



Shuttle Time National Planning and Reporting Document



This Shuttle Time Planning and Reporting Document should be completed by National Badminton Associations, currently implementing or wishing to implement the BWF Shuttle Time Schools Badminton Programme.

To ensure maximum impact of the Shuttle Time Programme globally, the BWF and Continental Confederations will target equipment, financial and expert support to those countries which can demonstrate the following:

- 1- A long-term, strategic Shuttle Time Implementation plan is in place and approved by National Association Board
- 2- Partnerships are established nationally with key stakeholders, who can support the project and its sustainability
- 3- National Badminton Association is in 'good standing' as a BWF Member
- 4- Strategy to create further opportunities for children to participate outwith schools
- 5- National Shuttle Time Co-ordinator appointed who communicates and reports to the Continental Confederation regularly

The Shuttle Time National Planning and Reporting Document is made up of 7 sections. Please follow the instructions in each section and complete as detailed. **Please remember to save this document as you work.**

A- National Badminton Association Details

B- Situational Analysis

C- National Project Plan

D- 12-Month Planning Timeline

E- Project Budget

F- Teacher, School and Pupil Participation Data

G- Tutor Participation Data



Shuttle Time National Planning and Reporting Document



A- Association Details

Country	
Member Association Name	
Shuttle Time Co-ordinator Name	
Shuttle Time Co-ordinator Email	
Shuttle Time Co-ordinator Telephone	
Shuttle Time Co-ordinator Skype	
Shuttle Time Co-ordinators Position	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Volunteer
Is the implementation of the Shuttle Time Programme endorsed by the Member Association Board	<input type="checkbox"/> YES <input type="checkbox"/> NO
Associations Annual Shuttle Time Budget (\$ USD unless stated)	
Association Website	
Shuttle Time section on Association Website	<input type="checkbox"/> YES <input type="checkbox"/> NO
Association Facebook	
Other Social Media (Twitter/Instagram etc.)	
Shuttle Time Country Logo Received	<input type="checkbox"/> YES <input type="checkbox"/> NO

Shipping Details

Contact Person	
Association Name	
Address 1	
Address 2	
Address 3	
Town/City	
Country	
Postal/Zip Code	
Telephone Number	
Email Address	
Special Instructions / Documents Required	
Donation Letter Required from the BWF	<input type="checkbox"/> YES <input type="checkbox"/> NO
Bill of Landing	<input type="checkbox"/> YES <input type="checkbox"/> NO
Packing List	<input type="checkbox"/> YES <input type="checkbox"/> NO
Copy of Invoice	<input type="checkbox"/> YES <input type="checkbox"/> NO
Other (Please specify)	
Do you have agreements in place to allow equipment to enter the country free of any customs/import charges	<input type="checkbox"/> YES <input type="checkbox"/> NO

PLEASE SAVE YOUR DOCUMENT

Shuttle Time National Planning and Reporting Document



B- Situational Analysis / Country Data

Country Population

Country Structure (states/provinces/regions)

Total Number Primary Schools in the Country

Badminton on Curriculum in Primary Schools

Average class size in Primary Schools

Primary Schools National Championships

Total Number Secondary Schools in the Country

Is Badminton on Curriculum in Secondary Schools

Average class size in Secondary Schools

Secondary Schools National Championships

Total Number of universities with teacher training/physical education courses

Badminton included on curriculum for physical education university students

Does your association have a schools membership scheme

If yes, how many people are registered through the schools membership scheme

Provision of indoor facilities and resources available for badminton in schools (sports hall, outdoor space, rackets/shuttles/nets, manuals)

<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO

Comments

Current Active Partnerships

Ministry of Education

Ministry of Sport

Minsitry of Health

National Olympic Committee

National Paralympic Committee

Special Olympics

Universities / Colleges

Sponsor for Shuttle Time

Other

<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO

.....continues

SWOT Analysis

Please complete analysis of current Shuttle Time/Schools badminton Programme in your country

<p>STRENGTHS</p> <table border="1" style="width: 100%; height: 50px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					<p>WEAKNESSES</p> <table border="1" style="width: 100%; height: 50px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>				
<p>OPPORTUNITIES</p> <table border="1" style="width: 100%; height: 50px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					<p>THREATS</p> <table border="1" style="width: 100%; height: 50px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>				

PLEASE SAVE YOUR DOCUMENT



Shuttle Time National Planning and Reporting Document



C- Shuttle Time National Project Plan

Long-Term Strategic Plan

Associations Shuttle Time Vision

Duration of Plan (mm/yy-mm/yy)

*minimum 2-years

Please provide information on your overall Shuttle Time project goals/targets. Goals should be based on the specified timeframe above.

Goal 1- Number of Teachers Trained

Goal 2- Number of Tutors Trained

Goal 3- Number of Schools involved in Shuttle Time

Goal 4- Number of Children

Goal 5- Number of Universities

Goal 6 - How many new members will you target through Shuttle Time

Goal 7- Estimated total number of School Kits required

Goal 7.1- Estimated number of school kits Member Association could provide to support the project (approximately \$100 per kit)

kit = 20 rackets, 3 dozen shuttles, 2 nets and kit bag

Other:

Key partners and support required to achieve associations Shuttle Time vision and goals

Partner 1

Partner 2

Partner 3

Partner 4

Partner 5

Support Required

Which of the following strategies will you use to create further playing opportunities for children

Links established between local badminton clubs and schools

YES

NO

Regional competitions for children organised

YES

NO

Talent identification selection days

YES

NO

Details

....continues

Member Associations should use the targets outlined in the above long-term strategic plan to complete an annual operational plan for Shuttle Time. The operational plan should be completed on a yearly basis.

Operational Plan - Year 1

Regions to be targeted

Number of Shuttle Time Tutors to be trained

Number of Shuttle Time Teacher Courses to be delivered

Number of Teachers to be trained

Number of new Schools to be targeted

Number of new members to be targeted through Shuttle Time

Number of Children participating in Shuttle Time activities

Number of new Universities to be targeted

Number of School Kits required

Operational Plan - Year 2

Regions to be targeted

Number of Shuttle Time Tutors to be trained

Number of Shuttle Time Teacher Courses to be delivered

Number of Teachers to be trained

Number of new Schools to be targeted

Number of new members to be targeted through Shuttle Time

Number of Children participating in Shuttle Time activities

Number of new Universities to be targeted

Number of School Kits required

Operational Plan - Year 3

Regions to be targeted

Number of Shuttle Time Tutors to be trained

Number of Shuttle Time Teacher Courses to be delivered

Number of Teachers to be trained

Number of new Schools to be targeted

Number of new members to be targeted through Shuttle Time

Number of Children participating in Shuttle Time activities

Number of new Universities to be targeted

Number of School Kits required

Operational Plan - Year 4

Regions to be targeted

Number of Shuttle Time Tutors to be trained

Number of Shuttle Time Teacher Courses to be delivered

Number of Teachers to be trained

Number of new Schools to be targeted

Number of new members to be targeted through Shuttle Time

Number of Children participating in Shuttle Time activities

Number of new Universities to be targeted

Number of School Kits required

PLEASE SAVE YOUR DOCUMENT



Shuttle Time National Planning and Reporting Document

D- 12-Month Planning Timeline

The template below should be used to provide a detailed breakdown of the key Shuttle Time actions and activities that will take place throughout a 12-month period. An example of how the template can be used has been provided. This is a working document that should be updated constantly throughout the year. Member Associations may select the level of detail they wish to include in this document.

Progress of activities can be tracked using the following colour code: Not Started In Progress Completed



Actions/Activities	Year 1												Comments	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Book venue and confirm tutor for Teachers Course 1- Lima														
Advertise Teachers Course 1 Lima- to schools														
Send out confirmation emails to teachers														
Deliver Teachers Course 1-Lima- 1st June 2016														
Upload photos and information to Facebook Page														
Send course report to Badminton Pan America														
Contact course 1- Lima teachers to provide information on schools competition														

PLEASE SAVE YOUR DOCUMENT



Shuttle Time National Planning and Reporting Document

E- Project Budget

Please outline the annual budget required to achieve what has been set out in year 1 of your operational Shuttle Time plan. An example of how the template can be used has been provided.



Operational Plan Year 1 Budget		
Cost Item	Description	Amount (USD \$)
School Equipment Sets	50 school kits (20 rackets, 3 dozen shuttles, 2 nets and bag @ \$100)	\$ 5,000.00
Tutor Fee	10 Courses @ \$150 per course	\$ 1,500.00
Total		\$ 6,500.00

Examples of Cost Items
Equipment Sets
Facility Hire
Tutor Fee
Printing Resources
Travel
Food/Beverages
T-Shirts
Co-ordinator Salary
Photographer
Marketing Material (banners/posters/flyers etc.)

PLEASE SAVE YOUR DOCUMENT



Shuttle Time National Planning and Reporting Document

F - Teacher, School and Pupil Participation Data

Please provide details of all Shuttle Time Teachers Courses in the table below. Shuttle Time Tutors should gather as much information from teachers at the time of delivering the course. Please send all completed course reports to your continental confederation.



Teacher, School and Pupil Participation Data

Nº	Name	Gender (M/F)	Email	Country	Status	Course Location	Course Date	Course Language	School Contact Number	School Name	Primary / Secondary School	Age of Pupils Participating	Number of Pupils Participating	Number of Girls	Number of Boys	Number of Shuttle Time sessions you will teach per year	Duration of a Shuttle Time session (minutes)
1	Andres Malca	M	teacher1@school.org	Peru	Shuttle Time Teacher	Lima, Peru	1st June 2016	Spanish	012345678	Lima Primary	Primary	8 years old	150	75	75	18	60
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30																	
TOTAL													150	75	75	18	N/A

PLEASE SAVE YOUR DOCUMENT





Shuttle Time National Planning and Reporting Document

G - Tutor Participation Data

Please provide details of all Shuttle Time Tutors in the table below. Please send all completed course reports to your continental confederation



Tutors Participation Data							
	Name	Gender (M/F)	Email	Country/Nationality	Status	Course Location	Course Date
1	Jie Meng	F	teacher1@school.org	PERU	Shuttle Time Tutor	Lima, Peru	1st June 2016
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							



PLEASE SAVE YOUR DOCUMENT