



# AGE BANDING APPLICATION GUIDE

This guide will detail how to submit an **Age Banding Application** for **Dispensation to Play Down** in **SCRUMS**, the Scottish Rugby User Management System.

## STEP 1

Access to **Age Banding** can be found on **SCRUMS** under the **Main Menu Side Bar**.

**PLEASE NOTE:** To submit an **Age Banding Application**, you must be:

1. A **Registered Coach** with **Coach Permissions** at same club or school where the player is registered
2. **Qualified** to Aspiring Coach / UKCC 2 level
3. Have completed **Rugby Right** for the current season



To begin a NEW application, click on the **'New Age Banding Application'** button as highlighted.



ID	Type	Player name	Player declaration	Parent declaration	Club declaration	Application status	Date submitted
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# DISPENSATION TO PLAY DOWN

## STEP 2

Then select the application type, **Dispensation to Play Down**.

**PLEASE NOTE:** This application is intended for players in exceptional cases and will assess dispensation to participate in rugby at a level one age grade below their true age grade.

Please select the type of application you wish to submit BACK

**Dispensation to play down** 15-year-old to play U18 Rugby 17-year-old to play Adult Rugby

This will bring up the applicant search bar. Enter the players **Surname** OR **SCRUMS ID** and press the **'SEARCH'** button to find them.

**PLEASE NOTE:** Only users who fall into **U18, U16, U15, U14 and U13** Age Categories are searchable here.

2024/25 APPLICATION FORM - Dispensation To Play Down GO BACK

ALL SECTIONS OF THE FORM ARE COMPULSORY

Please enter player surname  OR Please enter SCRUMS ID  SEARCH CLEAR

Player Name

Kyle Simpson (#131030) SELECT PLAYER

To begin an application, press **'SELECT PLAYER'**. This will open the application form.



# DISPENSATION TO PLAY DOWN

## STEP 3

The **Dispensation to Play Down** application contains 2 sections.

The first, is **Player Information**. The selected players SCRUMS ID, Name, Surname and DOB, Gender, Age Group and Proposed Age Group will be auto populated on the form.

**PLEASE NOTE:** If any of this information is incorrect the players details can be changed from the player's own profile.

Player Information	
Id	131030
Name	Kyle
Surname	Simpson
Date Of Birth	31/12/2008

You will then be asked to input the players **Height (cm)** and **Weight (kg)**. This information is mandatory for the form's submission.

If required, click the **Convert** buttons to convert FEET/INCHES to CM and POUNDS to KG.

Player Height (Cm)*	<input type="text"/>
Information Not Available <input type="checkbox"/>	<input type="button" value="CONVERT FEET/INCHES TO CM"/>
Player Weight (Kg)*	<input type="text"/>
	<input type="button" value="CONVERT WEIGHT(KG) TO POUNDS"/>
Paternal Height (Cm)*	<input type="text"/>
(Please Provide Height Of Player's Biological Father, If Known)	
Information Not Available <input type="checkbox"/>	<input type="button" value="CONVERT FEET/INCHES TO CM"/>
Maternal Height (Cm)*	<input type="text"/>
(Please Provide Height Of Player's Biological Mother, If Known)	
Information Not Available <input type="checkbox"/>	<input type="button" value="CONVERT FEET/INCHES TO CM"/>

In addition, if the information is available, please also provide a **Paternal** and **Maternal Height**. If this information is not available, please tick '**Information Not Available**'.



## DISPENSATION TO PLAY DOWN

### STEP 3 (continued)

Next, select the players **Playing Position** from the **Dropdown**, as highlighted.

If the player has an existing **Playing Position** set on their **SCRUMS** record this field will automatically populate with that information.

Playing Position\* Hooker

**PLEASE NOTE:** If you wish to make this application for a different **Playing Position** you can change this using the dropdown.

Playing Position\* Number 8

Would you like to update player record with new playing position?

If the **Playing Position** is changed you will be asked whether you would like to update the Players **Playing Position** on their **SCRUMS** profile. Leave the tick box **BLANK** for No and **TICK** the box for Yes.

Finally, in the available text box provide a reason for your application.

Reason For Application\*



# DISPENSATION TO PLAY DOWN

## STEP 4

The second section of the form is **Coach Information**. As the Coach making the applications, your Full Name, Club/School and Email address details will be auto populated on the form.

If you have an existing **Contact Number** set on your **SCRUMS** record this field will also automatically populate with that information.

**PLEASE NOTE:** If you wish to use a different **Contact Number** you can change this by deleting the existing number and entering a new one in the text box.

Coach Information

Full Name: Tommy A Wright

Club/School: New Rugby Club RFC

Email: scrumstest@gmail.com

Telephone Number: 01735252252

I declare that the information provided above is true and accurate to the best of my knowledge.\*

**SUBMIT**

To **Complete & Submit** the **Application Form**, tick the box to declare that the information provided above is true and accurate to the best of your knowledge. Then, press the **'SUBMIT'** Button.

Your application will be **Submitted**, and a **Player, Parent and Club Declaration** will be sent to the relevant parties.

SCRUMS Scottish Rugby Management System

TOMMY A WRIGHT NEW RUGBY CLUB RFC LOGOUT

INJURY REPORTING MY PROFILES PERSONAL DETAILS DO REPORTING PLAYER HUBS

You can view all Age Banding applications on this page, and submit a new application. **NEW AGE BANDING APPLICATION** **BACK**

ID	Type	Player name	Player declaration	Parent declaration	Club declaration	Application status	Date submitted	
3	17-year-old to play Adult Rugby	test test	Awaiting	Awaiting	Completed	Submitted	17/10/2024	<b>DETAILS</b>

**PLEASE NOTE:** All **Declarations** must be completed by the relevant parties for the application to progress.

You can view the status of any submitted **Age Banding Applications**, from the **Age Banding** section on **SCRUMS**.