

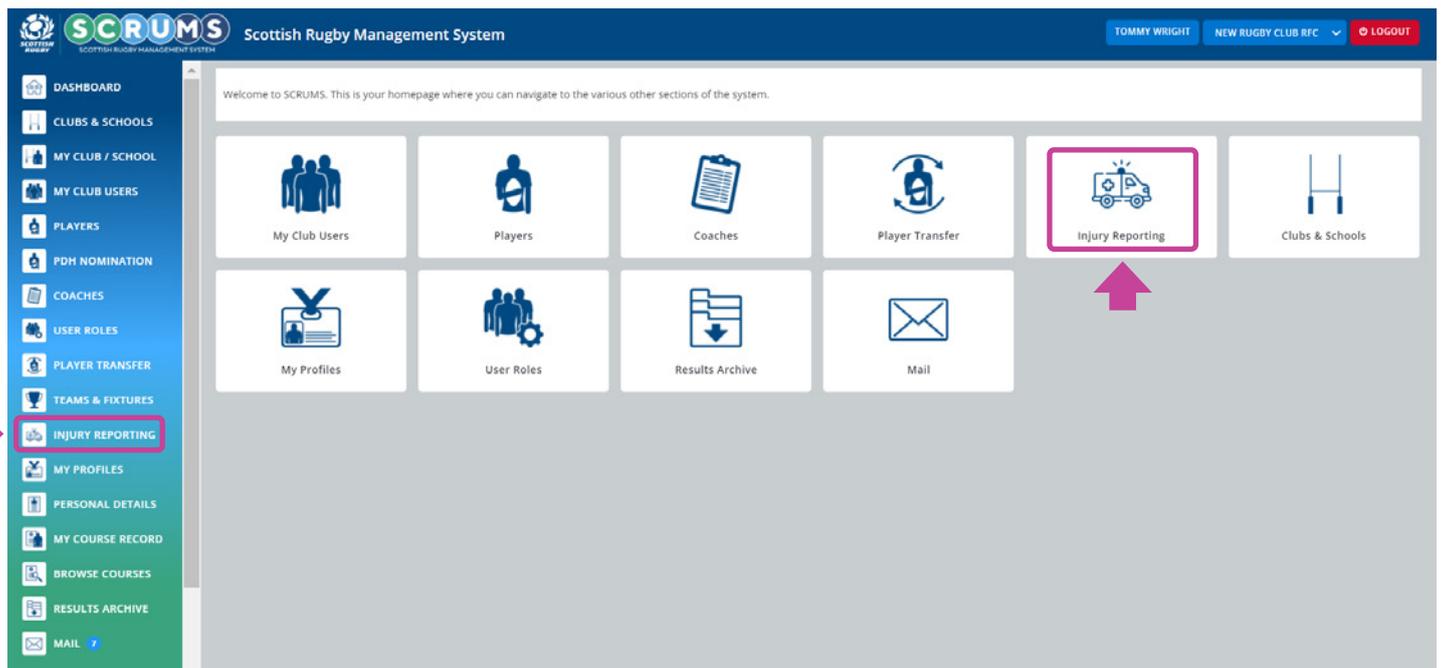
SUBMITTING A SERIOUS INJURY REPORT

For information on injury management and when a serious injury report is required, please visit the Scottish Rugby website at the link below:

<https://scottishrugby.org/clubs-and-schools/support-for-clubs/injury-management/>

STEP 1

To submit an injury report, navigate to the **'Injury Reporting'** section of SCRUMS, either through the sidebar or dashboard highlighted.

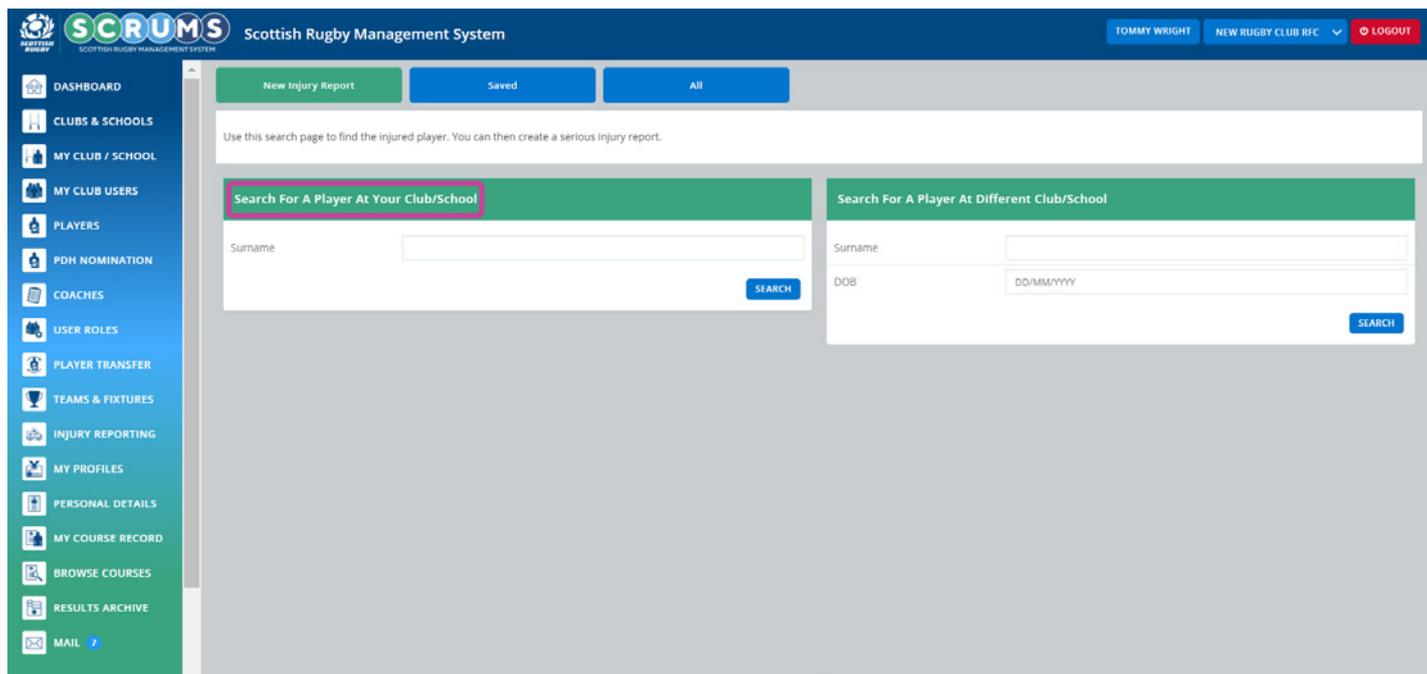


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STEP 2

Search for the injured player. To search for a player registered to play at your club / school, enter the player's surname in the search box on the left, as highlighted below.

If you need to report an injury for a player that is not registered at your club / school, you can use the search box on the right. To do that you will need the player's surname and DOB. You should only need to do this if, for any reason, you have selected a player who is not registered at your club / school and that player then sustains an injury.

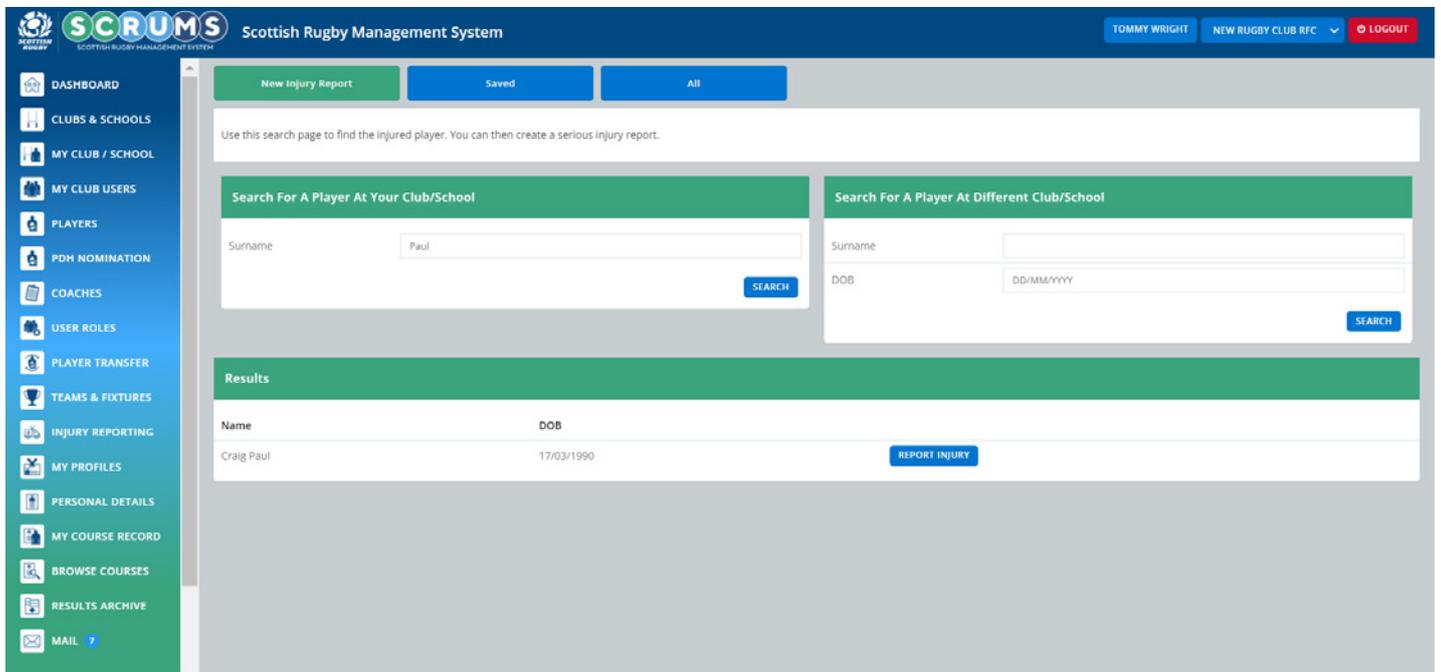


The screenshot displays the SCRUMS Scottish Rugby Management System interface. At the top, the system name and user information (TOMMY WRIGHT, NEW RUGBY CLUB RFC, LOGOUT) are visible. A navigation menu on the left lists various system functions. The main content area shows the 'New Injury Report' process, with buttons for 'New Injury Report', 'Saved', and 'All'. Below these, a search instruction is provided: 'Use this search page to find the injured player. You can then create a serious injury report.' Two search boxes are present: 'Search For A Player At Your Club/School' (highlighted with a red box) and 'Search For A Player At Different Club/School'. The first search box has a 'Surname' input field and a 'SEARCH' button. The second search box has 'Surname' and 'DOB' (DD/MM/YYYY) input fields and a 'SEARCH' button.

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STEP 3

Once you have searched for the injured player by surname, any matching players at your club / school will be listed below. Click on the **'Report Injury'** button next to the injured player's name.



The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top navigation bar includes the SCRUMS logo, the text "Scottish Rugby Management System", and user information: "TOMMY WRIGHT", "NEW RUGBY CLUB RFC", and a "LOGOUT" button. A left-hand sidebar contains a menu of options: DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY CLUB USERS, PLAYERS, PDM NOMINATION, COACHES, USER ROLES, PLAYER TRANSFER, TEAMS & FIXTURES, INJURY REPORTING, MY PROFILES, PERSONAL DETAILS, MY COURSE RECORD, BROWSE COURSES, RESULTS ARCHIVE, and MAIL (with a notification icon).

The main content area is titled "New Injury Report" and has buttons for "New Injury Report", "Saved", and "All". Below this, a message states: "Use this search page to find the injured player. You can then create a serious injury report." There are two search sections:

- Search For A Player At Your Club/School:** A form with a "Surname" field containing "Paul" and a "SEARCH" button.
- Search For A Player At Different Club/School:** A form with "Surname" and "DOB" (DD/MM/YYYY) fields and a "SEARCH" button.

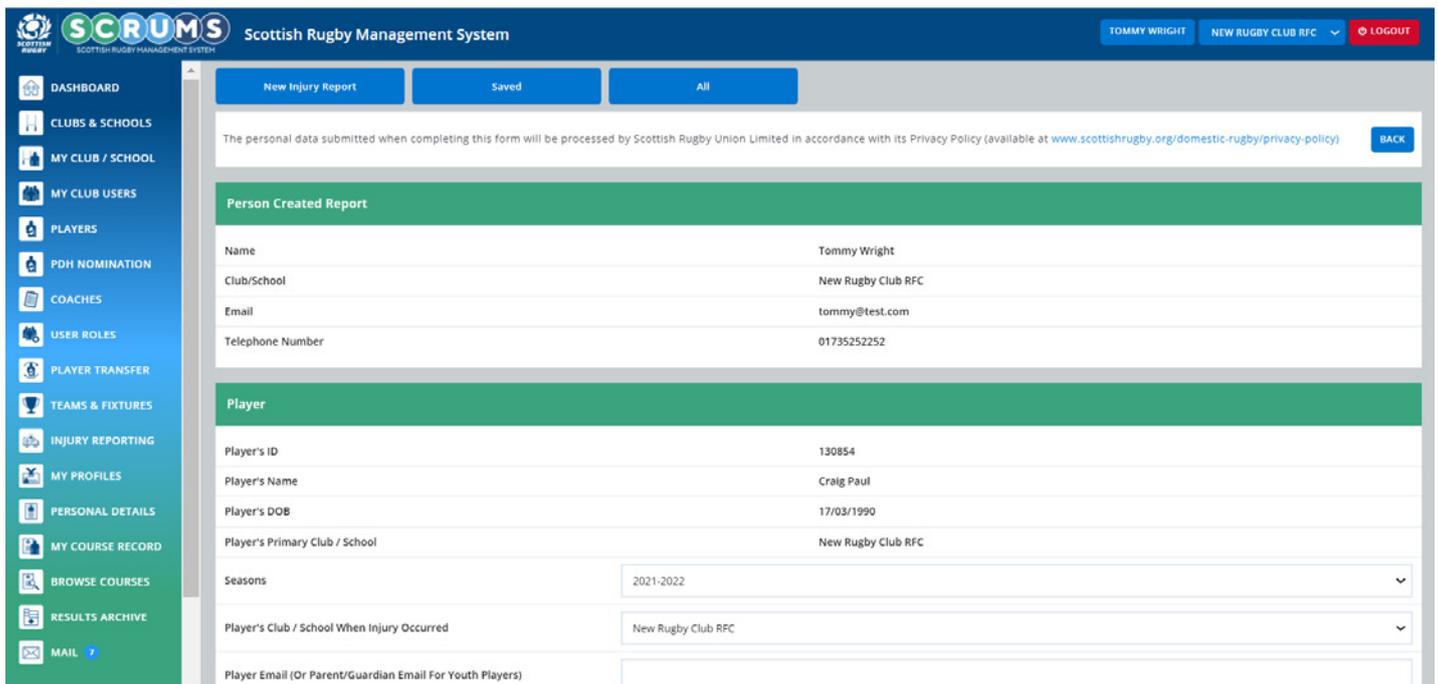
Below the search sections is a "Results" table with the following data:

| Name | DOB | |
|------------|------------|-------------------------------|
| Craig Paul | 17/03/1990 | REPORT INJURY |

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STEP 4

A new injury report will open, with your contact information included at the top. Complete the form, with all relevant information. Mandatory fields are noted with an asterisk * next to them.



SCRUMS Scottish Rugby Management System

TOMMY WRIGHT NEW RUGBY CLUB RFC LOGOUT

New Injury Report Saved All

The personal data submitted when completing this form will be processed by Scottish Rugby Union Limited in accordance with its Privacy Policy (available at www.scottishrugby.org/domestic-rugby/privacy-policy)

Person Created Report

| | |
|------------------|--------------------|
| Name | Tommy Wright |
| Club/School | New Rugby Club RFC |
| Email | tommy@test.com |
| Telephone Number | 01735252252 |

Player

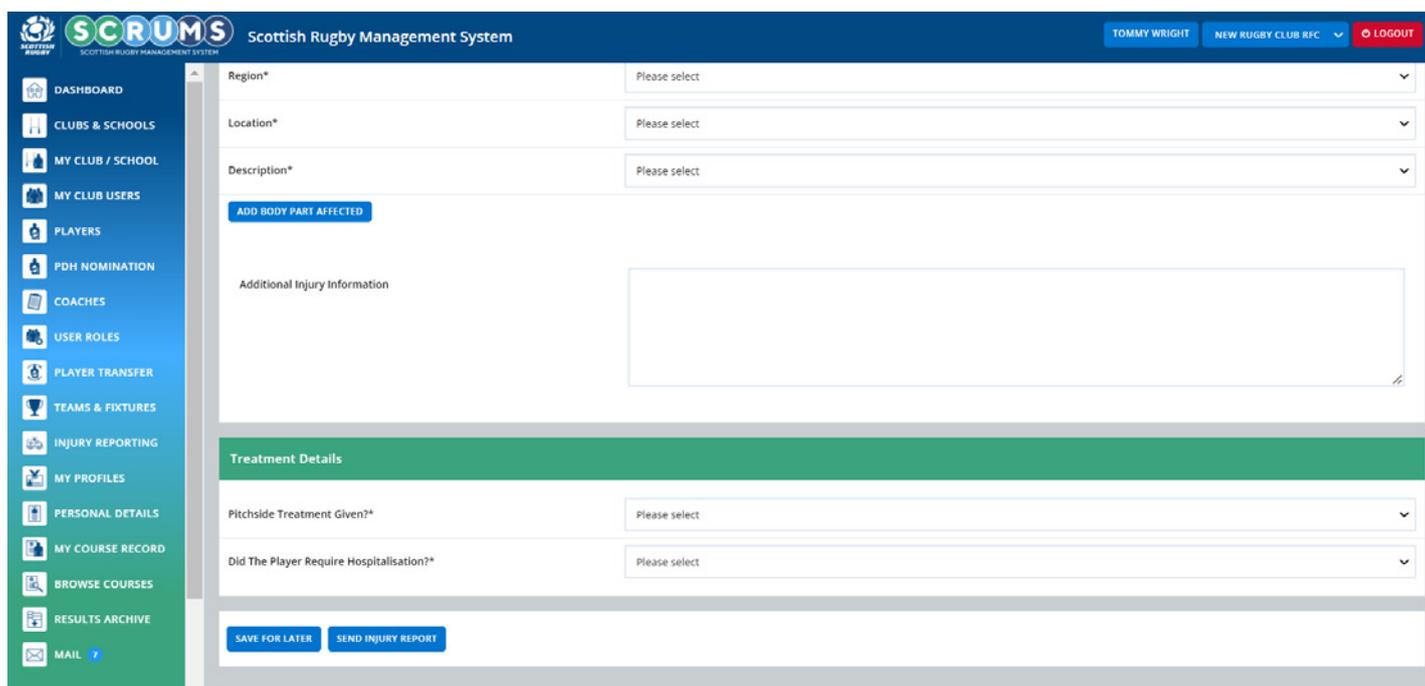
| | |
|---|--------------------|
| Player's ID | 130854 |
| Player's Name | Craig Paul |
| Player's DOB | 17/03/1990 |
| Player's Primary Club / School | New Rugby Club RFC |
| Seasons | 2021-2022 |
| Player's Club / School When Injury Occurred | New Rugby Club RFC |
| Player Email (Or Parent/Guardian Email For Youth Players) | |

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STEP 5

Once all required fields have been completed, click the **‘send injury report’** button at the bottom of the screen. The report is then shared with Scottish Rugby’s Medical Team and Insurers, and a notification is also sent to the player (or parent for U18 players) and the SCRUMS administrator at the player’s club / school.

If all mandatory fields have not been completed, the report cannot be submitted. If all of the required information is not yet available, there are two options - see below.



The screenshot displays the SCRUMS web interface for submitting a serious injury report. The top navigation bar includes the SCRUMS logo, the text 'Scottish Rugby Management System', and user information: 'TOMMY WRIGHT', 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button. A left-hand sidebar menu lists various system functions such as 'DASHBOARD', 'CLUBS & SCHOOLS', 'MY CLUB / SCHOOL', 'MY CLUB USERS', 'PLAYERS', 'PDH NOMINATION', 'COACHES', 'USER ROLES', 'PLAYER TRANSFER', 'TEAMS & FIXTURES', 'INJURY REPORTING', 'MY PROFILES', 'PERSONAL DETAILS', 'MY COURSE RECORD', 'BROWSE COURSES', 'RESULTS ARCHIVE', and 'MAIL'. The main content area is a form with the following fields: 'Region*' (Please select), 'Location*' (Please select), and 'Description*' (Please select). Below these is a blue button labeled 'ADD BODY PART AFFECTED'. A large text area is labeled 'Additional Injury Information'. A green header section titled 'Treatment Details' contains two dropdown menus: 'Pitcheside Treatment Given?*' (Please select) and 'Did The Player Require Hospitalisation?*' (Please select). At the bottom of the form are two buttons: 'SAVE FOR LATER' and 'SEND INJURY REPORT'.

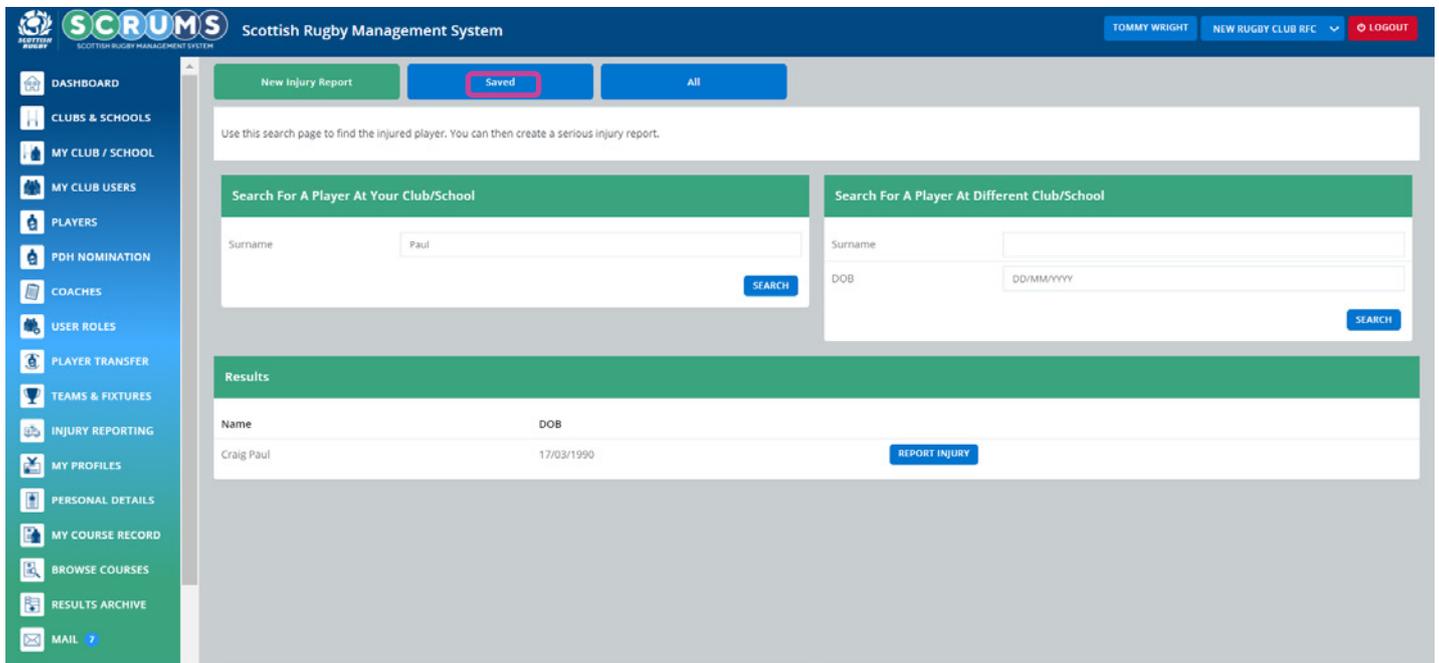
If you have completed all of the required fields but you do not yet know the hospital release date then you should still click the **‘send injury report’** button at the bottom of the screen. This means that the report can be submitted to the Scottish Rugby Medical Team and insurers without delay and they can offer assistance and support as required. You can then update the report with the hospital release date and any other **‘follow-up details’** when you have them (see steps 6, 7 & 8).

If you do not have all of the required information, at any point you can click **‘save for later’** at the bottom of the screen and come back to complete the report when you are able to do so (see steps 6 & 7).

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STEP 6

If you did not have all of the required information to complete the full injury report at step 5, then you can view that report by clicking the **'saved'** button as highlighted below.



The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top navigation bar includes the SCRUMS logo, the text 'Scottish Rugby Management System', and user information: 'TOMMY WRIGHT', 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button. A left-hand sidebar contains various menu items such as 'DASHBOARD', 'CLUBS & SCHOOLS', 'MY CLUB / SCHOOL', 'MY CLUB USERS', 'PLAYERS', 'PDH NOMINATION', 'COACHES', 'USER ROLES', 'PLAYER TRANSFER', 'TEAMS & FIXTURES', 'INJURY REPORTING', 'MY PROFILES', 'PERSONAL DETAILS', 'MY COURSE RECORD', 'BROWSE COURSES', 'RESULTS ARCHIVE', and 'MAIL'. The main content area features three buttons: 'New Injury Report', 'Saved' (highlighted with a red box), and 'All'. Below these buttons is a search section with two search forms: 'Search For A Player At Your Club/School' and 'Search For A Player At Different Club/School'. The first search form has a 'Surname' field with 'Paul' entered and a 'SEARCH' button. The second search form has 'Surname' and 'DOB' fields with a 'SEARCH' button. Below the search forms is a 'Results' table with the following data:

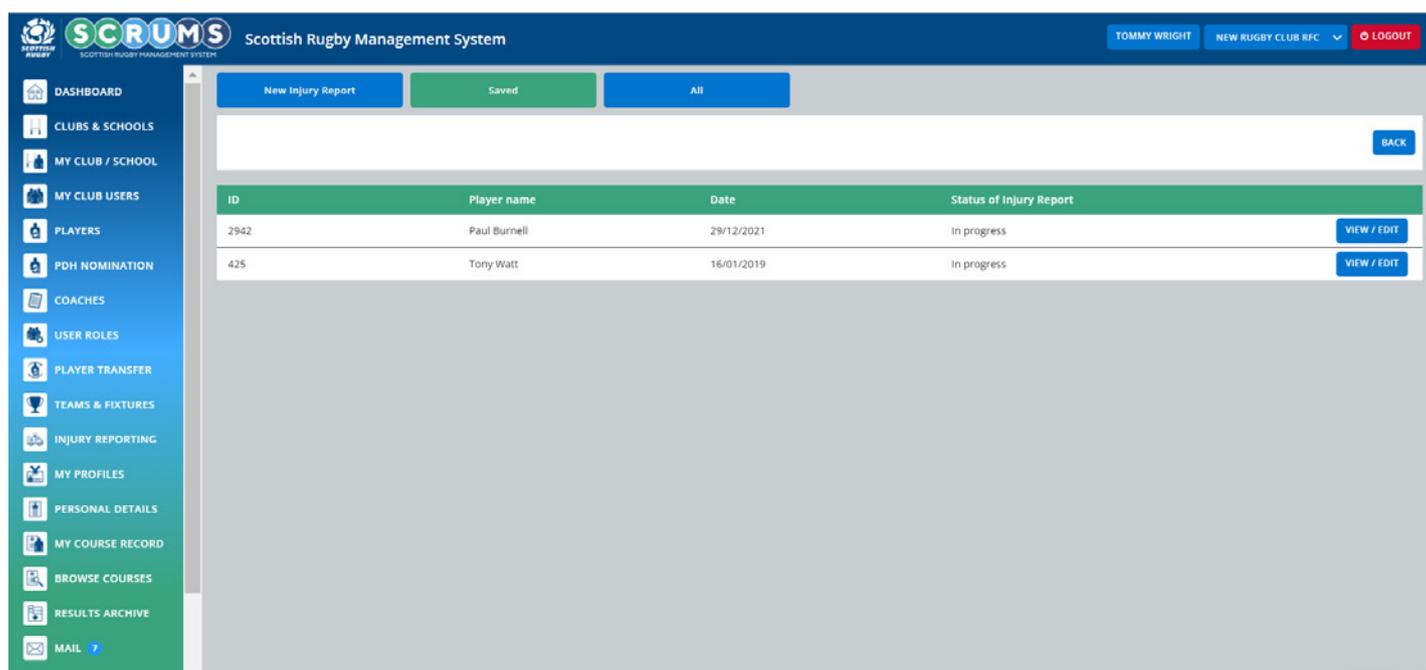
| Name | DOB | |
|------------|------------|-------------------------------|
| Craig Paul | 17/03/1990 | REPORT INJURY |

SUBMITTING A SERIOUS INJURY REPORT

STEP 7

If you submitted the injury report at step 5 but without completing the hospital release date and other related information, the injury report will be displayed on this screen with the status of **'Submitted – Follow up details required'**. Click **'View / Edit'** next to the injury to complete the report (see step 8).

If you were missing other information at step 5 and clicked **'save for later'** then the injury report will be displayed on this screen with the status of **'In progress'**. Click **'View / Edit'** next to the injury to amend or complete the report. report at step 5, then you can view that report by clicking the **'saved'** button as highlighted below.



The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top header includes the SCRUMS logo, the text 'Scottish Rugby Management System', and user information: 'TOMMY WRIGHT', 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button. The left navigation menu lists various system functions. The main content area displays a table of injury reports with the following data:

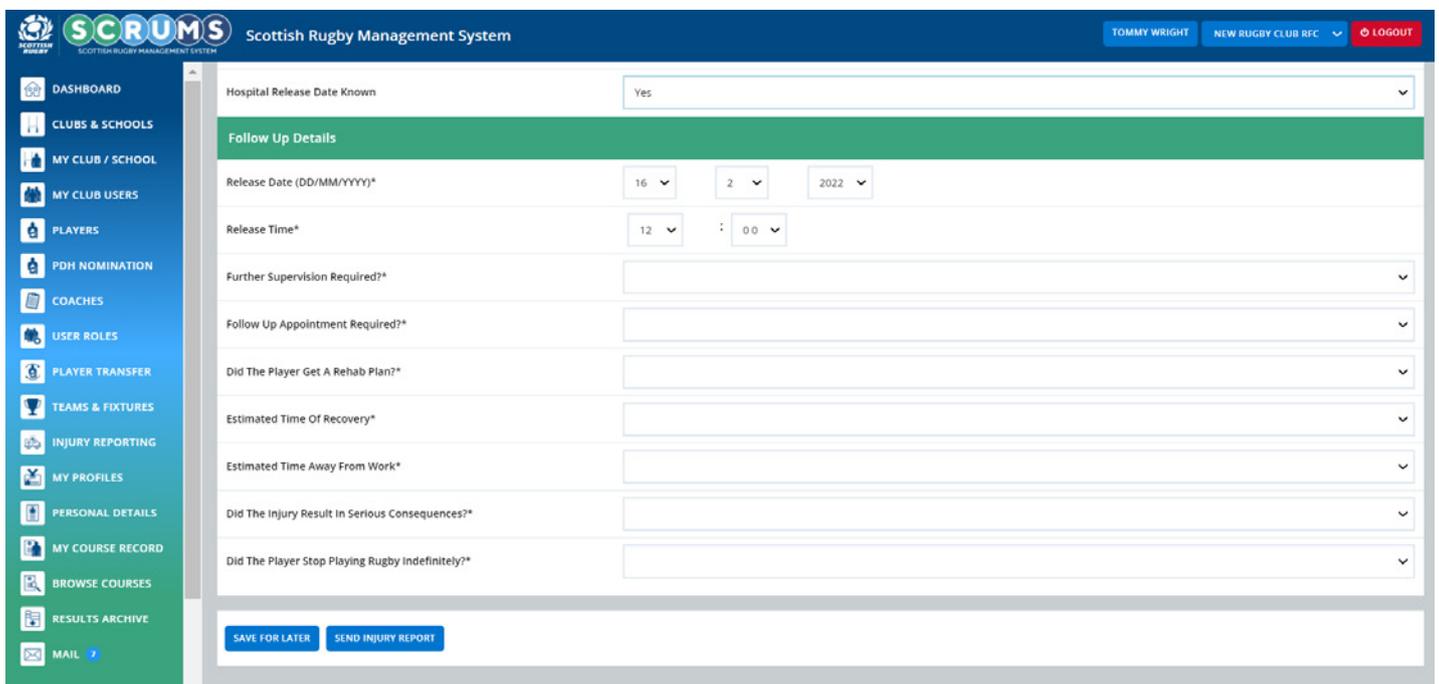
| ID | Player name | Date | Status of Injury Report | |
|------|--------------|------------|-------------------------|-------------|
| 2942 | Paul Burnell | 29/12/2021 | In progress | VIEW / EDIT |
| 425 | Tony Watt | 16/01/2019 | In progress | VIEW / EDIT |

Please note that any injury report displayed on this screen is incomplete and a notification will not be sent to the player / parent or to the SCRUMS administrator at the club / school, until the report is complete.

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STEP 8

If you submitted the injury report at step 5 but without completing the hospital release date and other related information, you will not be able to edit any of the information previously entered. You will only be able to complete the **'Follow up details'** section at the bottom of the injury report, as shown below. Once you have completed all of the required fields, you can click the **'Send Injury Report'** button.



The screenshot shows the 'Follow Up Details' section of the SCRUMS interface. The top navigation bar includes the SCRUMS logo, the text 'Scottish Rugby Management System', and user information: 'TOMMY WRIGHT', 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button. A sidebar on the left lists various system functions. The main content area is titled 'Follow Up Details' and contains several form fields:

- Hospital Release Date Known: Yes
- Release Date (DD/MM/YYYY)*: 16 / 2 / 2022
- Release Time*: 12 : 00
- Further Supervision Required?*
- Follow Up Appointment Required?*
- Did The Player Get A Rehab Plan?*
- Estimated Time Of Recovery*
- Estimated Time Away From Work*
- Did The Injury Result In Serious Consequences?*
- Did The Player Stop Playing Rugby Indefinitely?*

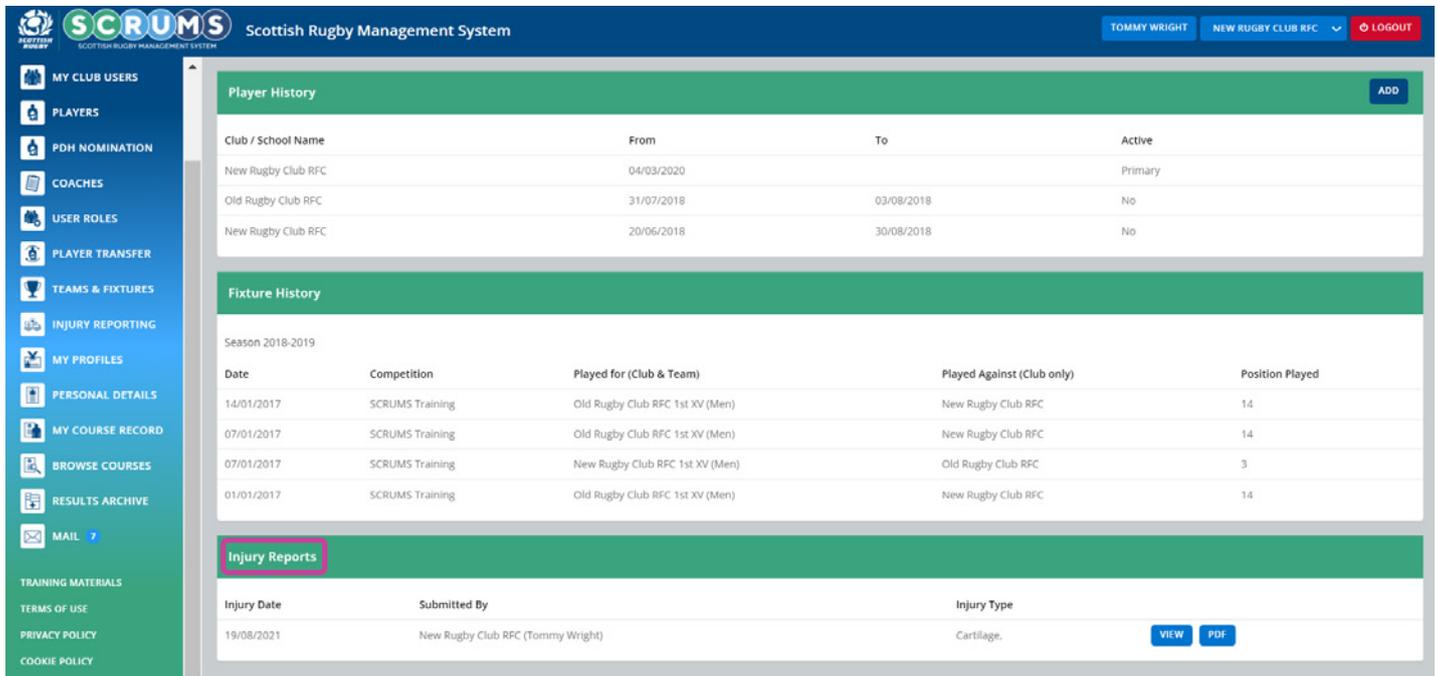
At the bottom of the form, there are two buttons: 'SAVE FOR LATER' and 'SEND INJURY REPORT'.

Once you have completed all of the required fields, you can click the **'Send Injury Report'** button. the updated version of the report is sent to Scottish Rugby's Medical Team and Insurers.

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STEP 9

Once an injury report has been submitted, it can only be viewed in SCRUMS by either the injured player (if over 18) or by a SCRUMS administrator at the player’s club or school. Submitted injury reports can be found at the bottom of the player’s record as highlighted, below the **‘Player History’** section. Any injury report can be viewed in SCRUMS or downloaded as a PDF report (the same format as that shared with our insurers).



The screenshot shows the SCRUMS interface with a sidebar on the left containing navigation options like MY CLUB USERS, PLAYERS, PDH NOMINATION, COACHES, USER ROLES, PLAYER TRANSFER, TEAMS & FIXTURES, INJURY REPORTING, MY PROFILES, PERSONAL DETAILS, MY COURSE RECORD, BROWSE COURSES, RESULTS ARCHIVE, MAIL, TRAINING MATERIALS, TERMS OF USE, PRIVACY POLICY, and COOKIE POLICY. The main content area is titled 'Player History' and includes an 'ADD' button. Below this is a table with columns for Club / School Name, From, To, and Active. The table contains three rows of data. Below the Player History section is the 'Fixture History' section, which shows data for the 'Season 2018-2019' with columns for Date, Competition, Played for (Club & Team), Played Against (Club only), and Position Played. Below the Fixture History section is the 'Injury Reports' section, which is highlighted with a red box. It contains a table with columns for Injury Date, Submitted By, and Injury Type. One row of data is visible, showing an injury on 19/08/2021 submitted by New Rugby Club RFC (Tommy Wright) with the injury type 'Cartilage'. There are 'VIEW' and 'PDF' buttons next to the injury report entry.

| Club / School Name | From | To | Active |
|--------------------|------------|------------|---------|
| New Rugby Club RFC | 04/03/2020 | | Primary |
| Old Rugby Club RFC | 31/07/2018 | 03/08/2018 | No |
| New Rugby Club RFC | 20/06/2018 | 30/08/2018 | No |

| Date | Competition | Played for (Club & Team) | Played Against (Club only) | Position Played |
|------------|-----------------|---------------------------------|----------------------------|-----------------|
| 14/01/2017 | SCRUMS Training | Old Rugby Club RFC 1st XV (Men) | New Rugby Club RFC | 14 |
| 07/01/2017 | SCRUMS Training | Old Rugby Club RFC 1st XV (Men) | New Rugby Club RFC | 14 |
| 07/01/2017 | SCRUMS Training | New Rugby Club RFC 1st XV (Men) | Old Rugby Club RFC | 3 |
| 01/01/2017 | SCRUMS Training | Old Rugby Club RFC 1st XV (Men) | New Rugby Club RFC | 14 |

| Injury Date | Submitted By | Injury Type |
|-------------|-----------------------------------|-------------|
| 19/08/2021 | New Rugby Club RFC (Tommy Wright) | Cartilage. |