SO SETUP & NAVIGATION

This user guide will explain how **Safeguarding Officers** at clubs can be setup to view coach information in **SCRUMS**, the Scottish Rugby User Management System.
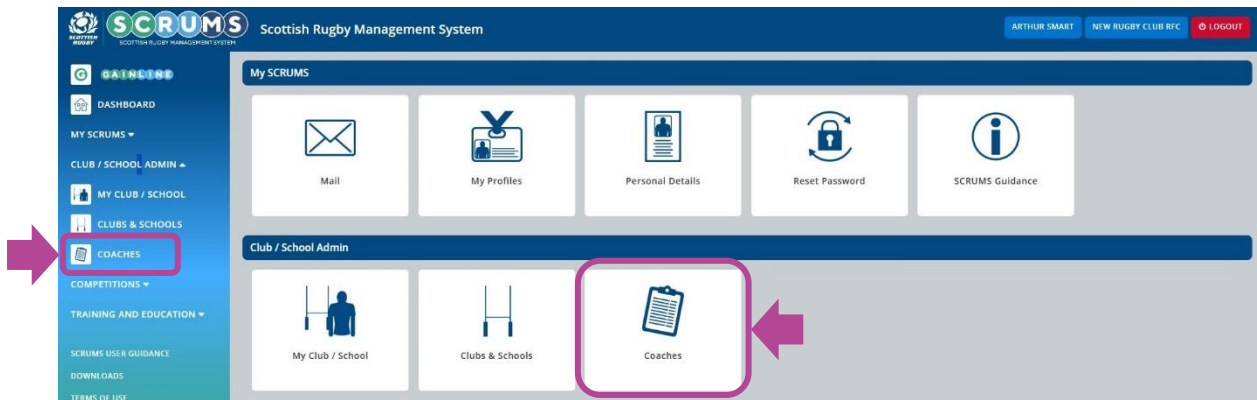
STEP 1

The **Data Manager**, or any other **SCRUMS Administrator** at your club needs to assign you the **Role** of **Safeguarding Officer (SO)** 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 **SO** 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'**
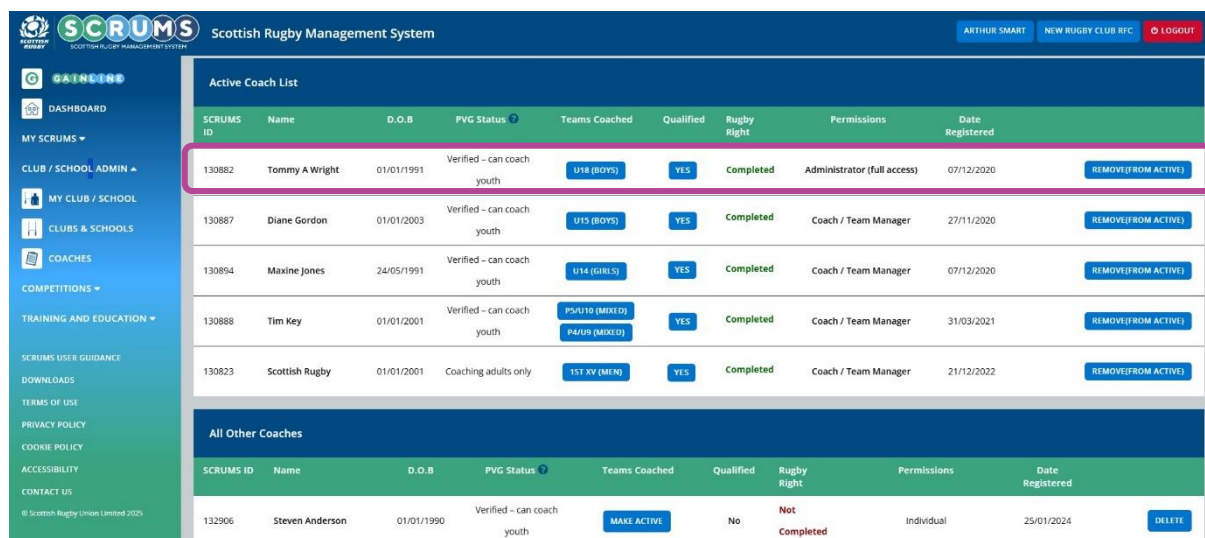

PLEASE NOTE: If you have been assigned additional user roles & permissions by the **SCRUMS Administrator** at your club, then you may have more options than those displayed here.

For any further guidance please contact **scrums@sru.org.uk**

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STEP 2

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

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'**.

SO SETUP & NAVIGATION

STEP 3

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

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 **SO** 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.

For any further guidance please contact **scrums@sru.org.uk**