

## MANAGING COACH INFORMATION

This guide will explain how club **CPO's** and club and school **Administrators** can manage their coaches on **SCRUMS**, the Scottish Rugby User Management System.

### NAVIGATION

To view and manage coaches at your club, navigate to the **Club / School Admin** section from the **Main Menu Sidebar** or **Dashboard Tiles**, as highlighted. Then, click on 'Coaches'.



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# MANAGING COACH INFORMATION

## ← MANAGING COACH INFORMATION

From the 'Coaches' tile you will land on the **Coach Screen**, which is divided into two sections:

The '**Active Coach List**' at the top and '**All Other Coaches**' listed below.

Initially, all coaches will be listed in the '**All Other Coaches**' section until they are made active by the club / school.

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	PS/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 (MEN)	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 **PVG Status** of '**Verified**' have been reviewed and verified by Scottish Rugby and can be added to the '**Active Coach List**'.

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

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

Coaches shaded in grey have not yet been verified and therefore cannot be added to your '**Active Coach List**'.

## MANAGING COACH INFORMATION

### ← ADD TO THE 'ACTIVE COACH LIST'

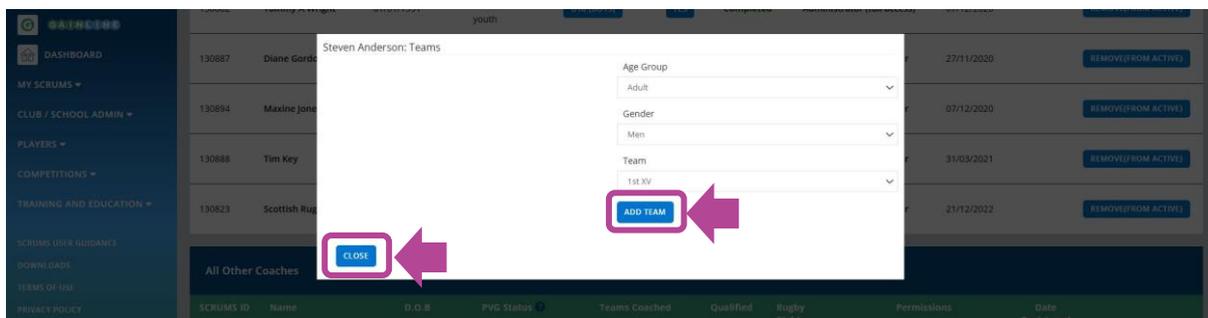
To add a coach to the 'Active Coach List', click the 'Make Active' button next to the coach's name.

All Other Coaches									
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	<b>MAKE ACTIVE</b>	Yes	Completed	Individual	25/01/2024	
215734	Tommy Coach	04/10/1998	Youth Coach Awaiting Verification		No	Not Completed	Individual	04/10/2024	
168286	Calum Davidson	09/09/1999	Verified - can coach youth	<b>MAKE ACTIVE</b>	YES	Completed	Individual	27/05/2021	

A pop-up window will appear where you can assign a team (or teams) to the coach, using three dropdown options:

1. Select 'age group' of team
2. Select 'gender' of team
3. Select 'team'

Once all three options are selected, click 'Add Team' and then click the 'Close' button. The coach will now be in your 'Active Coach List'



**PLEASE NOTE:** If a coach does not have a **PVG Number** that is linked to your club, you will only be able to assign them to **Adult Rugby Teams**.

## MANAGING COACH INFORMATION

### ← EDIT / REMOVE COACH TEAMS

If you need to **Edit / Remove Existing Teams** assigned to a coach who is already in your 'Active Coach List', click on the **Team Button** under the 'Teams Coached' section.

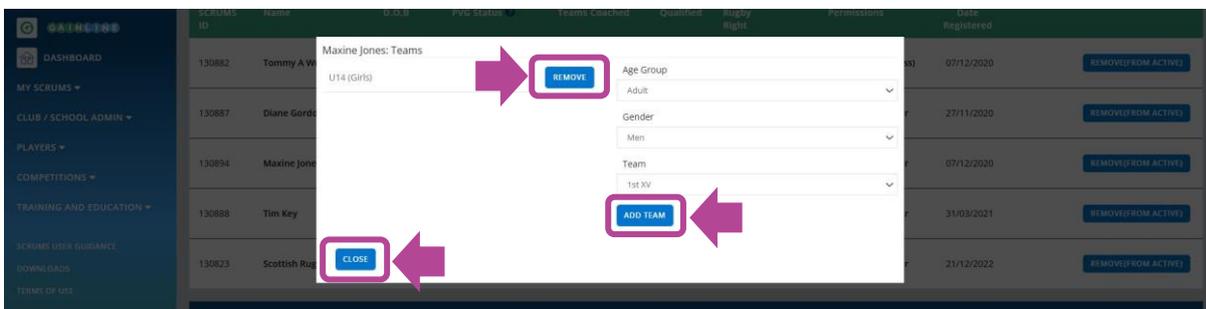
SCRUMS ID	Name	D.O.B	PVG Status	Teams Coached	Qualified	Rugby Right	Permissions	Date Registered	
130882	Tommy A Wright	01/01/1991	Verified - can coach youth	U18 (BOYS)	S	Completed	Administrator (full access)	07/12/2020	REMOVE(FROM ACTIVE)
130887	Diane Gordon	01/01/2003	Verified - can coach youth	U15 (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)

A pop-up window will appear where you can assign a team (or teams) to the coach, using three dropdown options:

1. Select 'age group' of team
2. Select 'gender' of team
3. Select 'team'

Once all three options are selected, click 'Add Team'

To **Remove Existing Teams** from a coach, click the 'Remove' button. Once all editing is complete, click the 'Close' button.



**PLEASE NOTE:** A coach can be assigned to multiple teams.

## MANAGING COACH INFORMATION

### ← REMOVE FROM 'ACTIVE COACH LIST'

To remove a coach from your 'Active Coach List', select the 'Remove (From Active)' button.

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)

A pop-up will appear asking you to confirm that you want to remove the coach from the 'Active Coach list'.

Click 'Yes' to confirm your selection and the coach will be removed from your 'Active Coach List' and placed on your 'All Other Coaches' list.



## MANAGING COACH INFORMATION

### ← DELETE A COACH FROM COACH RECORDS

To delete a coach from your coach records, first you need to remove them from your **'Active Coach List'** as described on **PAGE 5**.

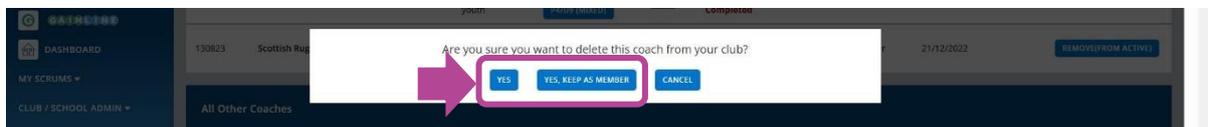
Once a coach is listed on your **'All Other Coaches'** list, they can be removed from your club. To delete a coach, click the **'Delete'** button beside their record.



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	<a href="#">MAKE ACTIVE</a>	YES	Completed	Individual	25/01/2024	<a href="#">DELETE</a>
215734	Tommy Coach	04/10/1998	Youth Coach Awaiting Verification		No	Not Completed	Individual	04/10/2024	<a href="#">DELETE</a>
168286	Calum Davidson	09/09/1999	Verified - can coach youth	<a href="#">MAKE ACTIVE</a>	YES	Completed	Individual	27/05/2021	<a href="#">DELETE</a>

A pop-up will appear asking you to confirm if you want the individual to be removed from your club completely or retained at the club as a member.

- If you want a coach completely removed from your club / school, select **'Yes'**
- If they are to remain as a member at your club / school select **'Yes, keep as member'**



**PLEASE NOTE:** Deleting a coach from your club does **NOT** delete their **SCRUMS** profile. It simply removes them from your club. Their profile remains on **SCRUMS**.

You can also re-add a removed coach to your club / school at any time by searching for them on the **'Add Registered Coach'** screen, as described on **PAGE 7**.

## MANAGING COACH INFORMATION

### ← SEARCH & ADD A REGISTERED COACH

To search for and add a registered coach to your club / school, click the 'Add Registered Coach' button at the top of the **Coaches Screen**.



This will take you to the **Search Screen**, where you can search for an existing registered coach on SCRUMS.

- Enter the surname and date of birth of the coach you wish to add to your club / school and press 'Search'.
- This will bring up a list of coaches who match those details. When you find the correct coach, click the 'Add' button beside their name.



You will then be asked to select whether the coach will be coaching **Youth Players (U18)**.

Select 'Yes' or 'No' from the drop down and click 'Add'. The coach will then be added to the 'All Other Coaches' list.



**PLEASE NOTE:** Only coaches who have registered in **SCRUMS** and created a **Coach Profile** will be returned when using this search option.

More information for coaches creating a **Coach Profile** found from the 'SCRUMS Guidance' tile.

# MANAGING COACH INFORMATION

## ← SET COACH PERMISSIONS

**Permissions** allow for tiered access to view and edit club / school member information.

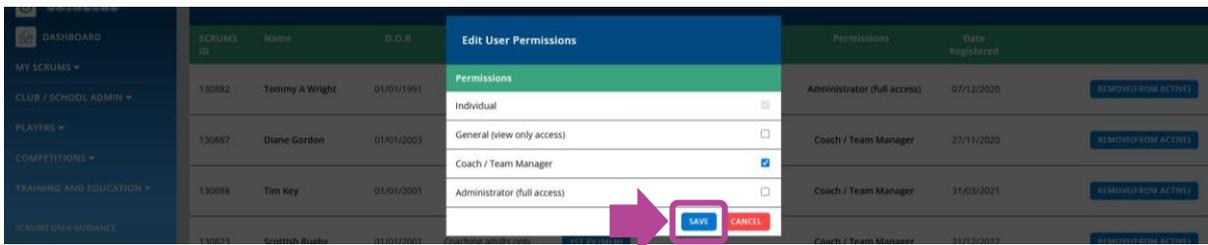
The **SCRUMS** permissions of each coach are listed in the **'Permissions'** column and can be set by an existing club administrator.

To update **Coach Permissions**, click on the current permission level of any coach on your **'Active Coach List'** or **'All Other Coaches'** list.



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)	020

This will open a pop-up window displaying the 4 levels of access. Select the appropriate permission level and click **'Save'**.



Permissions	Date Registered
Administrator (full access)	07/12/2020
Coach / Team Manager	27/11/2020
Coach / Team Manager	31/03/2021

The 4 levels of User Permissions that can be assigned within **SCRUMS** are:

<b>Individual</b> <i>no access</i>	Able to view <b>own details</b> only.
<b>General</b> <i>view only access</i>	Able to <b>view details</b> of all users but not edit anything.
<b>Coach</b> <i>access to teamsheets / injury reports</i>	Able to <b>submit</b> teamsheets and injury reports. Can <b>view</b> lists of players but cannot edit those.
<b>Administrator</b> <i>full access</i>	Able to <b>view and edit</b> details of all users, <b>process</b> player transfers and <b>submit</b> teamsheets and injury reports.