

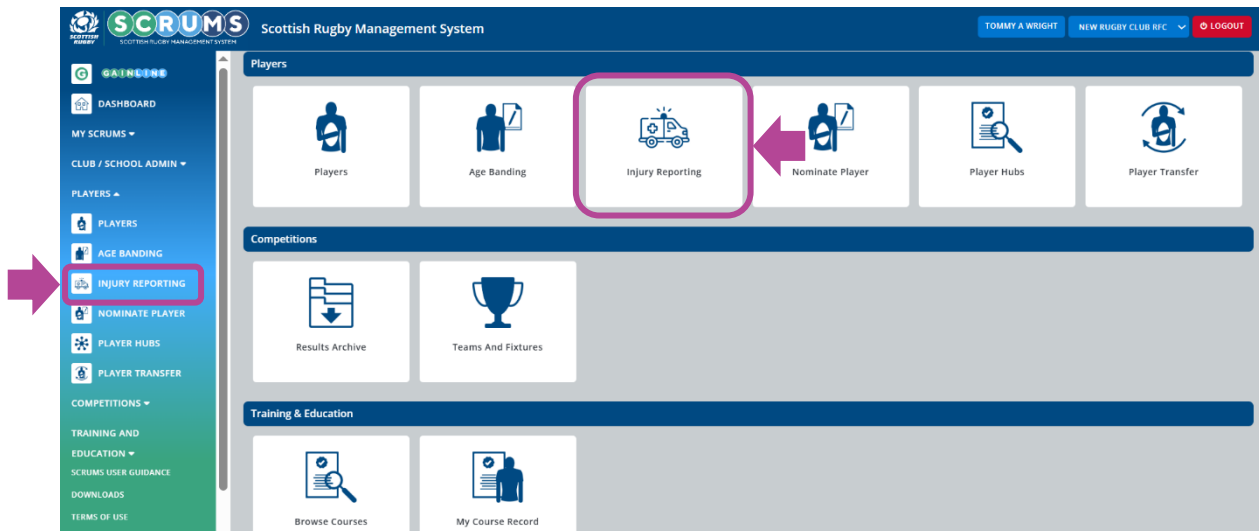


SUBMITTING A SERIOUS INJURY REPORT

For information on injury management and when a serious injury report is required, please visit the Scottish Rugby website at: <https://scottishrugby.org/community-game/welfare/injury-management/>

STEP 1

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



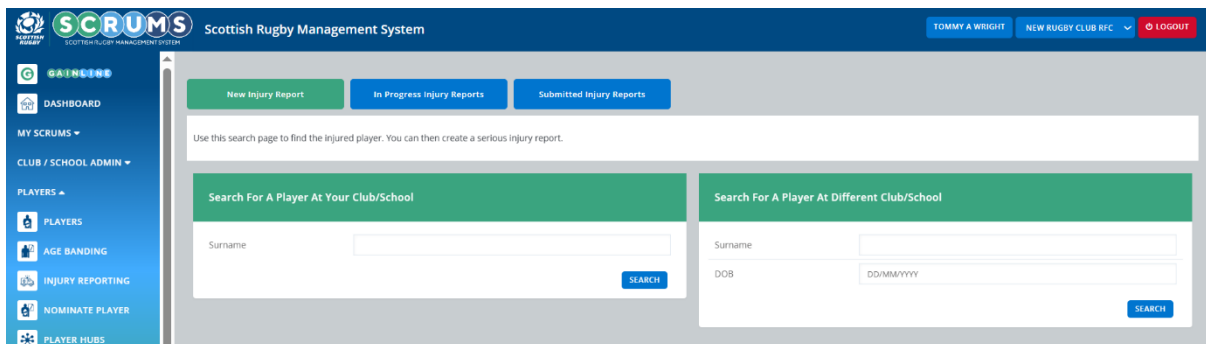
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STEP 2

If the injured player is registered at your club / school, you can search for them under the **Search for a Player at Your Club School** section. Enter the player's surname in the search box and press search.

If you need to report an injury for a player that is not registered at your club / school, you can use the **Search for a Player at a Different Club / School** section. To search for a player not at your club / school you will need the player's surname and DOB.

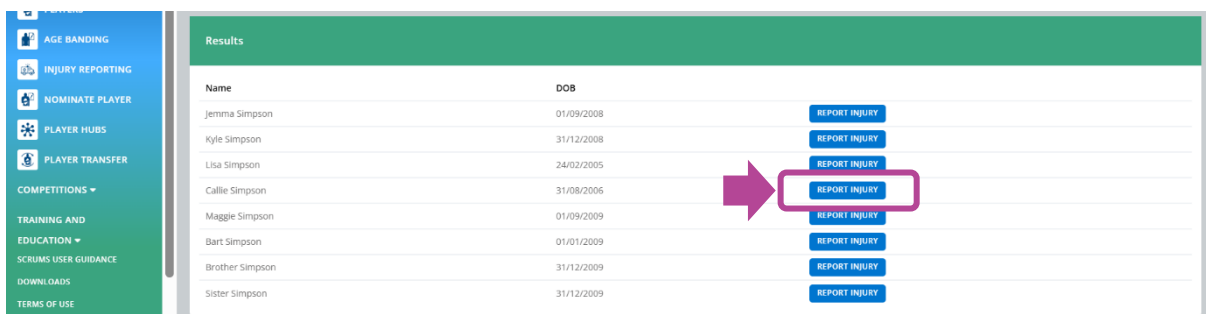
PLEASE NOTE: You should only need to do this if, for any reason, you have selected a player who is not registered at your club / school and that player then sustains an injury.



The screenshot shows the SCRUMS interface with a navigation menu on the left and a main content area. The main content area has three tabs: 'New Injury Report', 'In Progress Injury Reports', and 'Submitted Injury Reports'. Below the tabs, there is a search instruction: 'Use this search page to find the injured player. You can then create a serious injury report.' There are two search boxes: 'Search For A Player At Your Club/School' with a 'Surname' input field and a 'SEARCH' button; and 'Search For A Player At Different Club/School' with 'Surname' and 'DOB' (format DD/MM/YYYY) input fields and a 'SEARCH' button.

STEP 3

Once you have searched for the injured player, any matching players will be listed in the **Results** box. Click on the **Report Injury** button next to the injured player's name to create an injury report for them.



The screenshot shows the 'Results' section of the SCRUMS interface. It displays a table of search results with columns for 'Name' and 'DOB'. Each row has a 'REPORT INJURY' button next to it. A pink arrow points to the 'REPORT INJURY' button for the player 'Callie Simpson'.

Name	DOB	REPORT INJURY
Jemma Simpson	01/09/2008	REPORT INJURY
Kyle Simpson	31/12/2008	REPORT INJURY
Lisa Simpson	24/02/2005	REPORT INJURY
Callie Simpson	31/08/2006	REPORT INJURY
Maggie Simpson	01/09/2009	REPORT INJURY
Bart Simpson	01/01/2009	REPORT INJURY
Brother Simpson	31/12/2009	REPORT INJURY
Sister Simpson	31/12/2009	REPORT INJURY

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STEP 4 – COMPLETE INJURY REPORT FORM

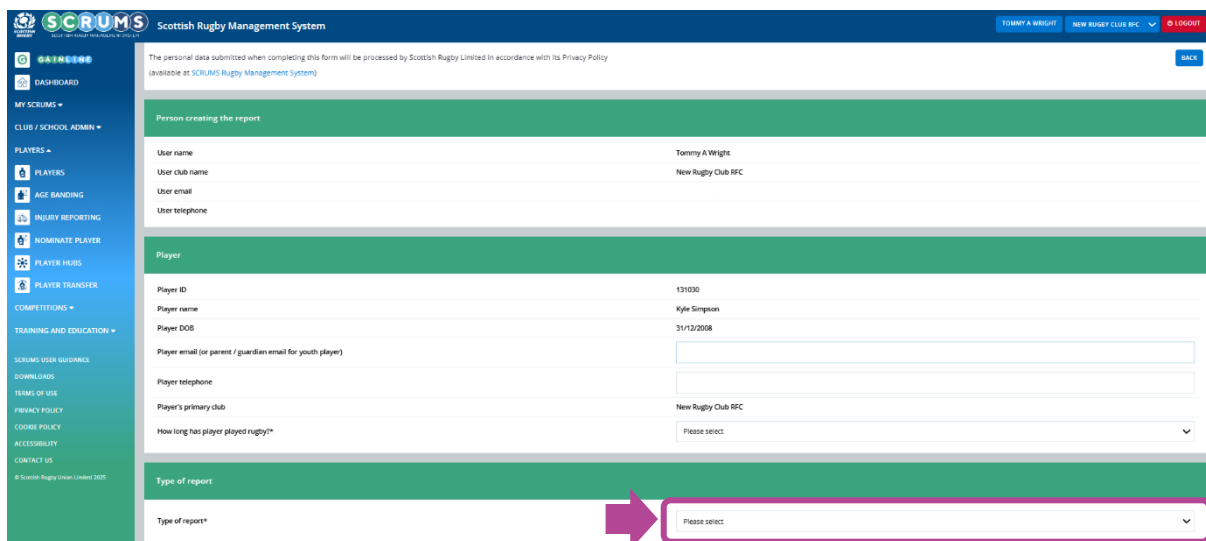
When new injury report form opens. The person submitting the **Injury Report Form** will have their contact details automatically included at the top of the form.

The players details will also be automatically included in the form. You can however change the players [email address](#) and [telephone number](#) here if required.

To begin the **Injury Report** submission, select the type of report required, you can select from:

1. Concussion
2. Non-concussive Injury
3. Both a concussion and another non-concussive injury

The form should then be completed with all relevant information. Mandatory fields are noted with an asterisk *.



The screenshot shows the SCRUMS web interface for submitting an injury report. The page title is "Scottish Rugby Management System". A navigation menu on the left includes options like GAINSESS, DASHBOARD, MY SCRUMS, CLUB / SCHOOL ADMIN, PLAYERS, INJURY REPORTING, and TRAINING AND EDUCATION. The main content area is titled "Person creating the report" and contains several sections: "Person creating the report" with fields for User name (Tommy A Wright), User club name (New Rugby Club RFC), User email, and User telephone; "Player" section with fields for Player ID (131030), Player name (Kyle Simpson), Player DOB (31/12/2008), Player email, Player telephone, Player's primary club (New Rugby Club RFC), and How long has player played rugby? (Please select); and "Type of report" section with a dropdown menu for "Type of report*" (Please select). A red arrow points to the "Type of report*" dropdown.

PLEASE NOTE: If a concussive Injury was reported, the player will enter the **Graduated Return to Play Protocol**, receiving an email from SCRUMS to notify them of this.

The players **SCRUMS** account will be locked, which means they cannot be added to a teamsheet. On Day 21 an email will be sent to the player to confirm they have completed a GRAS, upon confirming this their account will be unlocked and the player will be available for selection on teamsheets.

More information on the **Graduated Return to Play Protocol** can be found in [SCRUMS Guidance](#).



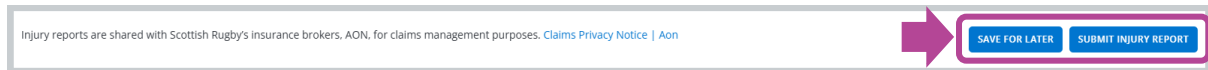
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STEP 5 – SUBMIT INJURY REPORT

Once all required fields have been completed, click the **Send Injury Report** button at the bottom of the screen.

The report is 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.

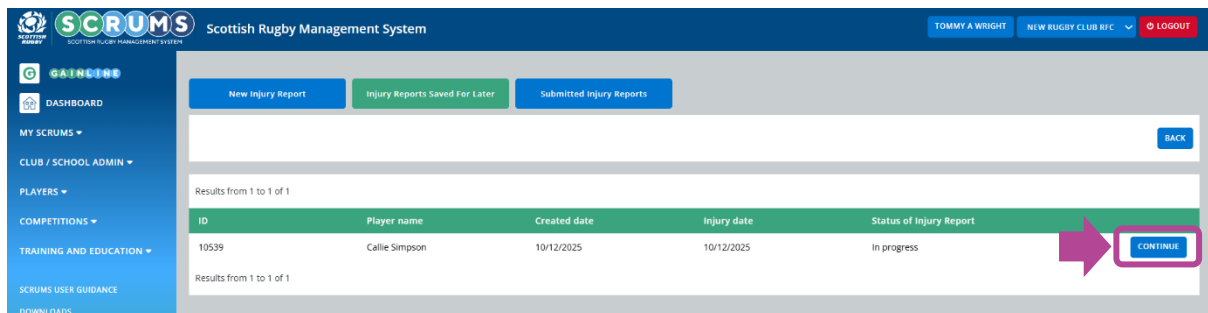
PLEASE NOTE: If all mandatory fields have not been completed, the report cannot be submitted.



STEP 5.1 – SAVE FOR LATER

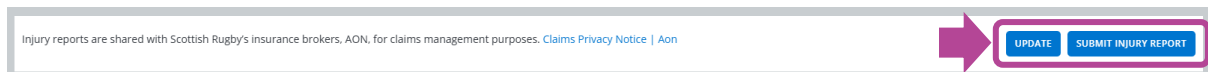
If all the required **mandatory information** is not yet available, you can save the report by clicking the **Save For Later** button, as highlighted above. Your **Injury Report** progress will then be saved to the **Injury Report Saved for Later** tab.

You will be able to return to the report at any time. Press **Continue** to re-open the **Injury Report**.



When updating a **Saved for Later Report** you will have 2 options. You can either:

1. Add information as it becomes available and press **Update** to save the report for later, again. You can **Update & Save** the report as many times as is required.
2. Or, when all the required **mandatory information** is recorded, you can submit the report by clicking the **Send Injury Report** button.



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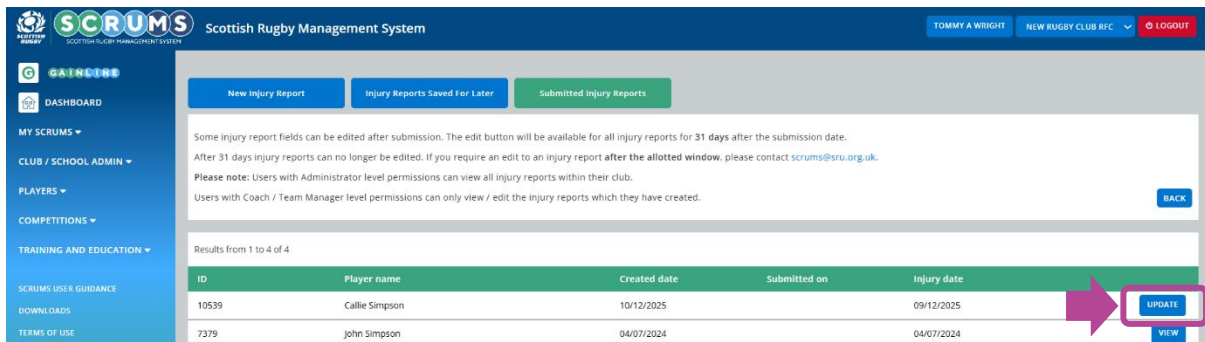
STEP 6 – EDIT A SUBMITTED REPORT

Some injury report fields can be edited after submission. These include:

- Player Details
- The Type of Report
- Injury Circumstances
- Injury Information
- Treatment and Recovery

The **Update** button will be available for all injury reports for **31 days** after the submission date.

After 31 days injury reports can no longer be edited. If you require an edit to an injury report **after the allotted window**, please contact scrums@sru.org.uk.



The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top navigation bar includes the user name 'TOMMY A WRIGHT', the club 'NEW RUGBY CLUB REC', and a 'LOGOUT' button. The main content area has three tabs: 'New Injury Report', 'Injury Reports Saved For Later', and 'Submitted Injury Reports'. Below the tabs, there is a text block explaining that injury report fields can be edited after submission for 31 days, and that after 31 days, reports can no longer be edited. A 'Please note' section states that users with Administrator level permissions can view all injury reports, while users with Coach / Team Manager level permissions can only view/edit reports they have created. A 'BACK' button is located to the right of this text. Below the text is a table with the following data:

ID	Player name	Created date	Submitted on	Injury date
10539	Callie Simpson	10/12/2025	09/12/2025	
7379	John Simpson	04/07/2024	04/07/2024	

A red arrow points to the 'UPDATE' button in the bottom right corner of the table, which is also highlighted with a red box.

PLEASE NOTE: Users with Administrator level permissions can view all injury reports within their club.

Users with Coach / Team Manager level permissions can only view / edit the injury reports which they have created.