# CLUB REQUIREMENTS FOR HOSTING AN EFARU COURSE

Clubs wanting to organise EFARU courses can do by following the Course Organisation Flowchart (see below).

To mitigate the risk of transmission on courses, COVID safe procedures will continue to be in place. Clubs are required to ensure they have all risk mitigation and transmission risk reducing measures in place. This includes good ventilation of the room, masks to be warn when moving around the venue and good hand hygiene.
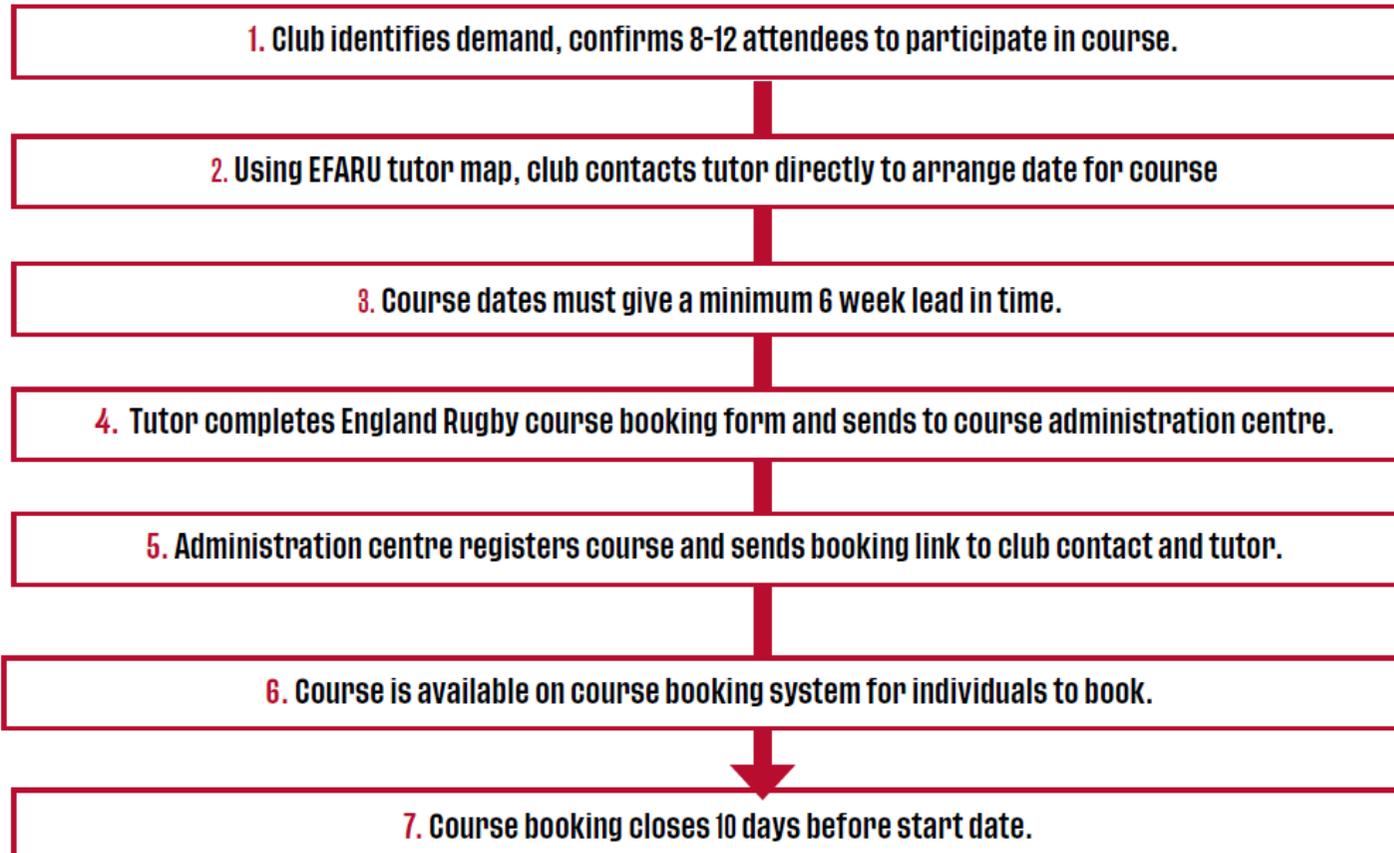
## Pre-course planning

- A representative of the club and tutor should have a pre-course briefing to discuss the venue requirements and logistics to ensure the appropriate measures are taken to make it COVID safe.
- A room should be made exclusively available for the course and must be set out to ensure all seating is appropriately social distanced (2m), including allowance for learners to lie on the floor and carry out practical tasks close to their seat. A designated tutor space should be set out at the front of the room, with at least a 3m gap between this and the first row of seats for the learners.

    - This may limit the number of places available on the course and should be reviewed prior to confirming the course booking details.

- The club's venue risk assessment including COVID measures, should be shared with the tutor pre-course.

## Day of course

- The tutor should be given ample time to load/unload training equipment and set up the rooms appropriately.
- The room must be thoroughly cleaned before and after the course.
- A club/venue representative must be available to give a briefing and 'walk around' of the venue with any relevant points from the risk assessment discussed, this should include any Covid policies, use of toilet facilities, sanitising stations etc.
- The room should be set up as agreed with the tutor in the pre-course planning discussions, ensuring social distancing measures are in place for safe a training environment.
- The club/venue Track and Trace information should be made available for the learners on arrival.
- Learners will be asked to provide their own food and refreshments during the course. If the club/venue wants to provide food and/or refreshments, they must ensure this is done in a COVID safe manner and discussed with the tutor pre-course.

**Failure to meet these requirements may result in the course being cancelled, potentially on the day of the course.**

# EFARU BOOKING PROCESS

1. Club identifies demand, confirms 8-12 attendees to participate in course.

2. Using EFARU tutor map, club contacts tutor directly to arrange date for course

3. Course dates must give a minimum 6 week lead in time.

4. Tutor completes England Rugby course booking form and sends to course administration centre.

5. Administration centre registers course and sends booking link to club contact and tutor.

6. Course is available on course booking system for individuals to book.

7. Course booking closes 10 days before start date.

Click here for the EFARU Tutor Map.