

CRITERIA FOR ALLOCATION OF THE SHUTTLE TIME TEACHERS GRANT



**BADMINTON
CONFEDERATION
AFRICA**

1. Member Associations should be in '**Good Standing**' with the **BWF and BCA**. That is, no subscriptions due, no current suspension and the Member Associations should have submitted the annual BWF Schedule A Form.
2. Member Associations should have submitted their annual **Shuttle Time National Planning Document**.
3. Member Association applying for the Shuttle Time Teacher's Grant should also submit a calendar of proposed Shuttle Time training courses, **prior to the organization of the courses**, indicating the following details:
 - Course dates
 - Course location
 - Tutor's name
 - Tutor's email address and phone number
 - Number of schools concerned
 - Number of teachers - male and female (Female participation is mandatory)
4. Member Association can organise more than 3 Teachers Courses in a year but the **maximum grant per country is \$600** (\$200 per course).
5. The following documents should be prepared by the tutor and **sent to the BCA**, through the Shuttle Time Coordinator, at latest **two weeks after the course**:
 - Course register and school details
 - Course Report
 - FOUR good quality photographs for each course held showing the participants in action

Please note that examples which should strictly be adhered to are provided in each register.

Coordinators and Tutors should not, at any cost, modify the register as it will be uploaded by the BCA on the BWF Extranet.

6. Only tutors having signed the **Educators Agreement** (TERMS and CONDITIONS – BWF Development programs) are eligible to run the Teachers course.

CONDITIONS FOR PAYMENT OF GRANT

- ❖ Please note that payment of the grant, for eligible Member Associations, will **ONLY** be made **after the completion of the course** and the submission of the course reports. The grant will only be **paid in the Member Association's bank account** – not in an individual bank account.
- ❖ Member Associations must submit the BCA Claim Form (click [here](#) to download) to the Finance and Administration Officer (l.sauramba@badmintonafrica.com) at latest 2 weeks after the completion of the course. Payment will either be made at the end of each course or at the end of the three courses – as decided by the BCA Secretary General.
- ❖ As the nature of work of the Coordinator and Tutors is not the same and the conditions differ from association to association for running of courses, the quantum of the stipend/allowance to be granted to the coordinator and the tutor is up to the discretion of the Member Association.