

This SCRUMS User Guide will explain how club and school administrators can manage their coaches, including how to complete their **'Active Coach List'** and process other information held about coaches in SCRUMS.

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#### **STEP1**

When you login to SCRUMS, navigate to the '**Coaches'** section, either, through the main menu sidebar or dashboard, as highlighted.





#### **STEP 2**

This will bring you to the 'Coaches' screen which is divided into two sections:

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

Initially, all coaches will be listed in the bottom section until they are made active by the club / school.

To view any individual coach profile, click on the coach's name.

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100LS	Coaches List Ad	d Registered Coach	Add U18 Coach						
CHOOL All coache	s registered in SCRUMS and with a c	coach profile linked to your club,	are listed below. Please ensure that I	those coaches active at your club a	ire moved to the 'Acti-	ve Coach List' section at	the top of this page.		BACK DOW
RS									
and the second		% 0 Completed Rugby R	ght 2021/22 (Active Coaches)				96 0 Comple	eted Rugby Right 2021/22 (All Coaches)	
Active C	oach List								
SCRUMS	0 Name	D.O.8	PVG Status 😡	Teams Coached	Qualified	Rugby Right	Permissions	Start Date	
STER 168286	Calum Davidson	09/09/1999	Verified - can coach youth	1st XV (Men)	No	Not Completed	Individual	27/05/2021	
URES 130887	Diane Gordon	01/01/2003	Verified - can coach youth	1st XV (Men)	Yes	Not Completed	Coach / Team Manager	27/11/2020	
ming				P4/U9 (Mixed)					14
130792	Kieran Hudson	26/08/1979	Verified - can coach youth	P5/U10 (Mixed)	No	Not Completed	Coach / Team Manager	27/02/2020	
TAILS 130894	Maxine Jones	24/05/1991	Verified - can coach youth	U14 (Gins)	Yes	Not Completed	Coach / Team Manager	07/12/2020	R
133190	Christopher Kane	01/01/1990	Coaching adults only	1st XV (Men)	No	Not Completed	Individual	25/03/2022	R
RSES	Tim Key	01/01/2001	Madfiel and seathing the	P4/U9 (Mixed)	Yes	Not Completed	Court (Terry Manager)	31/03/2021	
150666	Tim Key	01/01/2001	Verified - can coach youth	P5/U10 (Mixed)	10	Not Completed	Coach / Team Manager	51/05/2021	
130882	Tommy Wright	01/01/1991	Verified - can coach youth	1st XV (Men)	Yes	Not Completed	Administrator (full access)	07/12/2020	R
a 👘									
All Othe	r Coaches								
SCRUMS	0 Name	D.O.B	PVG Status 😡	Teams Coached	Qualified	Rugby Right	Permissions	Start Date	
130870	Amy Bellssss	12/09/1993	Verified - can coach youth	MAKE ACTIVE	No	Not Completed	Individual	29/11/2021	
161043	John Wilson	26/08/1979	Coaching adults only	MAKE ACTIVE	Yes	Not Completed	Coach / Team Manager	07/12/2020	

Coaches with a 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.

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



### STEP 3. ADD A COACH 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. A pop-up window will appear where you can assign a team (or teams) to the coach, using three drop down 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 linked to your club, you will only be able to assign them to adult rugby teams (the options for youth / mini / micro will not be available).

SCRUM										
DASHBOARD										
CLURS & SCHOOLS		s lat		Add U18 Coach						
MY CLUB / SCHOOL	All coaches regist	tered in SCRUMS and with a co	ach profile linked to your club,	are listed below. Please ensure that th	ose coaches active at your du	b are moved to the 'Act	ve Coach List' section at	the top of this page.		BACK DOWNLOAD FILTER
MY CLUB USERS										
				ght 2021/22 (Active Coaches)				% d Complet	ed Rugby Right 2021/22 (All Coaches)	
				Amy Bellssss: Teams	às	e Group				
	SCRUMS ID	Name	0.08			dult		✓ ermissions		
	168286	Calum Davidson	09/09/1998			nder		andividual	27/05/2021	REMOVELEROM ACT
	120987	Diane Gordon	01/01/2003			len		/ Team Manager	27/11/2020	REMOVERROW ACT
						em It XV		~		
	130792	Kieran Hudson	26/08/1979			IDTEAM		/ Team Manager	27/02/2020	REMOVEL/ROW ACT
	130894	Maxine Jones	24/05/1991		_			/ Team Manager	07/12/2020	REMOVERSON ACT
	183190	Christopher Kane	01/01/1990	(LOSE)			55	Individual	25/03/2022	-REMOVED BOM ACT
					P4/U5 (Mixed)					
	(50888)	Tim Key		Verified - can coach youth	PS/U10 (Mixed)	Yes	Not Completed	Coach / Team Manager		REMOVED ROM ACT
		Tommy Wright	01/01/1991	Verified - can coach youth	1st XV (Men)	/ <b>XB</b>	Not Completed	Administrator (full access)		ATWOVED ROM ACT
	All Other Coac									
	SCRUMS ID									
	130670	Army Bellssss	12/09/1993	Verified - can coach youth	MAKE ACTIVE	No	Not Completed	Individual	29/11/2021	(Dec)
	161043	John Wilson	26/08/1979	Coaching adults only	MAKE ACTIVE	Yes	Not Completed	Coach / Team Manager		DEL



#### **STEP 4. EDIT OR REMOVE A COACH FROM THE** 'ACTIVE COACH LIST'

If you need to edit the teams assigned to a coach who is already in your 'Active Coach List', click on their current teams under the 'Teams Coached' section. This will open the same pop-up window as described above.

You can then add new teams in the same way as described above or click the 'Remove' button to remove any team.

SCRUM	Scottish R	lugby Management Sy	stem						томые	WRIGHT NEW BUCKY CLUB RFC 🗸 🔍 🔍 🛛
DASHBOARD				Add U16 Coach						
MY CLUB / SCHOOL	Ali coaches regist	ered in SCRUMS and with a co	ach profile linked to your club,	are listed below. Please ensure that t	mose coaches active as your	club are moved to the 'Act)	ve Coach List' section at	the top of this page.		RACK DOWNLOAD FRITING
MY CLUB USERS			N Completed Rugby Rig	nt 2021/22 (Active Coeches)				16 0 Complet	ed Rugby Right 2021/22 (All Coaches)	
COACHES	Active Coach L		-	imy Bellssss: Teams		Age Group				
USER ROLES			D.O.B	1st XV (Men)	REMOVE	Adult		<ul> <li>ermissions</li> </ul>		
PLAYER TRANSFER		Amy Bellssss	12/09/1993			Gender		Individual	29/11/2021	REMOVE(FROM ACTIVE)
TEAMS & FUXTURES	168286	Calum Davidson	09/09/1999			Men			27/05/2021	REMOVED FROM ACTIVE
inquiry reporting	130837	Diane Gordon	01/01/2003			Team 1st XV		V TeamManager		REMOVEREDM ACTIVE
MY PROFILES	130792	Kieran Hudson	26/08/1979	_		ADD TEAM		/ Team Manager		REMOVERED ACTIVE)
MY COURSE RECORD	130894	Maxine Jones	24/05/1991	CLOSE				/ Team Manager		REMOVERSION ACTIVES
RESULTS ARCHIVE	133190	Christopher Kane	01/01/1990	Coaching edults only	(st XV (Men)	No	Not Completed	Individual	25/03/2022	REMOVELING ACTIVE
MAL *	130658	Tim Key		Verified - can coach youth	P4/U9 (Mixed) P5/U10 (Mixed)	Yes	Not Completed	Coach / Team Manager		REMOVE(FROM ACTIVE)
SCRUMS USER GUIGANCE TERMS OF USE		Tommy Wright	01/01/1991	Venfied - can coach youth	Tet XV (Men)	Yes	Not Completed	Administrator (full access)		REMOVE(FROM ACTIVE)
PRIVACY POLICY COOKIE POLICY	All Other Coac									
ACCESSIBILITY	SCIUMS ID			evis Status 😡		Qualified	Rugby Right	Permissions		
CONTACT US & Seamont-Regay Union London 2022	161043	john Wilson	26/08/1979	Coaching adults only	MONE ACTIVE	) Yes	Not Completed	Coach / Team Manager		Delaya



#### **STEP 5**

To remove a coach from your 'Active Coach List', select the 'Remove (From Active)' button, then click 'Yes' to confirm your selection.

	aches List Add Br	egistered Coach	Add U15 Coach						
as the second	Add to	gratered Coach	And UTB Coach						
All coaches r	egistered in SCRUMS and with a coat	th profile linked to your club.	are listed below. Please ensure that th	hose coaches active at your club a	ire moved to the 'Acti	ve Coach List' section at	t the top of this page.		RACK DOWNLOAD TH
		% 0 Completed Rugby Ri	gnt 2021/22 (Active Coaches)				16 0 Compi	eted Rugby Right 2021/22 (All Coaches)	
Active Coa	ch List								
SCRUMS ID	Name	D.O.B	PVG Status 🔘	Teams Coached	Qualified	Rugby Right	Permissions	Start Date	
ER 130870	Amy Bellssss	12/09/1993	Verified - can coach youth	1st XV (Men)	No	Not Completed	Individual	29/11/2021	REMOVELEROM A
168286	Calum Davidson	09/09/1999	Verified - can coach youth	1st XV (Men)	No	Not Completed	Individual	27/05/2021	REMOVE(FROM A
NG 130887	Diane Gordon	01/01/2003	Verified - can coach youth	1st XV (Men)	Yes	Not Completed	Coach / Team Manager	27/11/2020	REMOVE(FROM A
				P4/U9 (Mixed)					
130792	Kieran Hudson	26/08/1979	Verified - can coach youth	P5/U10 (Mixed)	No	Not Completed	Coach / Team Manager	27/02/2020	BEMOVE(FROM )
130894	Maxine Jones	24/05/1991	Verified - can coach youth	U14 (Giris)	Yes	Not Completed	Coach / Team Manager	07/12/2020	REMOVED ROM A
133190	Christopher Kane	01/01/1990	Coaching adults only	1st XV (Men)	No	Not Completed	Individual	25/03/2022	REMOVE(FROM A
				P4/U9 (Mixed)					
120888	Tim Key	01/01/2001	Verified - can coach youth	P5/U10 (Mixed)	Yes	Not Completed	Coach / Team Manager	31/03/2021	REMOVE(FROM A
130882	Tommy Wright	01/01/1991	Verified - can coach youth	1st XV (Men)	Yes	Not Completed	Administrator (full access)	07/12/2020	REMOVE(FROM A
All Other	oaches								
SCRUMS ID	Name	D.O.B	PVG Status 😡	Teams Coached	Qualified	Rugby Right	Permissions	Start Date	
161043	John Wilson	26/08/1979	Coaching adults only	MAKE ACTIVE	Yes	Not Completed	Coach / Team Manager	07/12/2020	

CLURS & SCHOOLS	Coarte		egistered Coach	Add Directory						
MY CLUB / SCHOOL	All coaches regist	ered in SCRUMS and with a coa	ch profile linked to your club,	are listed below. Please ensure that t	rose coaches active at your club a	re moved to the 'Act	ve Coach List' section at th	e top of this page.		EACK DOWNLOAD FILTERS Q
MY CLUB USERS										
PLAYERS			% 0 Completed Rugby Rig	(ht 2021/22 (Active Coaches)				% 0 Comp	Neted Rugby Right 2021/22 (All Coaches)	
COACHES				Are	you sure you want to make t	this coach inactiv	?			
USER ROLES	SCRUMS ID		D.O.B					ermissions		
PLAYER TRANSFER	120670	Amy Bellssss	12/09/1993	venheo - can coach youch	ISLAV (MEN)	ns	Not Lompretes	Individual	29/11/2021	RENOVED KOM ACTIVES
TEAMS & FOCTURES	166286	Calum Davidson	09/09/1999	Verified - can coach youth	1st XV (Men).	No	Not Completed	Individual		REMOVED NOW ACTIVES



#### **STEP 6**

To delete a coach from your coach records, you need to remove them from your 'Active Coach List' as above then once they are in the bottom section of the screen, click the 'Delete' button.

When you do that, you will be asked to confirm if you wish the individual to be deleted completely.

- If you want them 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'

	130888	Tim Key	01/01/2001	Verified - can coach youth	P5/U10 (Mixed)	Yes	Not Completed	Coach / Team Manager	31/03/2021	REMOVE(FROM ACTIVE)
MS USER GUIDANCE	130882	Torrenty Wright	01/01/1991	Verified - can coach youth	1st XV (Men)	Yes	Not Completed	Administrator (full access)	07/12/2020	REMOVE(FROM ACTIVE)
of USE	All Other Coad	hes								
	SCRUMS ID	Name	D.O.B	PVG Status 😡	Teams Coached	Qualified	Rugby Right	Permissions	Mart Date	
KIE POLICY					Tearing Concilient	Amanuaru	and all and an			
	130870	Amy Bellssss	12/09/1993	Verified - can coach youth	MAKE ACTIVE	No	Not Completed	Individual	29/11/2021	DELETE
										DELETE

An or the second standard and the second	SCOLLISH I									
				Add U18 Coach						
	All coaches regis	tered in SCRUMS and with a	coech profile linked to your club	, are listed below. Please ensure that	those coaches active at your club :	ere moved to the 'Acti	ie Coach List' section at	the top of this page.		BACK DOWINLOAD FILTER
	4		R 0 Completed Rugby R	sgnt 2021/22 (Active Coaches)				No Comple	ted Rugby Right 2021/22 (All Coaches)	
	Active Coach			Are you	u sure you want to delete thi	s coach from your	club?			
	SCRUMS ID		0.0.8		YES YES, KEEP AS MEMBER	CANCEL		ermissions	Start Date	
	168286	Calum Davidson	09/09/1999	vennea - can coach youth	. ISE AN UNITU		routree	Individual	27/05/2021	REMOVELEBOM ACT
	130887	Diane Gordon		Verified - can coach youth	1st XV (Men)	Yes	Not Completed	Coach / Team Manager		REMOVE(FROM ACT
					P4/U9 (Mixed)					-
		Neran Hudson	26/08/1979	Verified - can coach youth	PS/U10 (Mixed)	- No	Not Completed	Coach / Team Manager .		REMOVED BOM ACT
	130894	Makine jones	24/05/1991	Verified - can coach youth	U14 (Gris)	Yes	Not Completed	Coach / Team Manager		REMOVED ROM ACT
	133190	Christopher Kane	01/01/1990	Coaching adults only	1st XV (Men)	. No	Not Completed	Individual		REMOVEDROM ACT
					P4/U9 (Mixed)					
	130888	Tim Key		Verified - can coach youth	PS/U10 (Mixed)	Yes	Not Completed	Coach / Team Manager		REMOVEFROM ACT
	190882	Tommy Wright	01/01/1991	Verified - can coach youth	1st XV (Men)	Yes	Not Completed	Administrator (full access)		REMOVERSION ACT
	All Other Coe									
	SCRUMS ID						Rogby Right			
	130870	Amy Bellssss	12/09/1993	Verified - can coach youth	MAKE ACTIVE	No	Not Completed	Individual	29/11/2021	Of L
		John Wilson	26/08/1979	Coaching adults only	MAKE ACTIVE	Yes	Not Completed	Coach / Team Manager	07/12/2020	er.



### STEP 7. SEARCH FOR A REGISTERED COACH TO ADD TO YOUR CLUB/SCHOOL

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

	Scottish Rugby Manag	ement System			TOMMY WRIGHT NEW BUGBY CLUB BYC 👽 🗴 LOGOUT
DASHIDOARD					
CLUBS & SCHOOLS	Coaches List	Add Registered Coach	Add U18 Coach		
MY CLUB / SCHOOL	All coaches registered in SCRUMS	and with a coach profile linked to your	club, are listed below. Please ensure th	that those coaches active at your club are moved to the 'Active Coach List' section at the top of this page.	DACK DOWINLOAD HILTERS Q
MY CLUB USERS					
D PLAYIES		% 0 Completed Rug	ay Right 2021/22 (Active Coaches)	%	0 Completed Rugby Right 2021/22 (All Coaches)
-					

This will bring you to the following screen, where you can search for an existing registered coach.

- Enter the surname and date of birth of the coach you wish to add and press 'Search'.
- When you find the correct coach, click the 'Add' button beside their name.

	0,00,00	ement System			TOMMY WRIGHT	NEW RUGBY CLUB RFC 🗸 🙆 LOGOUT
DASHBOARD	Coaches List	Add Registered Coach	Add U18 Coach			
CLUBS & SCHOOLS	Use this search page if you wish to	and remistered roach				BACK
MY CLUB / SCHOOL	ose uns search page n you wan to	add registered coach.				DACK
MY CLUB USERS	Search For A Player To Create	e Transfer Request:	01/01/1991	SEARCII		
PLAYERS	Name		Clubs / Schools where coachin	g		
PDH NOMINATION	Tommy Wright		New Rugby Club RFC			ADD
COACHES						
USER ROLES						
PLAYER TRANSFER						
TEAMS & FIXTURES						

Please note - only coaches who have registered in SCRUMS and created a 'Coach Profile' will be returned when using this search option.

Guidance on creating a 'Coach Profile' can be found here.



### **STEP 8. SETTING COACH PERMISSION**

**'Permissions'** allow for tiered access to view and edit club / school member information, including injury reports and teamsheets stored on SCRUMS. The SCRUMS permissions of each coach are listed in the **'Permissions'** column and can be set by an existing club administrator.

To update this, click on the current permission level of any coach to open a pop-up window displaying the 4 levels of access.

SCRUM	Scottish I	Rugby Management Sy	tem							OMMY WRIGHT NEW RUGEY	CLUD RFC 🗸 👲 LOG
DASHDOARD											
CLUBS & SCHOOLS	Coach	es List Add	legistered Coach	Add U18 Coach							
MY CLUB / SCHOOL	All coaches regis	tered in SCRUMS and with a cor	ich profile linked to your club	, are listed below. Please ensure that th	ose coaches active at your club a	are moved to the 'Acti-	e Coach List' section at t	te top of this page.		BACK	DOWNLOAD FILTERS
MY CLUB USERS	-		- 24					- 55			
PLAYERS			% 0 Completed Rugby R	ight 2021/22 (Active Coaches)				96 0 Comp	ieted Rugby Right 2021/22 (All Coacher	5)	
COACHES	Active Coach	List									
USER ROLES	SCRUMS ID	Name	D.O.B	PVG Status 😡	Teams Coached	Qualified	Rugby Right	Permissions	Start Date		
PLAYER TRANSFER	168286	Calum Davidson	09/09/1999	Verified - can coach youth	1st XV (Men)	No	Not Completed	Individual	27/05/2021		REMOVE(FROM ACTIVE
TEAMS & FOCTURES	130887	Diane Gordon	01/01/2008	Verified - can coach youth	1st XV (Men)	Yes	Not Completed	Coach / Team Manager	27/11/2020		REMOVE(FROM ACTIVE
INJURY REPORTING					P4/U9 (Mixed)						
MY PROFILES	130792	Kieran Hudson	26/08/1979	Verified - can coach youth	PS/U10 (Mixed)	No	Not Completed	Coach / Team Manager	27/02/2020		REMOVED ROM ACTIVE
	-										

PLAYERS			Is C Completed Rugby Right :	2021/22 (Active Coaches,			% 0 Completed	Rugby Right 2021/22 (All Coaches)	
Солснея					Edit User Permissions				
USER ROLES					Permissions	by Right			
PLAYER TRANSFER	168286	Calum Davidson	09/09/1999	Verified - can coach y	ndividual	Completed	Individual		REMOVE(FROM ACTIVE)
TLAMS & FIXTURES		Diane Gordon		Verified - can coach y	General (view only access)	Completed	Coach / Team Manager		REMOVED ROM ACTIVED
INJURY REPORTING					Coach / Team Manager				
MY PROFILES	130792	Kleran Hudson	25/08/1979	Verified - can coach y	Administrator (full access)	Completed	Coach / Team Manager		REMOVE/FROM ACTIVES
	150894	Maxine Jones	24/05/1991	Verified - can coach y	SAVE CANCEL	Completed	Coach / Team Manager		REMOVE/FROM ACTIVE

Then, select the appropriate permission level and click 'Save'.

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

- 'Individual' Able to view own details only.
- 'General (view only access)' Able to view details of all users at the club/school but are not able to edit any information.
- 'Coach (teamsheets / injury reports)' Can submit Teamsheets and injury reports. Can also view lists of players but cannot edit any information.
- 'Administrator (full access)' Able to view and edit details of all users, process player transfers and submit teamsheets and injury reports.