

CPO SETUP & NAVIGATION

This user guide will explain how **Child Protection Officers** at clubs can be setup to view coach information in **SCRUMS**, the Scottish Rugby User Management System.

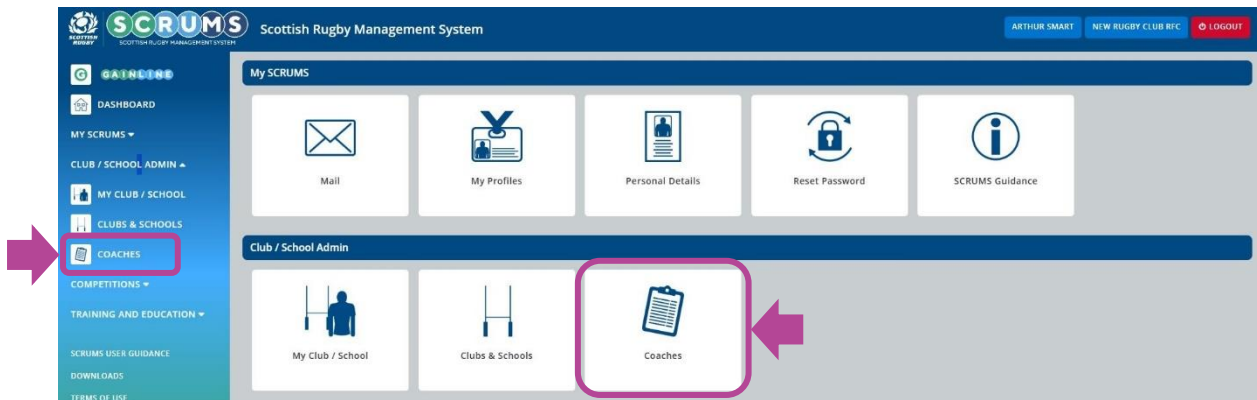
STEP 1

The **Data Manager**, or any other **SCRUMS Administrator** at your club needs to assign you the **Role of Child Protection Officer (CPO)** on **SCRUMS**.

PLEASE NOTE: For further details on assigning roles at your club, please refer to the 'Updating Club User Roles in SCRUMS' guide,

Once you have been assigned as a **CPO** in **SCRUMS**, when you log in, you should see a screen like the one below.

To access the coach information for your club, navigate to the **Club / School Admin** section from the **Main Menu Sidebar** or **Dashboard Tiles**, as highlighted. Then, click on '**Coaches**'



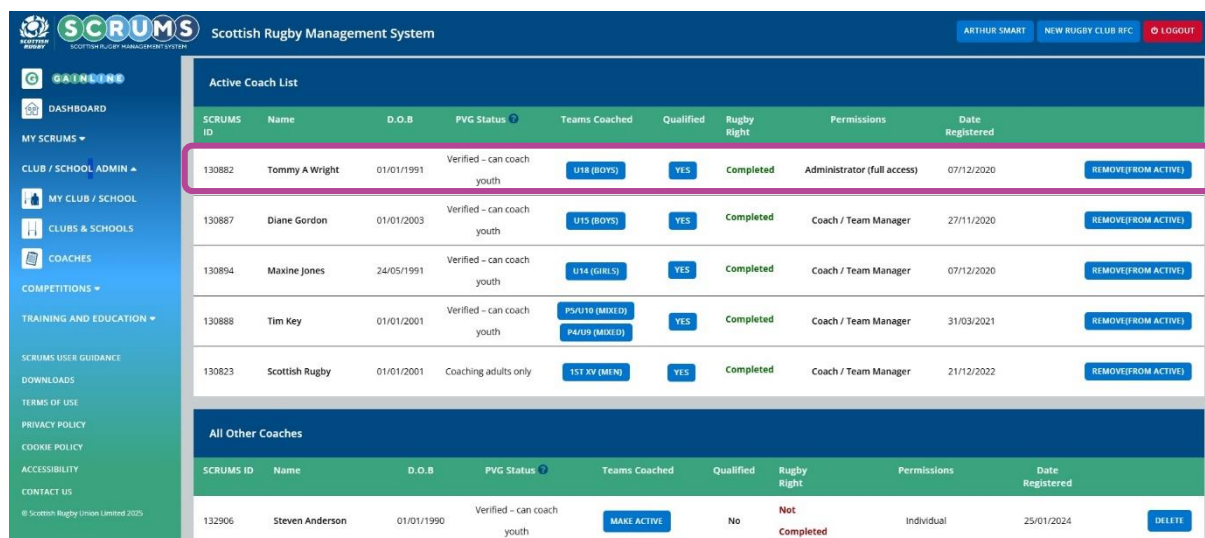
PLEASE NOTE: If you have been assigned additional user roles & permissions by the **SCRUMS Administrator** at your club, then you may have more options than those displayed here.



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STEP 2

You will now see a screen listing all coaches who have registered in **SCRUMS** with your club.



SCRUMS ID	Name	D.O.B	PVG Status	Teams Coached	Qualified	Rugby Right	Permissions	Date Registered	
130882	Tommy A Wright	01/01/1991	Verified – can coach youth	U18 (BOYS)	YES	Completed	Administrator (full access)	07/12/2020	REMOVE FROM ACTIVE
130887	Diane Gordon	01/01/2003	Verified – can coach youth	U15 (BOYS)	YES	Completed	Coach / Team Manager	27/11/2020	REMOVE FROM ACTIVE
130894	Maxine Jones	24/05/1991	Verified – can coach youth	U14 (GIRLS)	YES	Completed	Coach / Team Manager	07/12/2020	REMOVE FROM ACTIVE
130888	Tim Key	01/01/2001	Verified – can coach youth	P5/U10 (MIXED) P4/U9 (MIXED)	YES	Completed	Coach / Team Manager	31/03/2021	REMOVE FROM ACTIVE
130823	Scottish Rugby	01/01/2001	Coaching adults only	15T XV (MIX)	YES	Completed	Coach / Team Manager	21/12/2022	REMOVE FROM ACTIVE

SCRUMS ID	Name	D.O.B	PVG Status	Teams Coached	Qualified	Rugby Right	Permissions	Date Registered	
132906	Steven Anderson	01/01/1990	Verified – can coach youth	MAKE ACTIVE	No	Not Completed	Individual	25/01/2024	DELETE

Coaches with a status of **‘Verified’** have been reviewed and verified by **Scottish Rugby**.

Verification is a check that, where required, the coach has the necessary **PVG Membership** with your club and also, that accurate **Qualification Information** is held in their record.

For verified coaches, the **PVG** column indicates whether the coach has the necessary **PVG Membership** with your club to coach youth rugby. If not, this column will state **‘Coaching adults only’**.

PLEASE NOTE: A coach must have a status of **‘Verified’** and the **PVG** column must indicate **‘Can coach youth’** before they can commence coaching youth rugby.

On the **‘All Other Coaches’** list, coaches shaded in grey have not yet been verified and therefore cannot be added to your club’s **‘Active Coach List’**.

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STEP 3

To view any individual's **Coach Profile**, click on their name.



The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top navigation bar includes the SCRUMS logo, the text 'Scottish Rugby Management System', and buttons for 'ARTHUR SMART', 'NEW RUGBY CLUB RFC', and 'LOGOUT'. The left sidebar contains a 'GAINING' button and a menu with 'DASHBOARD', 'MY SCRUMS', 'CLUB / SCHOOL ADMIN', 'MY CLUB / SCHOOL', 'CLUBS & SCHOOLS', 'COACHES', and 'COMPETITIONS'. The main content area is titled 'PVG Verification' and shows 'PVG Number: TEST NUMBER'. Below this is a section titled 'Active Clubs & Schools / Coach History' which contains a table with the following data:

Club/School	Date Registered	End Date	Coaching Youth	Teams Coached	Verification Status
New Rugby Club RFC	07/12/2020		Yes	U18 (Boys)	Verified - can coach youth
Scottish Rugby	07/12/2020	30/03/2021			

The **Coach Profile** screen displays various information about the coach.

- Their name / **SCRUMS ID** number / DOB (at top of screen)
- Their **PVG** number.

If the coach record has not yet been verified by Scottish Rugby, then the **PVG Number** on this screen may be blank or will appear as it was provided by the coach. Once the coach record has been verified by Scottish Rugby, the **PVG Number** will display the correct number.

- A record of all clubs / schools that the coach has registered with in **SCRUMS**
- Information on qualifications, including **Rugby Right**
- Information about their coaching role, as entered by the coach when they registered
- The **'Notes'** field.

This field can be used to record any useful information about the coach and can be viewed / edited by the **CPO** and any other **SCRUMS** users with access to the club's coach records. (E.g. **Club Coach Coordinator** and the club's own **SCRUMS Administrators**).

PLEASE NOTE: For further details on managing coach information at your club, please refer to the 'Managing Coach Information' user guide.