

Brøndby 09/01/2026

## Invitation to participate at the RSL BEC Shuttle Time Tutors Course Vantaa, Finland

Dear BEC Members,

Badminton Europe is happy to inform that we will organise a BWF / BEC Shuttle Time Tutors course in close cooperation with Badminton Finland.

### Prerequisites for participants:

- Must be a certified **Shuttle Time Teacher**
- Should be a coach and/or educator with high level presentation skills.
- Should be experienced in planning and delivering workshops and courses for adults.
- Should be a confident badminton player with a sound knowledge of the sport.
- May have coached badminton in a school context.
- Must have a very good understanding of the following:
  - o BWF Shuttle Time Programme (e.g. main objectives, material content)
  - o Teachers' Manual, Lessons Plans and Tutors' Guidelines.

Candidates who are not familiar with the Shuttle Time programme should get in touch with BWF to receive all the resources and go through them before the start of the course. To receive the Shuttle Time resources and to get to know them, please follow the [BWF website](#).

For those candidates who do not have a Shuttle Time Teacher certificate, we might deliver the Teachers course on Thursday 12 March in the evening. Therefore, all candidates, who does not have that course completed, must complete the Shuttle Time online component before the course starts. More information will be shared later.

### Dates and location

13-15 March 2026  
Rajakylän Tenniskeskus  
Latukuja 2, 01280 Vantaa, Finland

The Tutors course will start on Friday, 13 March, around 09:00 in the morning and finish on Sunday, 15 March around 12:00 in the afternoon.

Participants are expected to arrive on **Thursday, 12 March** and depart on **Sunday, 15 March, after 16:00**. Local transport from the airport to the accommodation and from the accommodation to the airport will be arranged by the host.

Participants will be picked up from **Helsinki Airport**.

<https://www.finnair.fi/en/airports/helsinki-airport>

### **Entry fee and services provided by BEC**

Badminton Europe will cover the following (for up to 2 participants from each Member):

- Accommodation in a twin room including breakfast (3 nights)
- 3 lunches (one on each day during the course)
- 2 dinners (Friday and Saturday night)
- Coffee breaks

To provide these services in the best way possible, the participants or the BEC Member must cover an entry fee of **200€ per participant**.

**All travel costs and expenses related to the travel must be covered by the Members or participants. Badminton Europe will not cover these costs.**

### **Application process:**

All Members can apply for up to 2 candidates to this course. The hosting Member can apply for up to 4 candidates. All applications must be sent to us by **our Members** via the online form following this [LINK](#). The following steps need to be completed.

- Fill out candidate's online application form
- Attach the candidate's CV in English into the online form

The deadline to send the applications is **Sunday, 08 February 2026**.

Badminton Europe will review the applications and CVs prior to the selection. The confirmation of participation will be addressed to the Members shortly after the application deadline.

### **Gender Equity**

*Gender Equity in badminton constitutes a key subject for both BEC and BWF. Both BEC's terms of reference and BWF's statutes aim to achieve a balanced gender representation in all badminton activities. Members are thus encouraged to work towards this objective by sending gender balanced participation applications.*

### **Travel arrangements**

Please **do not make any travel arrangements** before receiving confirmation from Badminton Europe. Additional details about the venue and other arrangements will be communicated closer to the course.

## Entry into Finland

Please find the necessary information here: <https://migri.fi/en/visiting-finland>

If you require any further information, please do not hesitate to contact Tommi Saksa,  
[tommi.saksa@badmintoneurope.com](mailto:tommi.saksa@badmintoneurope.com)

Kind regards,



Jeroen van Dijk  
Development & HP Manager



Tommi Saksa  
Development & HP Senior Officer