

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'**.



Managing Coach Information	PAGE 2
Add a coach to the 'Active Coach List'	PAGE 3
Edit or Remove Coach Teams from the 'Active Coach List'	PAGE 4
Delete a Coach from your Records	PAGE 5 & 6
Search for a Registered Coach to add to your Club / School	PAGE 7
Setting Coach 'Permissions'	PAGE 8

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



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.

	Scottish	n Rugby Manager	nent System						ARTHUR SMA	RT NEW RUGI	IY CLUB RFC	O LOGOUT
G GATREERE	Active Co	ach List										
😥 DASHBOARD	SCRUMS ID	Name	D.O.B	PVG Status 🕢	Teams Coached	Qualified	Rugby Right	Permissions	Date Registered			
CLUB / SCHOOL ADMIN	130882	Tommy A Wright	01/01/1991	Verified – can coach youth	U18 (BOY5)	YES	Completed	Administrator (full a	ccess) 07/12/2020	3	REMOVE[FRO	M ACTIVE)
	130887	Diane Gordon	01/01/2003	Verified – can coach youth	U15 (BOYS)	YES	Completed	Coach / Team Man	ager 27/11/2020		REMOVE(FRO	M ACTIVE)
	130894	Maxine Jones	24/05/1991	Verified – can coach youth	U14 (GIRLS)	YES	Completed	Coach / Team Man	ager 07/12/2020		REMOVE(FRO	M ACTIVE)
TRAINING AND EDUCATION +	130888	Tim Key	01/01/2001	Verified – can coach youth	P5/U10 (MIXED) P4/U9 (MIXED)	YES	Completed	Coach / Team Man	ager 31/03/2021		REMOVE(FRO	M ACTIVE)
SCRUMS USER GUIDANCE DOWNLOADS	130823	Scottish Rugby	01/01/2001	Coaching adults only	1ST XV (MEN)	YES	Completed	Coach / Team Man	ager 21/12/2022		REMOVE(FRO	MACTIVE)
TERMS OF USE PRIVACY POLICY COOKIE POLICY	All Other	Coaches										
ACCESSIBILITY	SCRUMS ID	Name	D.O.B	PVG Status 😮	Teams Co	ached	Qualified F	tugby tight	Permissions	Date Registered		
© Scottish Rugby Union Limited 2025	132906	Steven Anderson	01/01/1990	Verified – can coach youth	MAKE ACT		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'.



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 (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		s	Completed	Individual	25/01/2024	DELETE			
215734	Tommy Coach	04/10/1998	Youth Coach Awaiting Verification		No	Not Completed	Individual	04/10/2024	DELETE			
168286	Calum Davidson	09/09/1999	Verified – can coach youth	MAKE ACTIVE	YES	Completed	Individual	27/05/2021	DELETE			

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'

G GATREERD			and another	youth								
DASHBOARD			Steven Anderson: Tea	ms								REMOVE/REQUINED
						Age Group						Contraction of the local division of the loc
MY SCRUMS #						Adult			~			
CLUB / SCHOOL ADMIN +	130894	Maxine Jone				Gender			r			REMOVELFROM ACTIVE)
PLAYERS -						Men			~			
COMPETITIONS -	130888	Tim Key				Team						REMOVE(FROM ACTIVE)
TRAINING AND EDUCATION +	130823	Scottish Rug				ADD TEAM			4			REMOVELYROM ACTIVE)
SCRUMEUSER GUIDANCE	_			-					4			
DOWNLOADS			CLOSE									
TERMS OF USE												
PRIVACY POLICY	SCRUMS ID	Name	D,Q.I	PVG Status G	Team	vs Coached	Qualified	Rugby Right	Permissio	ins.	Date Registered	

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**.

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



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.

Active Co	Active Coach 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)	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.

			0.0.8	pvg status o	Team: Coached	Qualified	Right.	Permissions		
DASHBOARD	130882	Tommy A W	Maxine Jones: Teams		Age	e Group			ss) 07/12/2020	REMOVE(FROM ACTIVE)
			U14 (Giris)		Ad	luit		~		
	130887	Diane Gord			Gei	nder				REMOVE(FROM ACTIVE)
					M	en		~		-
	130894	Maxine Jone			Tea 15	am t XV		~		REMOVE(FROM ACTIVE)
	130888	Tim Key			_A0	D TEAM				REMOVE(FROM ACTIVE)
	130823	Scottish Ruj	CLOSE							REMOVE(FROM ACTIVE)
	-									

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



REMOVE FROM 'ACTIVE COACH LIST'

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

Active C	oach 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)	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.

G 04085080			(L.U.B	eve sterns of	reams coacheo	i yuunned i	light	PERMISSIONS	
DASHBOARD	130882	Tommy A W		Are you sure	e you want to make t	this coach inact	ive?	51	REMOVE(FROM ACTIVE)
CLUB / SCHOOL ADMIN *	130887	Diane Gordo	n vironzowa.	youth		, 1	Completed	waan e can manager	REMOVE(FROM ACTIVE)



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.

All Other (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	MAKE ACTIVE	YES	Completed	Individual	25/01/2024	DELETE		
215734	Tommy Coach	04/10/1998	Youth Coach Awaiting Verification		No	Not Completed	Individual	04/10/2024	DELETE		
168286	Calum Davidson	09/09/1999	Verified – can coach youth	MAKE ACTIVE	YES	Completed	Individual	27/05/2021	DELETE		

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'

G GAURLINE		yourn completed		
DASHBOARD	130823 Scottish Rug	Are you sure you want to delete this coach from your club?	r 21/12/2022	REMOVE(FROM ACTIVE)
	-	YES YES, KEEP AS MEMBER CANCEL		
	All Other Coaches			

PLEASE NOTE: Deleting a coach from your club does <u>NOT</u> 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.**



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.

	GHT NEW RUGBY CLUB RFC 🗸 🔮 LOGOUT			
G GAINEENE M DASHBOARD	Coaches List	Add Registered Coach	U18 Coach	
MY SCRUMS + CLUB / SCHOOL ADMIN +	All coaches registered in SCRUMS a section at the top of this page.	ind with a coach profile linked to you	club, are listed below. Please ensure that those coaches active at your club are moved to the 'Active Coac	h LISť BACK DOWNLOAD FILTERS Q

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.

	Search For A Person In	SCRUMS:				
	Jones	24/05/1991	SEARCH	CIAN.		
Na	ame			Clubs / Schools where coaching		
Mi	axine Jones				ADD	

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.

	Will This Person Be Coaching Youth Or Mini Rugby At Your Club (I.E. Will They Be Coaching Any Person Under The Age Of 18)?	Yes	· 〕 ✦	ADD	
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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.

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



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.

Active C	oach 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	REMOVE(FROM ACTIVE)

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

O ACCETOR								
DASHBOARD	SCRUMS ID			Edit User Permissions				
MY SCRUMS +		Tommy & Wright		Permissions		Administrator (full access)		
CLUB / SCHOOL ADMIN +		toning a wright		Individual				(And
PLAYERS +	130887	Diane Gordon		General (view only access)		Coach / Team Manager		REMOVE(FROM ACTIVE)
COMPETITIONS -				Coach / Team Manager	•			
TRAINING AND EDUCATION +	130668	Tim Key		Administrator (full access)		Coach / Team Manager		REMOVE(FROM ACTIVE)
SCRUMS USER QUIDANCE	130823	Scottish Rushy	01/01/2001	Coaching adults only	SAVE	Coach / Team Manager	21/12/2022	EN NOVELED MARTINE

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

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