

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.

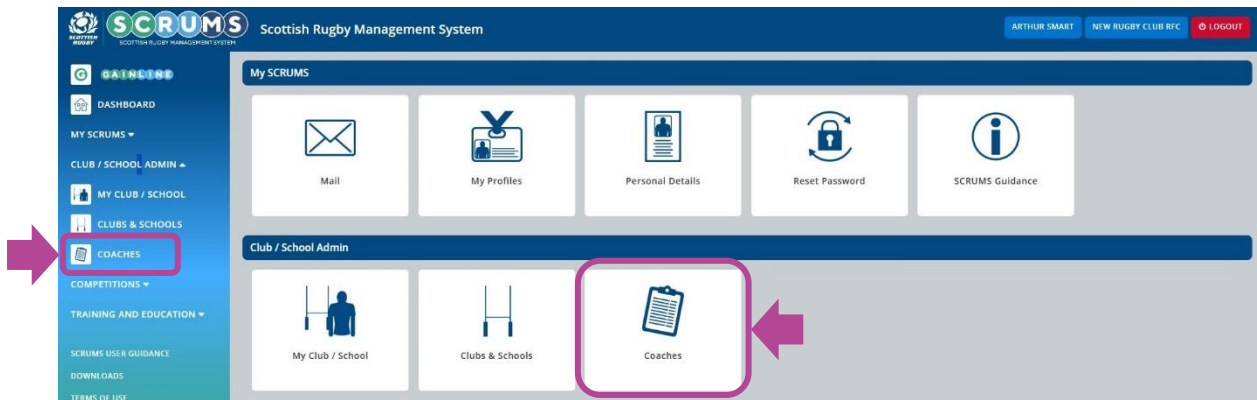
STEP 1

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**'



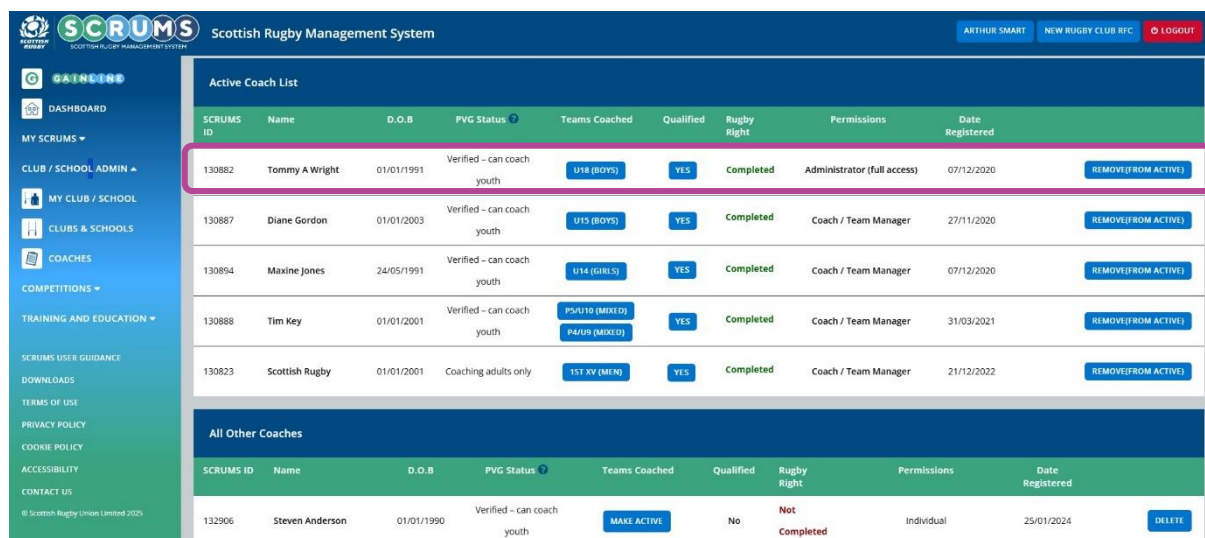
PLEASE NOTE: If you have been assigned additional user roles & permissions by the **SCRUMS Administrator** at your club, then you may have more options than those displayed here.



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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.



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 **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.