

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 Associations can organise more than 3 Teachers Courses in a year but the **maximum grant per country is \$750** (\$250 per course).
5. For each course applied under the STTG, it is mandatory to have **at least 15 Teachers per course**. **Female participation is also mandatory** (at least 30%).
6. The following documents should be prepared by the tutor and **sent to the BCA**, through the Shuttle Time Coordinator, at latest **one (1) week after the course**:
 - Course register and school details
 - Course Report
 - Four (4) 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.

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

HOW TO APPLY

- ✓ Complete the STTG Application Form and the [BCA Claim Form](#) and send to s.edoo@badmintonafrica.com and l.sauramba@badmintonafrica.com at least **3 weeks before the start of the course**.

CONDITIONS FOR PAYMENT

- ❖ The grant will only be **paid in the Member Association's bank account** – not in an individual bank account.
- ❖ The grant may be paid before the activity upon request from the applying Member Association.
- ❖ If the above listed criteria are not respected, BCA may request for a refund of the allocated grant.
- ❖ 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.