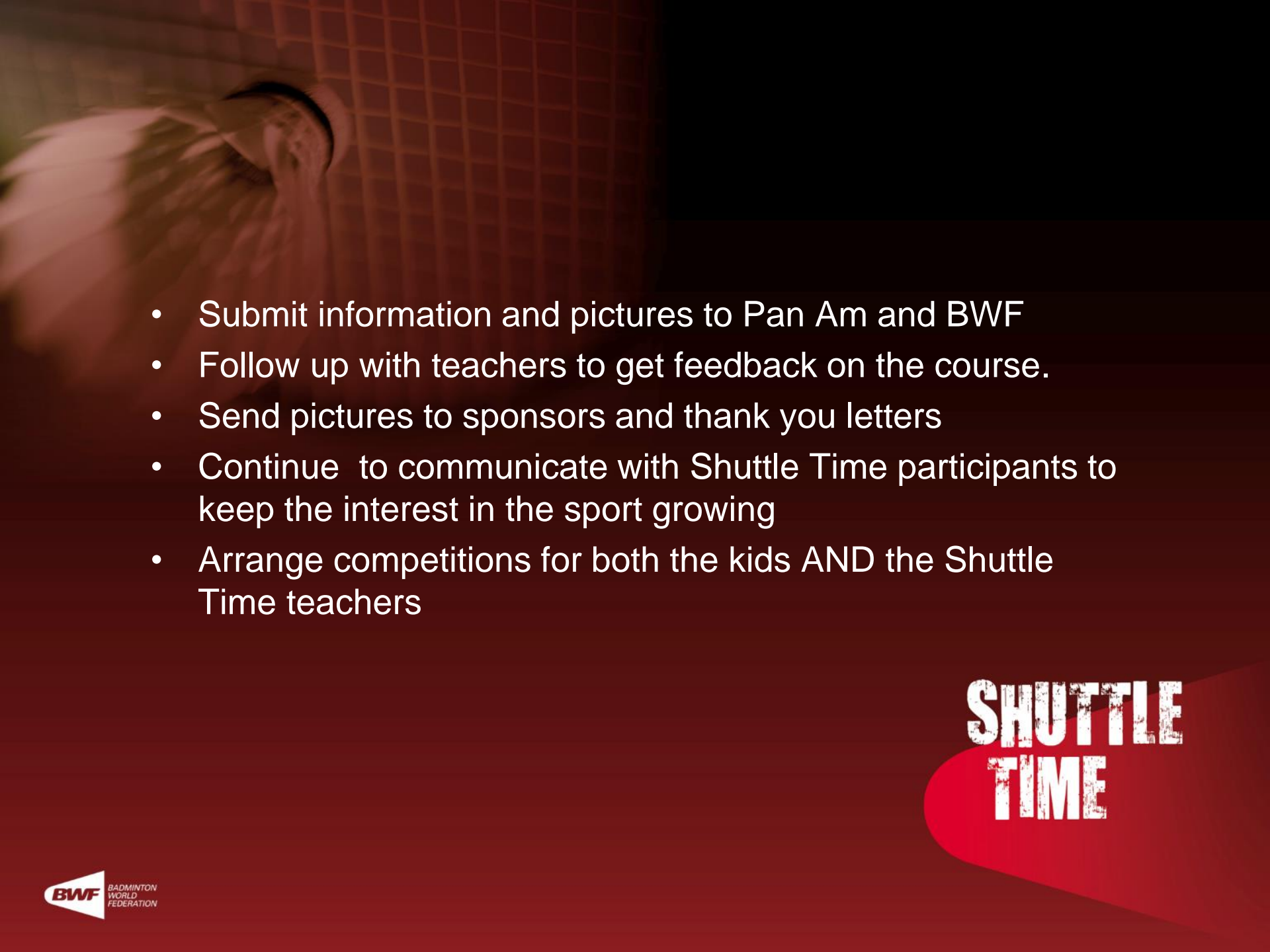
- **SELL THE PROGRAM!!** We are the ambassadors for Badminton and the Shuttle Time program.
- Important to uphold the standard of the BWF Shuttle Time program while being able to adapt to each situation.
- Have the **ANSWERS**. Be very familiar with Shuttle Time program. Important to continuously review program.
- Have media available for the course. Videos of high level badminton to build excitement. Have information available about the sport and the achievements of your country.
- Acknowledge sponsors
- Take pictures!
- Download and promote the Shuttle Time App!

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After course

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- Submit information and pictures to Pan Am and BWF
 - Follow up with teachers to get feedback on the course.
 - Send pictures to sponsors and thank you letters
 - Continue to communicate with Shuttle Time participants to keep the interest in the sport growing
 - Arrange competitions for both the kids AND the Shuttle Time teachers

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