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 <u>NEW</u> application, click on the **'New Age Banding Application'** button as highlighted.

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.

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.

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

For any further guidance please contact **scrums@sru.org.uk**

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.

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.

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**'.

For any further guidance please contact **scrums@sru.org.uk**

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 <u>No</u> and **TICK** the box for <u>Yes</u>.

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.

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.

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**.