



# MANAGING COACH INFORMATION

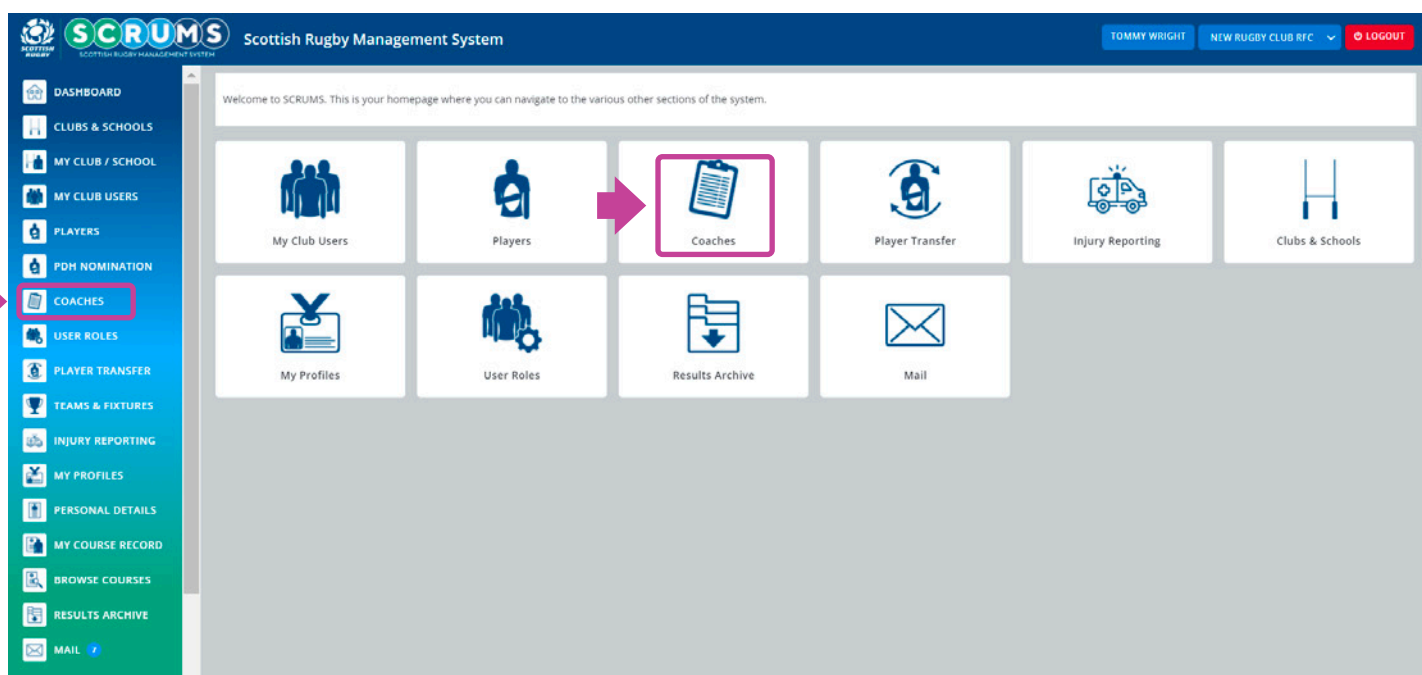
This SCRUMS User Guide will explain how club and school administrators can manage their coaches, including how to complete their **'Active Coach List'** and process other information held about coaches in SCRUMS.

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# MANAGING COACH INFORMATION

## STEP 1

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



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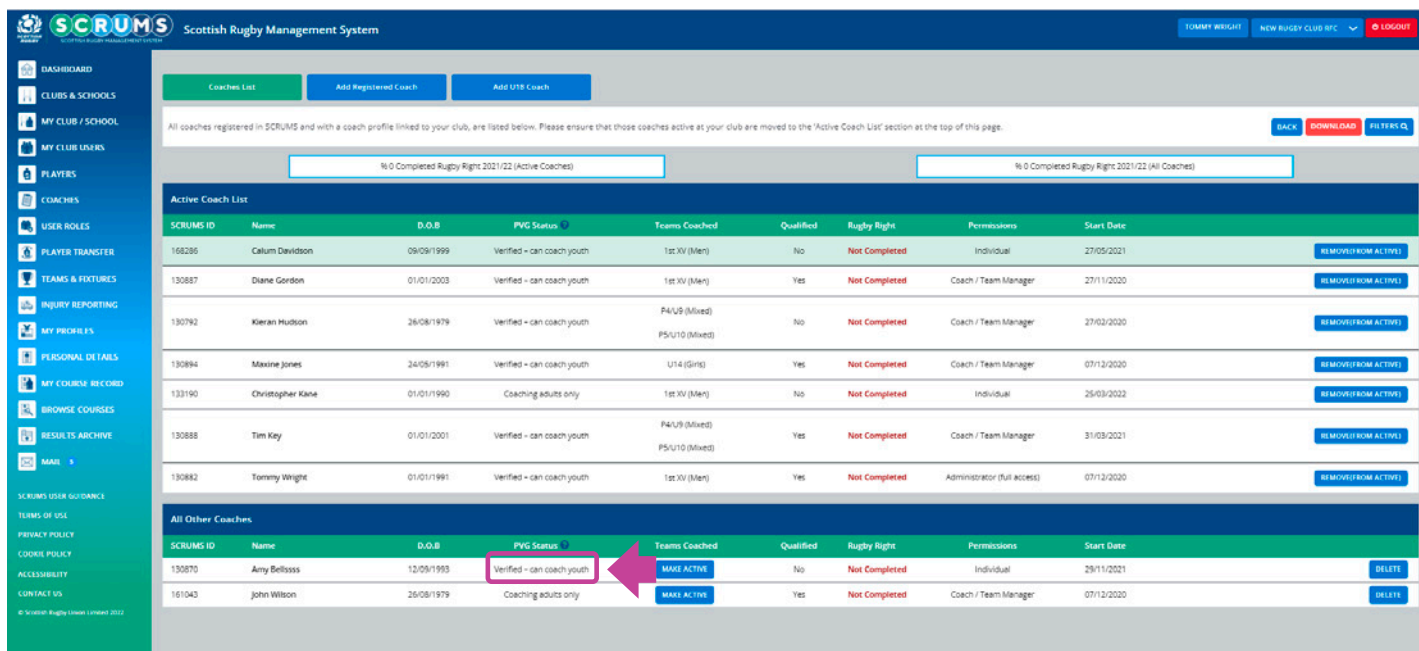
## STEP 2

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.



SCRUMS ID	Name	D.O.B	PVG Status	Teams Coached	Qualified	Rugby Right	Permissions	Start Date
168286	Calum Davidson	09/09/1999	Verified - can coach youth	1st XV (Men)	No	Not Completed	Individual	27/09/2021
130887	Diane Gordon	01/01/2003	Verified - can coach youth	1st XV (Men)	Yes	Not Completed	Coach / Team Manager	27/11/2020
130792	Kieran Hudson	28/08/1979	Verified - can coach youth	P4/U9 (Mixed) P5/U10 (Mixed)	No	Not Completed	Coach / Team Manager	27/02/2020
130894	Maxine Jones	24/05/1991	Verified - can coach youth	U14 (Girls)	Yes	Not Completed	Coach / Team Manager	07/12/2020
133190	Christopher Kane	01/01/1990	Coaching adults only	1st XV (Men)	No	Not Completed	Individual	25/03/2022
130888	Tim Key	01/01/2001	Verified - can coach youth	P4/U9 (Mixed) P5/U10 (Mixed)	Yes	Not Completed	Coach / Team Manager	31/03/2021
130882	Tommy Wright	01/01/1991	Verified - can coach youth	1st XV (Men)	Yes	Not Completed	Administrator (full access)	07/12/2020

SCRUMS ID	Name	D.O.B	PVG Status	Teams Coached	Qualified	Rugby Right	Permissions	Start Date
130870	Amy Belliss	12/05/1993	Verified - can coach youth	MAKES ACTIVE	No	Not Completed	Individual	29/11/2021
161040	John Wilson	26/08/1979	Coaching adults only	MAKES 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’.

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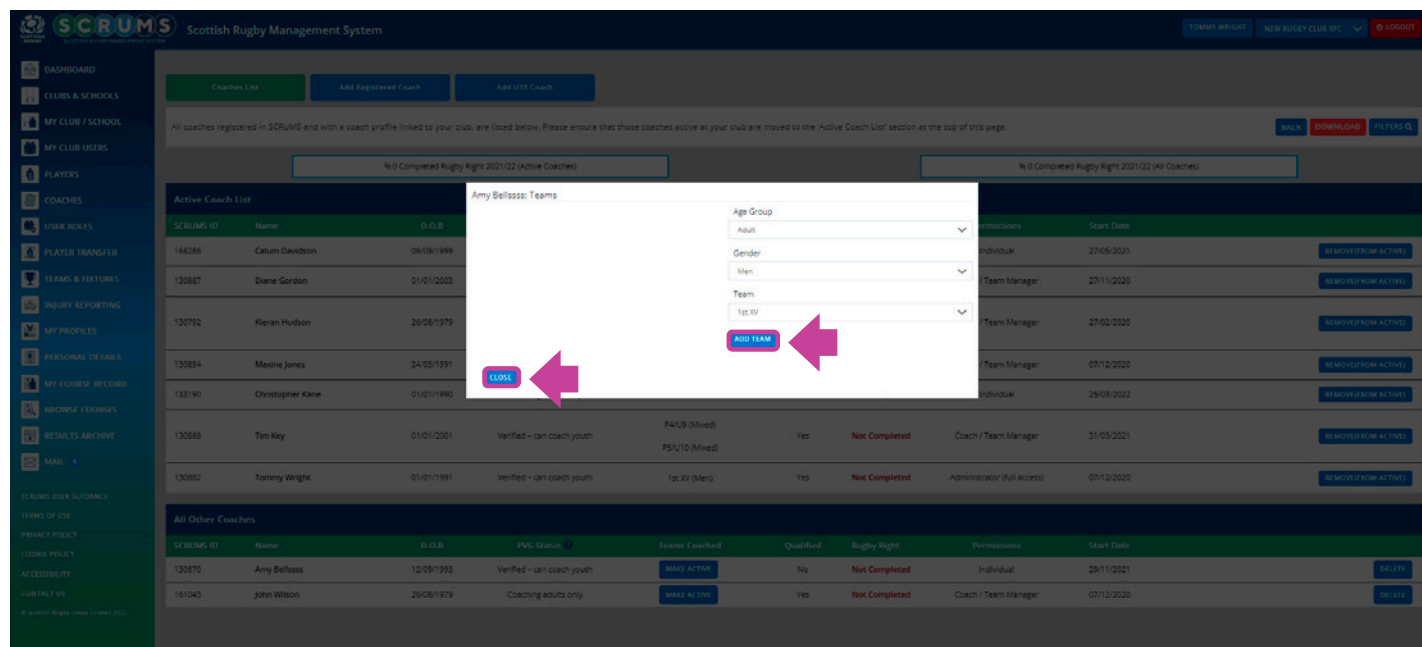
## STEP 3. ADD A COACH TO THE 'ACTIVE COACH LIST'

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).**



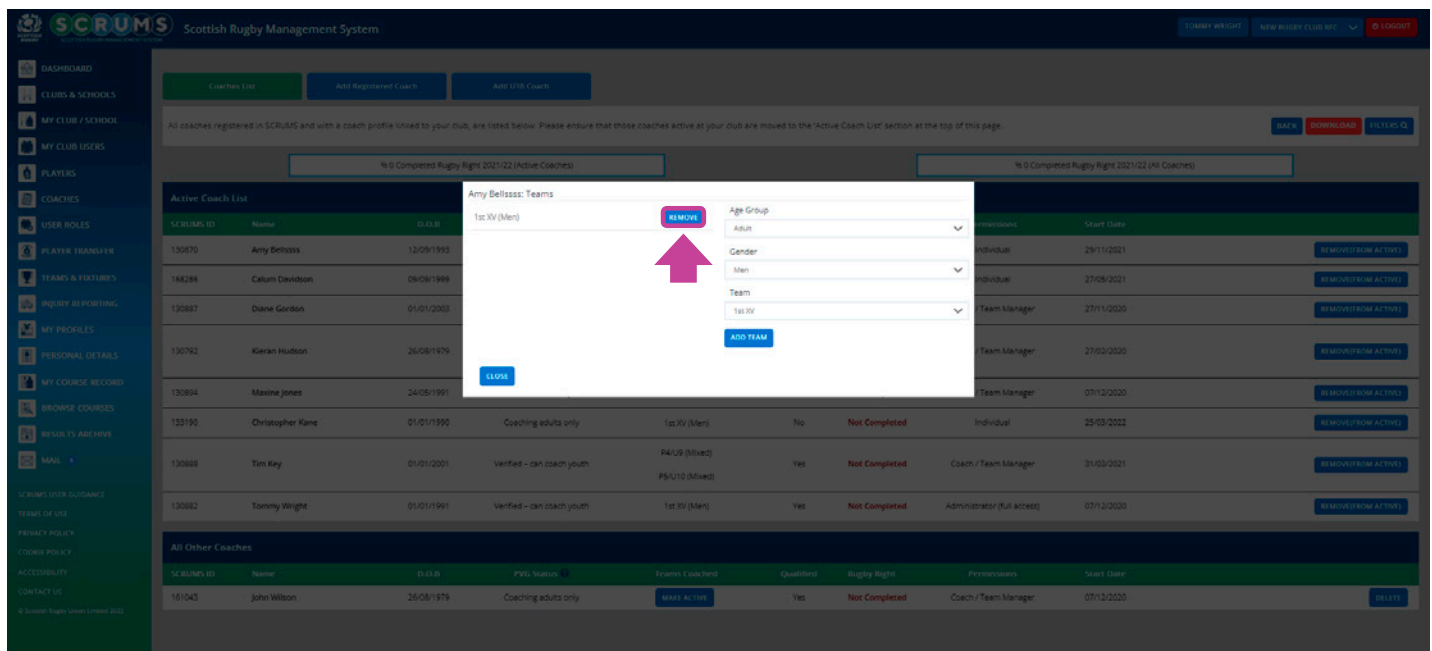
The screenshot shows the SCRUMS Scottish Rugby Management System interface. On the left is a navigation menu with options like DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY CLUB USERS, PLAYERS, COACHES, USER ROLLS, PLAYER TRANSFER, TEAMS & FIXTURES, INQUIRY REPORTING, MY PROFILES, PERSONAL DETAILS, MY COACH RECORD, ACHIEVEMENTS, RESULTS ARCHIVE, and MAIL. The main area displays the 'Active Coach List' with a table of coaches. A pop-up window titled 'Amy Belliss: Teams' is open, showing three dropdown menus for 'Age Group' (Adult), 'Gender' (Men), and 'Team' (1st XV). Below these menus are two buttons: 'ADD TEAM' and 'CLOSE'. Arrows point to these buttons. The background table lists coaches with columns for SCRUIMS ID, Name, DOB, PVG Status, Teams Coached, Qualified, Rugby Right, Permissions, and Start Date. The 'All Other Coaches' section at the bottom shows coaches like Amy Belliss and John Wilson with their respective details and 'MAKE ACTION' buttons.

# MANAGING COACH INFORMATION

## 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.



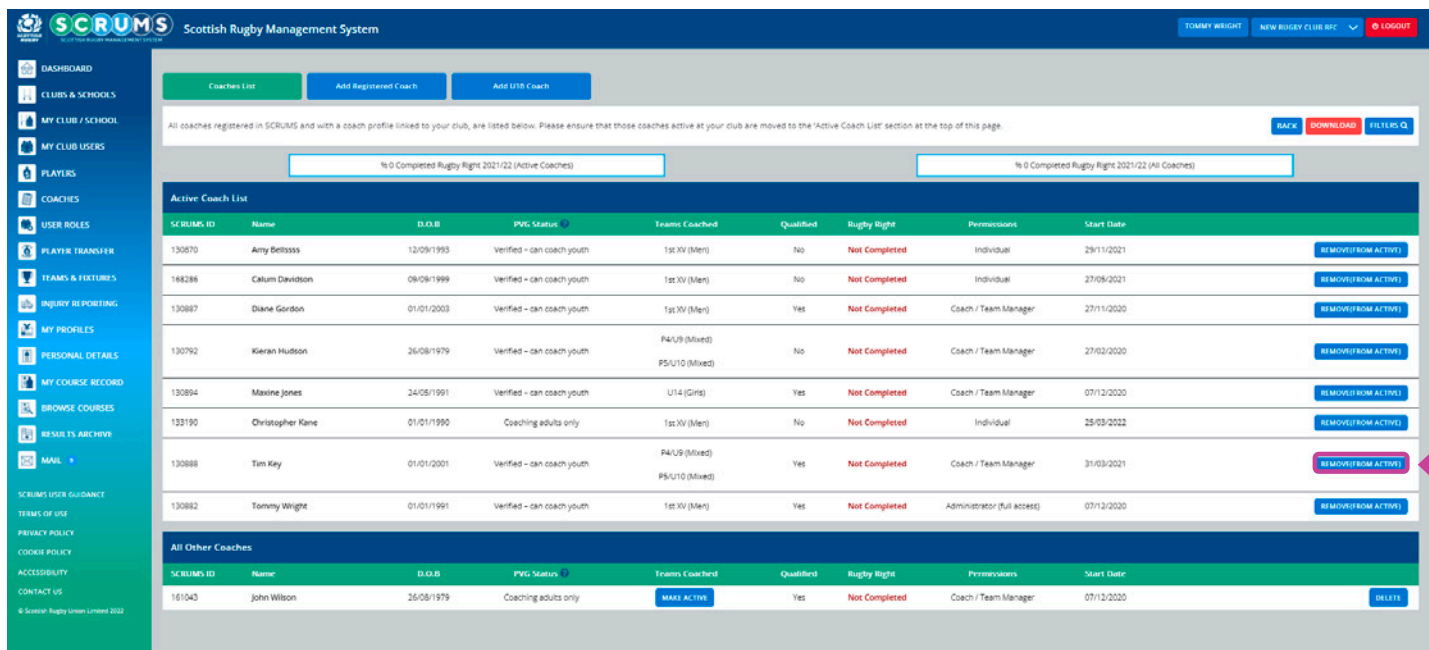
The screenshot shows the SCRUMS Scottish Rugby Management System interface. On the left is a navigation menu with options like DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY CLUB USERS, PLAYERS, COACHES, USER ROLES, PLAYER TRANSFER, TEAMS & FIXTURES, INQUIRY REPORTING, MY PROFILES, PERSONAL DETAILS, MY COACH RECORD, BROWSE COACHES, RESULTS ARCHIVE, MAIL, SCRUMS USER GUIDANCE, TERMS OF USE, PRIVACY POLICY, COACH POLICY, ACCESSIBILITY, and CONTACT US. The main area displays the 'Active Coach List' with a table of coaches. A pop-up window titled 'Amy Belliss: Teams' is open, showing a list of teams with a 'REMOVE' button highlighted by a pink arrow. The table has columns for SCRUIMS ID, Name, DOB, PWD Status, Teams Coached, Qualified, Rugby Right, Permissions, and Start Date. The 'Teams Coached' section shows a list of teams with a 'REMOVE' button next to each.

SCRUIMS ID	Name	DOB	PWD Status	Teams Coached	Qualified	Rugby Right	Permissions	Start Date
130870	Amy Belliss	12/09/1992		1st XV (Men)	No	Not Completed	Individual	29/11/2021
144286	Calum Davidson	09/08/1989					Individual	27/09/2021
130887	Diane Gordon	01/01/2003					Team Manager	27/11/2020
130792	Kieran Hudson	26/08/1979					Team Manager	27/02/2020
130804	Maxine Jones	24/05/1991					Team Manager	07/12/2020
133190	Christopher Kane	01/01/1990	Coaching adults only	1st XV (Men)	No	Not Completed	Individual	25/03/2022
130888	Tim Key	01/01/2001	Verified - can coach youth	PA/UP (Mixed)	Yes	Not Completed	Coach / Team Manager	31/03/2021
				PA/UP (Mixed)				
130882	Tommy Wright	01/01/1991	Verified - can coach youth	1st XV (Men)	Yes	Not Completed	Administrator (full access)	07/12/2020

# MANAGING COACH INFORMATION

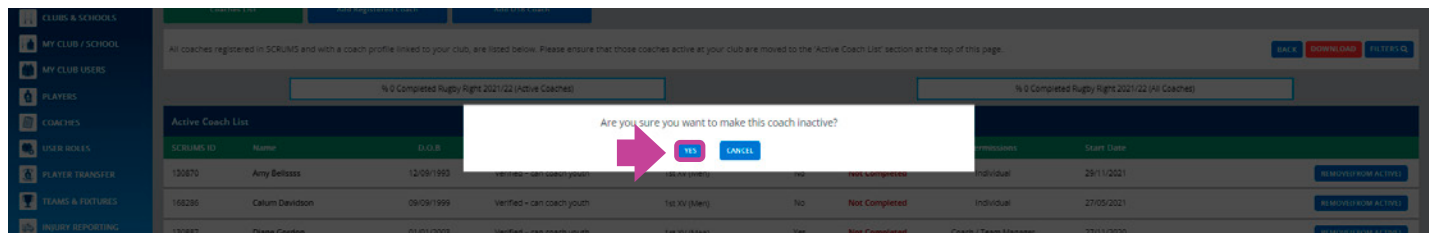
## STEP 5

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



The screenshot shows the SCRUMS Scottish Rugby Management System interface. The 'Active Coach List' is displayed, showing a table of coaches with columns: SCRUMS ID, Name, D.O.B, P.V.G Status, Teams Coached, Qualified, Rugby Right, Permissions, and Start Date. The table lists several coaches, including Amy Belliss, Calum Davidson, Diane Gordon, Kieran Hudson, Maxine Jones, Christopher Kane, Tim Key, and Tommy Wright. A red arrow points to the 'REMOVE FROM ACTIVE' button for Tim Key.

SCRUMS ID	Name	D.O.B	P.V.G Status	Teams Coached	Qualified	Rugby Right	Permissions	Start Date
130870	Amy Belliss	12/09/1993	Verified - can coach youth	1st XV (Men)	No	Not Completed	Individual	29/11/2021
168286	Calum Davidson	09/06/1999	Verified - can coach youth	1st XV (Men)	No	Not Completed	Individual	27/05/2021
130887	Diane Gordon	01/01/2003	Verified - can coach youth	1st XV (Men)	Yes	Not Completed	Coach / Team Manager	27/11/2020
130792	Kieran Hudson	26/08/1979	Verified - can coach youth	P4/U9 (Mixed) P5/U10 (Mixed)	No	Not Completed	Coach / Team Manager	27/02/2020
130894	Maxine Jones	24/05/1991	Verified - can coach youth	U14 (Girls)	Yes	Not Completed	Coach / Team Manager	07/12/2020
133190	Christopher Kane	01/01/1990	Coaching adults only	1st XV (Men)	No	Not Completed	Individual	25/09/2022
130888	Tim Key	01/01/2001	Verified - can coach youth	P4/U9 (Mixed) P5/U10 (Mixed)	Yes	Not Completed	Coach / Team Manager	31/03/2021
130882	Tommy Wright	01/01/1991	Verified - can coach youth	1st XV (Men)	Yes	Not Completed	Administrator (full access)	07/12/2020



The screenshot shows the same SCRUMS Scottish Rugby Management System interface, but with a confirmation dialog box overlaid. The dialog box asks 'Are you sure you want to make this coach inactive?' and has two buttons: 'YES' and 'CANCEL'. A red arrow points to the 'YES' button.

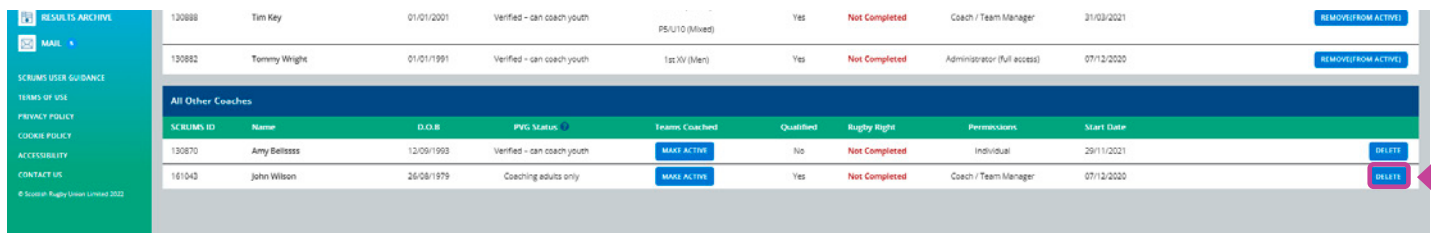
# MANAGING COACH INFORMATION

## STEP 6

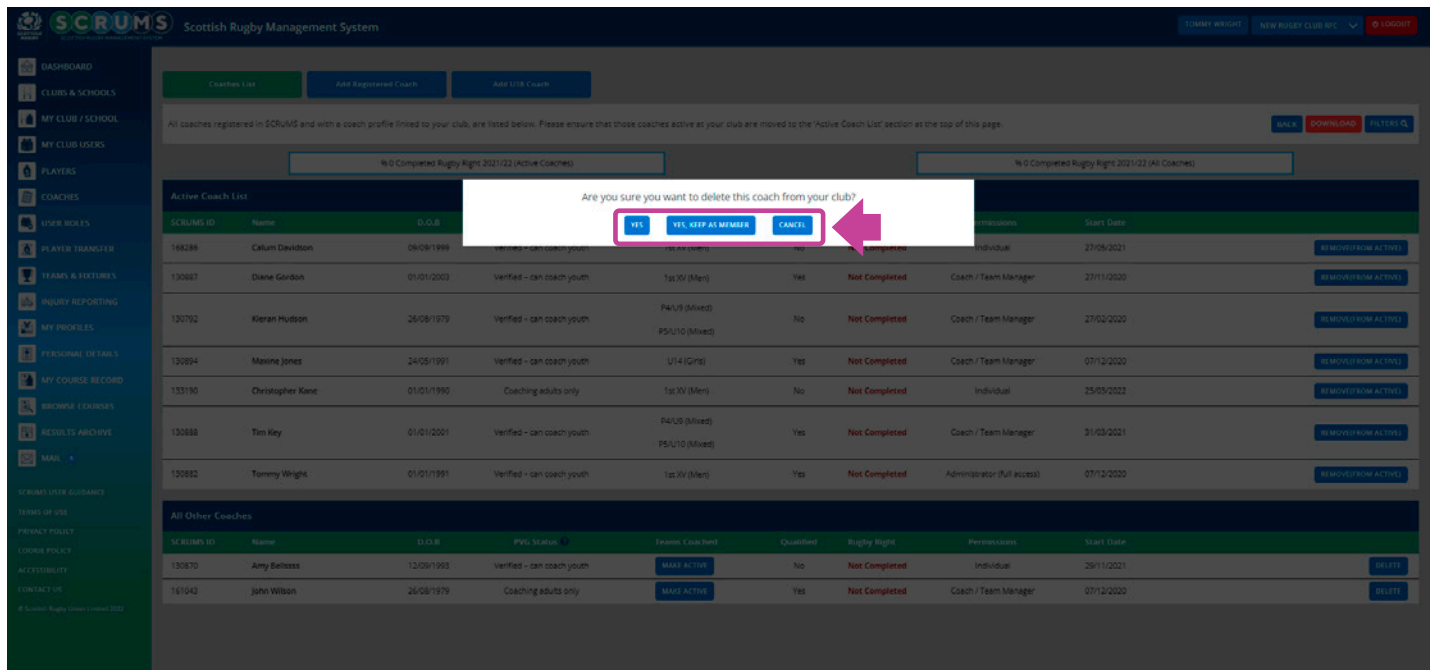
To delete a coach from your coach records, you need to remove them from your **‘Active Coach List’** as above then once they are in the bottom section of the screen, click the **‘Delete’** button.

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’**



SCRUMS ID	Name	D.O.B	PVG Status	Teams Coached	Qualified	Rugby Right	Permissions	Start Date	
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
130882	Tommy Wright	01/01/1991	Verified - can coach youth	1st XV (Men)	Yes	Not Completed	Administrator (Full access)	07/12/2020	REMOVE FROM ACTIVE
130870	Amy Belliss	12/09/1993	Verified - can coach youth	MAINT ACTIVE	No	Not Completed	Individual	29/11/2021	DELETE
161040	John Wilson	26/08/1979	Coaching adults only	MAINT ACTIVE	Yes	Not Completed	Coach / Team Manager	07/12/2020	DELETE

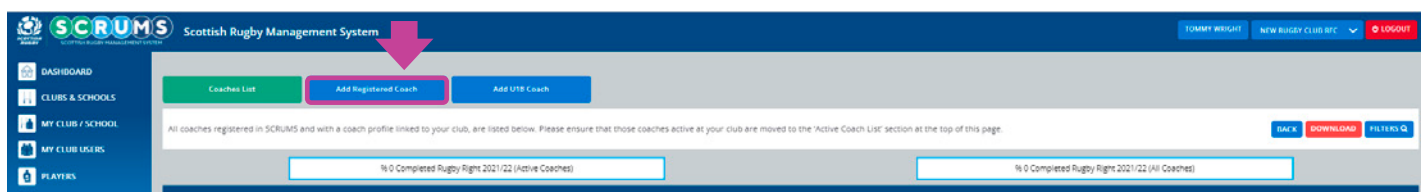


SCRUMS ID	Name	D.O.B	PVG Status	Teams Coached	Qualified	Rugby Right	Permissions	Start Date	
164286	Calum Davidson	08/06/1996	Verified - can coach youth	1st XV (Men)	No	Not Completed	Individual	27/05/2021	REMOVE FROM ACTIVE
130827	Diane Gordon	01/01/2002	Verified - can coach youth	1st XV (Men)	Yes	Not Completed	Coach / Team Manager	27/11/2020	REMOVE FROM ACTIVE
130792	Kieran Hudson	26/08/1979	Verified - can coach youth	P4/U5 (Mixed)	No	Not Completed	Coach / Team Manager	27/02/2020	REMOVE FROM ACTIVE
130894	Maxine Jones	24/05/1991	Verified - can coach youth	U14 (Girls)	Yes	Not Completed	Coach / Team Manager	07/12/2020	REMOVE FROM ACTIVE
133190	Christopher Kane	01/01/1990	Coaching adults only	1st XV (Men)	No	Not Completed	Individual	25/09/2022	REMOVE FROM ACTIVE
130888	Tim Key	01/01/2001	Verified - can coach youth	P4/U5 (Mixed)	Yes	Not Completed	Coach / Team Manager	31/03/2021	REMOVE FROM ACTIVE
130882	Tommy Wright	01/01/1991	Verified - can coach youth	1st XV (Men)	Yes	Not Completed	Administrator (Full access)	07/12/2020	REMOVE FROM ACTIVE

# MANAGING COACH INFORMATION

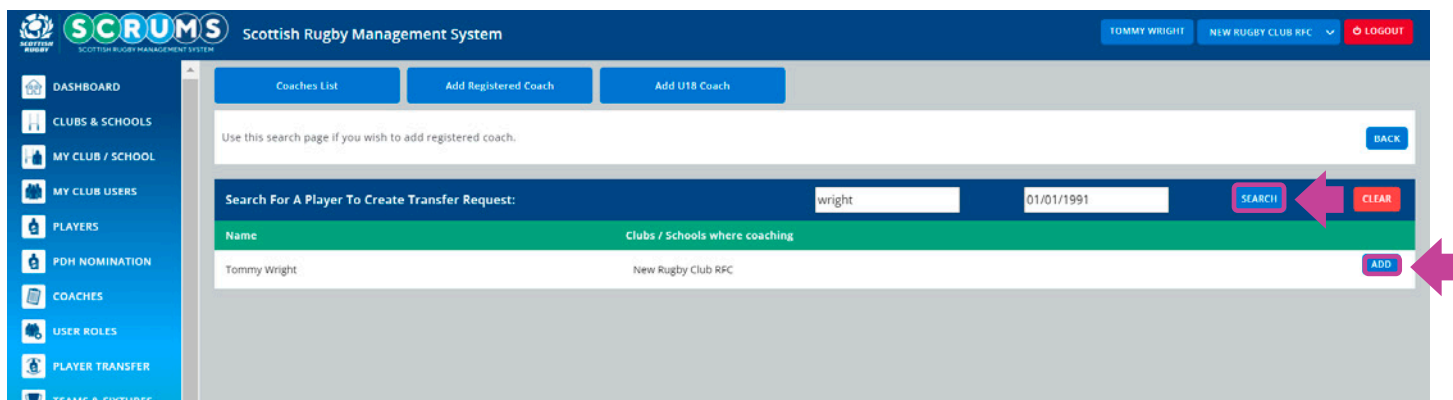
## STEP 7. SEARCH FOR A REGISTERED COACH TO ADD TO YOUR CLUB/SCHOOL

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



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.



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](#).

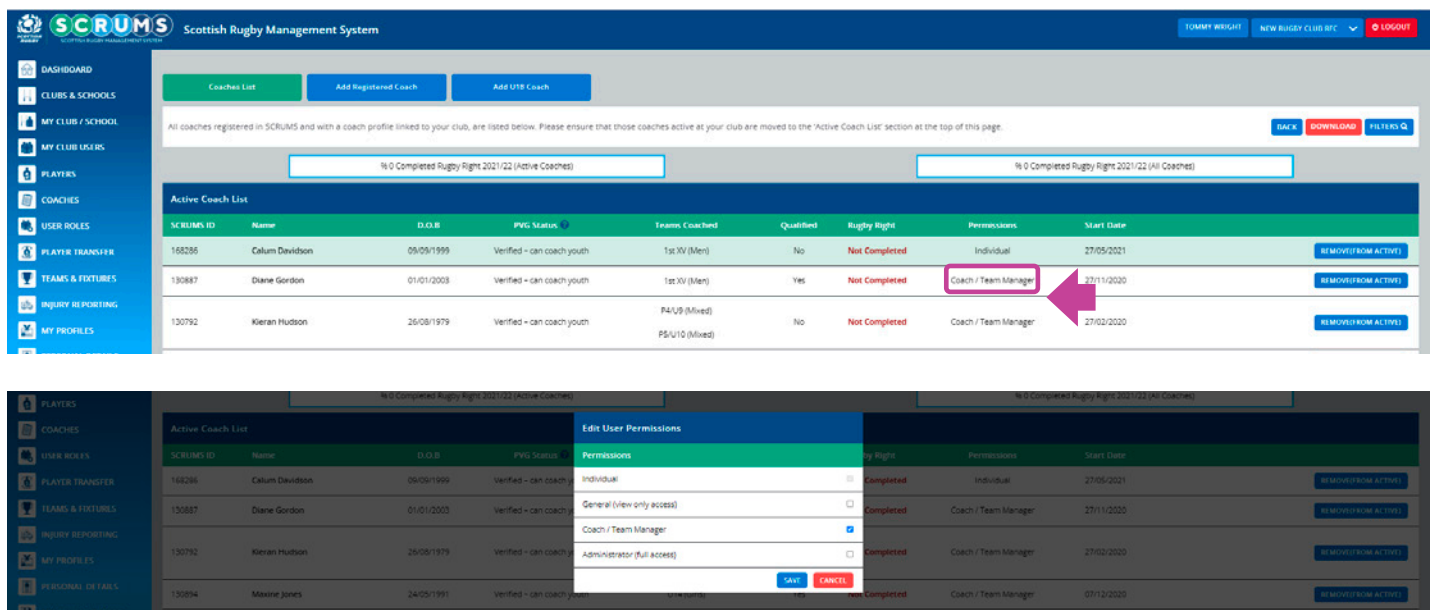


# MANAGING COACH INFORMATION

## 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.



The screenshot shows the SCRUMS interface with the 'Active Coach List' table. A pink arrow points to the 'Coach / Team Manager' permission level for Kieran Hudson. Below the table, the 'Edit User Permissions' pop-up window is shown, displaying the four permission levels: Individual, General (view only access), Coach / Team Manager, and Administrator (full access). The 'Coach / Team Manager' option is selected.

SCRUMS ID	Name	DOB	PWV Status	Teams Coached	Qualified	Rugby Right	Permissions	Start Date
168286	Calum Davidson	09/09/1999	Verified - can coach youth	1st XV (Men)	No	Not Completed	Individual	27/05/2021
130887	Diane Gordon	01/01/2003	Verified - can coach youth	1st XV (Men)	Yes	Not Completed	Coach / Team Manager	27/11/2020
130792	Kieran Hudson	26/08/1979	Verified - can coach youth	1st XV (Mixed) PS/U10 (Mixed)	No	Not Completed	Coach / Team Manager	27/02/2020

Permissions	Completed
Individual	<input type="checkbox"/>
General (view only access)	<input type="checkbox"/>
Coach / Team Manager	<input checked="" type="checkbox"/>
Administrator (full access)	<input type="checkbox"/>

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.