

REGISTERING AS A COACH / MATCH OFFICIAL

This SCRUMS User Guide is to explain the process of registering in the system as a coach or match official. If you have not previously registered in SCRUMS, proceed to **Step 1** below. If you have already registered in SCRUMS, proceed to **Step 2**.

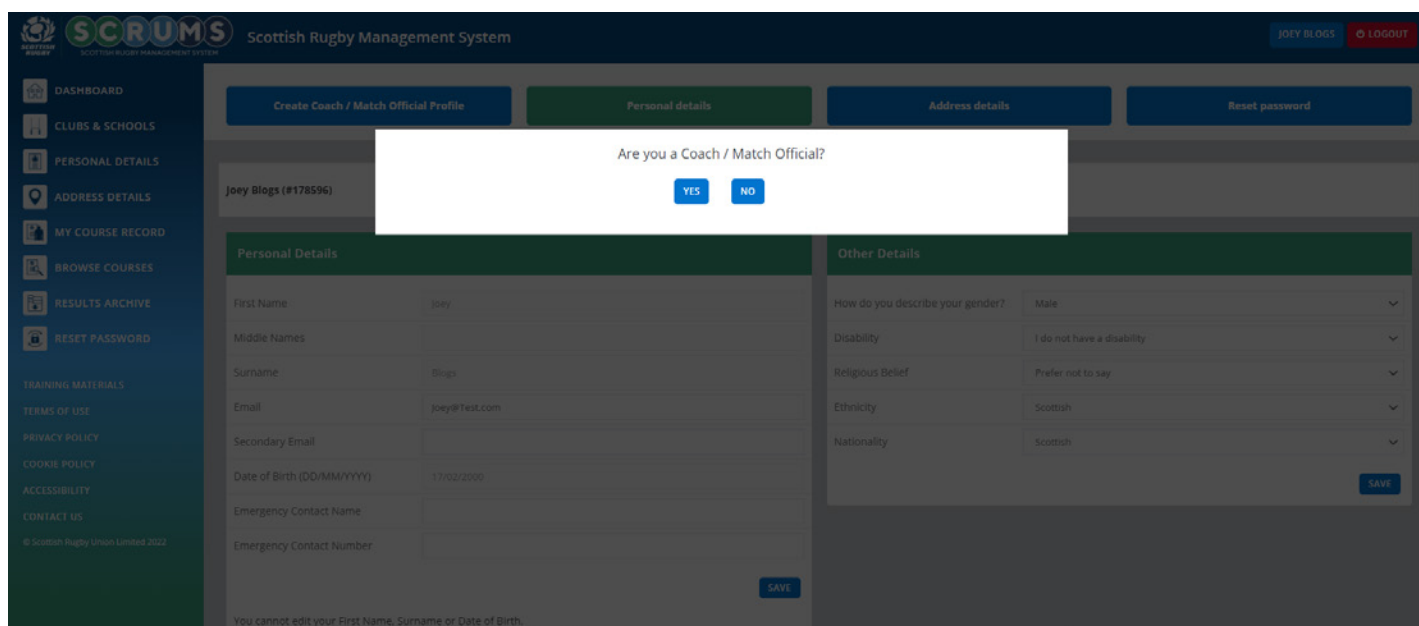
STEP 1

If you have never previously registered in SCRUMS, please do so at <https://scrums.scottishrugby.org/terms-and-conditions>

Please note;

- You will be asked if you are a player or non-player. If you are both, please select **'player'** at this stage as you will still have the option to create your coach / match official profile.
- When asked to select a club / school, if you do not have links to any clubs/schools, please select **'Unaffiliated'**.
- Full step by step instructions on the registration process can be found [here](#).

When you have completed the initial registration process you will be asked the question **'Are you a coach / match official?'**. Click yes and you will begin the process of creating a coach / match official profile. Click yes and you will begin the process of creating a coach / match official profile. **(Please proceed to Step 3 of this user guide to continue.)**



The screenshot displays the SCRUMS user interface. At the top, the logo and name 'SCRUMS Scottish Rugby Management System' are visible, along with a user profile for 'JOEY BLOGS' and a 'LOGOUT' button. A navigation menu on the left lists various sections: DASHBOARD, CLUBS & SCHOOLS, PERSONAL DETAILS, ADDRESS DETAILS, MY COURSE RECORD, BROWSE COURSES, RESULTS ARCHIVE, RESET PASSWORD, TRAINING MATERIALS, TERMS OF USE, PRIVACY POLICY, COOKIE POLICY, ACCESSIBILITY, and CONTACT US. The main content area shows a 'Create Coach / Match Official Profile' button, followed by 'Personal details', 'Address details', and 'Reset password' buttons. A modal dialog box is open, asking 'Are you a Coach / Match Official?' with 'YES' and 'NO' buttons. Below the dialog, the 'Personal Details' form is visible, with fields for First Name (Joey), Middle Names, Surname (Blogs), Email (joey@Test.com), Secondary Email, Date of Birth (17/02/2000), Emergency Contact Name, and Emergency Contact Number. A 'SAVE' button is at the bottom of the form. To the right, the 'Other Details' section includes dropdown menus for 'How do you describe your gender?' (Male), 'Disability' (I do not have a disability), 'Religious Belief' (Prefer not to say), 'Ethnicity' (Scottish), and 'Nationality' (Scottish). A 'SAVE' button is also present at the bottom of this section. A footer note states: 'You cannot edit your First Name, Surname or Date of Birth.'

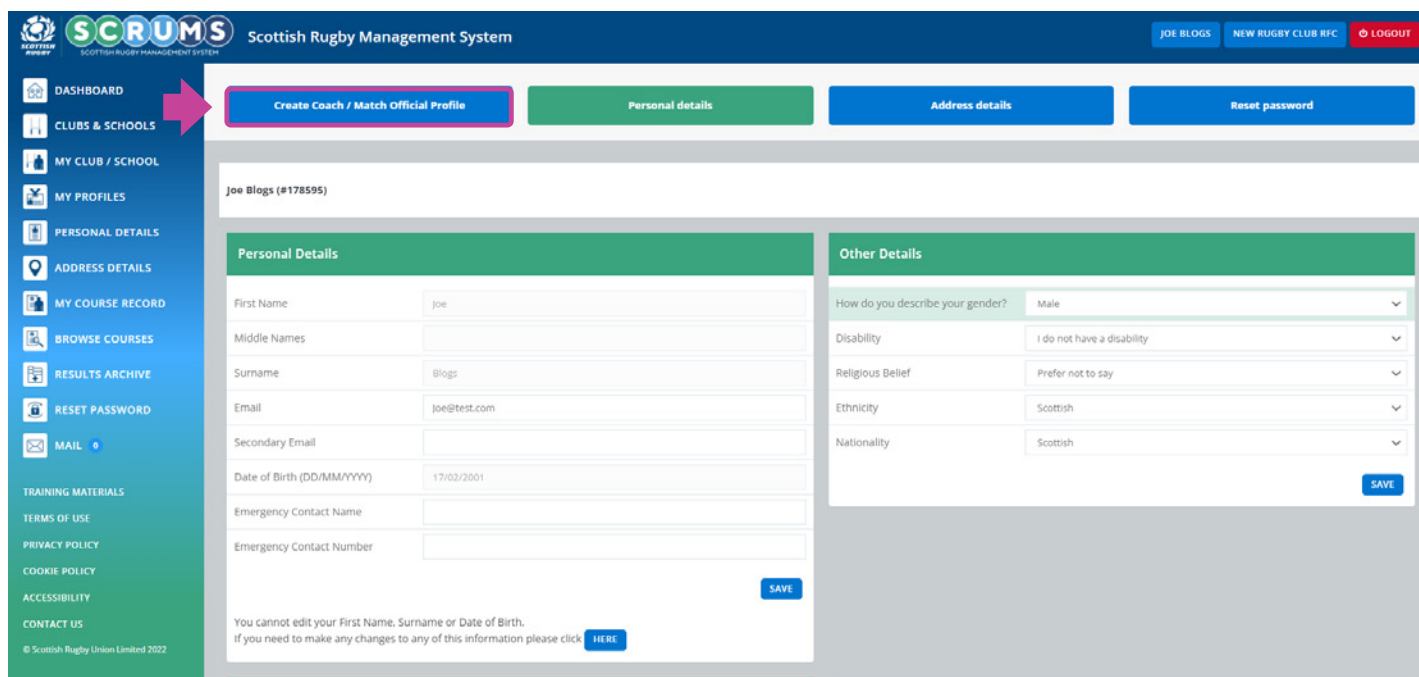
REGISTERING AS A COACH / MATCH OFFICIAL

STEP 2

If you have already registered in SCRUMS, either as a player or in any other role such as teacher or club official, please log into SCRUMS at <https://scrums.scottishrugby.org/login>.

If you have forgotten your password, please follow the link to reset it.

Once you have logged into SCRUMS, click on your name in the top right of the screen. You will then see a button along the top of the screen to 'Create Coach / Match Official Profile'. Click this button to begin the process. **(Please proceed to Step 3 of this user guide to continue).**



The screenshot shows the SCRUMS user interface. At the top, there is a navigation bar with the SCRUMS logo and the text 'Scottish Rugby Management System'. On the right side of the navigation bar, there are buttons for 'JOE BLOGS', 'NEW RUGBY CLUB R/C', and 'LOGOUT'. Below the navigation bar, there is a horizontal menu with four buttons: 'Create Coach / Match Official Profile' (highlighted with a red box and a red arrow), 'Personal details', 'Address details', and 'Reset password'. The main content area is titled 'Joe Blogs (#178595)'. It contains two columns of form fields. The left column is titled 'Personal Details' and includes fields for First Name (joe), Middle Names, Surname (Blogs), Email (joe@test.com), Secondary Email, Date of Birth (DD/MM/YYYY) (17/02/2001), Emergency Contact Name, and Emergency Contact Number. The right column is titled 'Other Details' and includes dropdown menus for 'How do you describe your gender?' (Male), 'Disability' (I do not have a disability), 'Religious Belief' (Prefer not to say), 'Ethnicity' (Scottish), and 'Nationality' (Scottish). There are 'SAVE' buttons at the bottom of each column. At the bottom of the form, there is a note: 'You cannot edit your First Name, Surname or Date of Birth. If you need to make any changes to any of this information please click [HERE](#)'.



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STEP 3

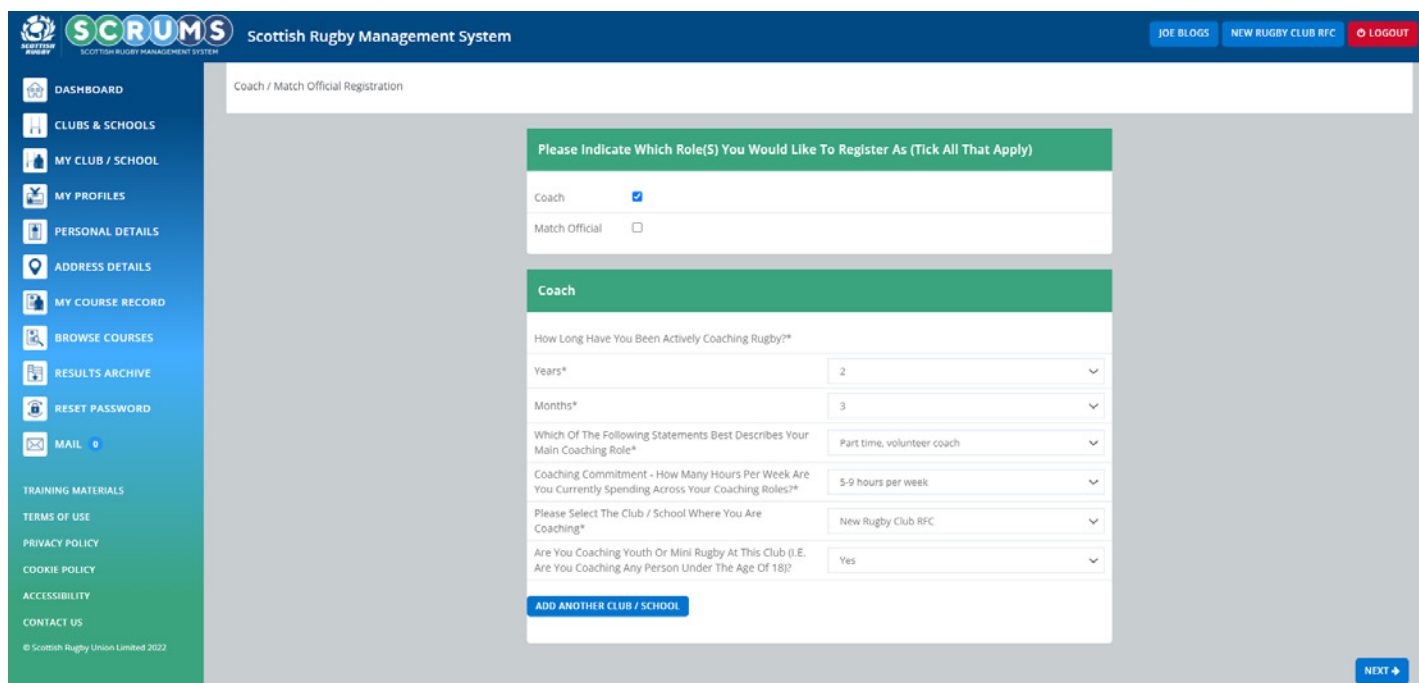
Please indicate if you are a coach, match official or both.

The screenshot shows the SCRUMS web interface. The header includes the SCRUMS logo and the text "Scottish Rugby Management System". On the right side of the header, there are links for "JOE BLOGS", "NEW RUGBY CLUB REC", and "LOGOUT". A left-hand navigation menu lists various options such as "DASHBOARD", "CLUBS & SCHOOLS", "MY CLUB / SCHOOL", "MY PROFILES", "PERSONAL DETAILS", "ADDRESS DETAILS", "MY COURSE RECORD", "BROWSE COURSES", "RESULTS ARCHIVE", "RESET PASSWORD", "MAIL", "TRAINING MATERIALS", "TERMS OF USE", "PRIVACY POLICY", "COOKIE POLICY", "ACCESSIBILITY", and "CONTACT US". The main content area is titled "Coach / Match Official Registration" and contains a form with the heading "Please Indicate Which Role(S) You Would Like To Register As (Tick All That Apply)". The form has two rows: "Coach" with an unchecked checkbox and "Match Official" with an unchecked checkbox.

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STEP 4

- If you are a coach, please answer the questions about the nature of your role and current weekly time commitment, then select the club / school where you are coaching.
- You can select more than one (using the **'Add another club/school'** button) but please only do this if you are actively coaching with each one selected.
- For each club selected, you will be asked if you are involved in coaching youth or mini rugby at that club (for schools we do not need to ask this question).
- If you did not indicate that you are also a match official, please click **'Next'** and proceed to **Step 6A** of this user guide.
- If you indicated that you are also a match official, there are additional questions to answer, so please continue to **Step 5A** of this user guide.



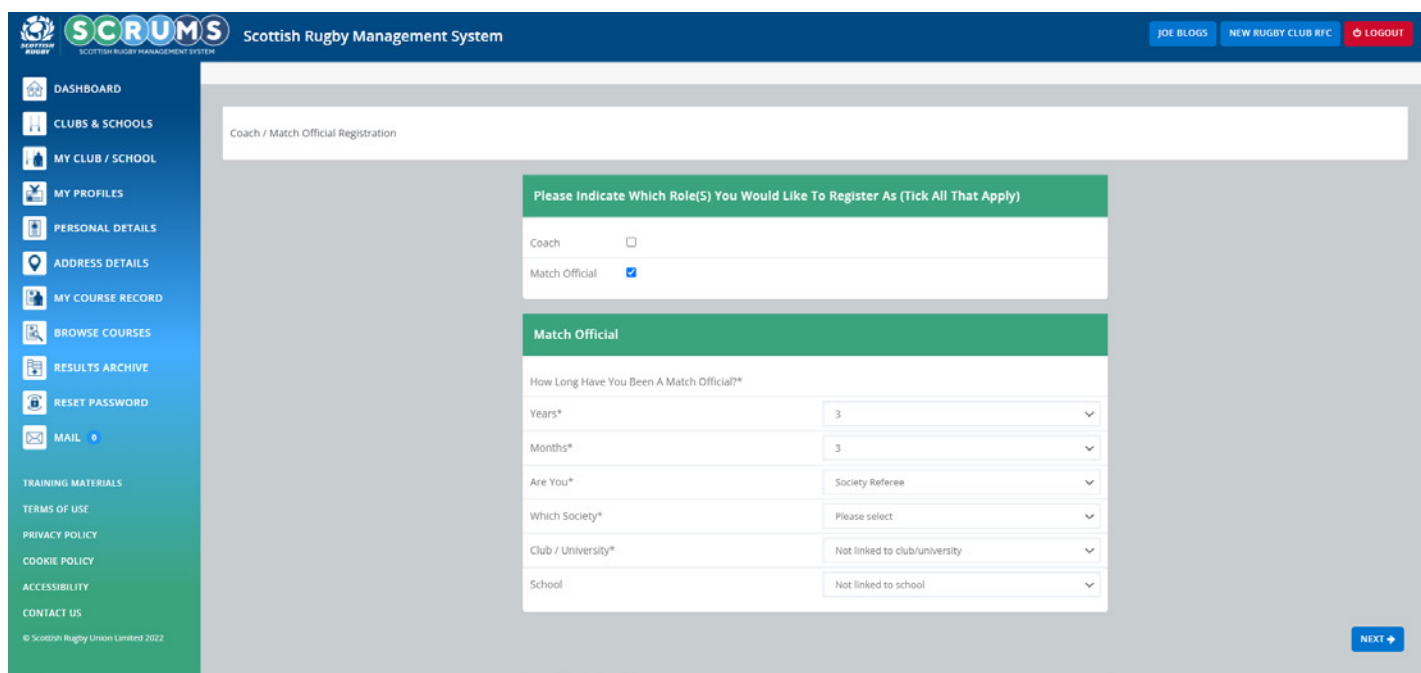
The screenshot displays the 'Coach / Match Official Registration' page within the SCRUMS system. The page features a dark blue header with the SCRUMS logo and navigation links for 'JOE BLOGS', 'NEW RUGBY CLUB RFC', and 'LOGOUT'. A left-hand sidebar contains various menu items such as 'DASHBOARD', 'CLUBS & SCHOOLS', 'MY CLUB / SCHOOL', 'MY PROFILES', 'PERSONAL DETAILS', 'ADDRESS DETAILS', 'MY COURSE RECORD', 'BROWSE COURSES', 'RESULTS ARCHIVE', 'RESET PASSWORD', 'MAIL', 'TRAINING MATERIALS', 'TERMS OF USE', 'PRIVACY POLICY', 'COOKIE POLICY', 'ACCESSIBILITY', and 'CONTACT US'. The main content area is titled 'Coach / Match Official Registration' and contains a form with the following sections:

- Please Indicate Which Role(S) You Would Like To Register As (Tick All That Apply)**: A section with two checkboxes: 'Coach' (checked) and 'Match Official' (unchecked).
- Coach**: A section with several dropdown menus:
 - 'How Long Have You Been Actively Coaching Rugby?*' with 'Years*' set to 2 and 'Months*' set to 3.
 - 'Which Of The Following Statements Best Describes Your Main Coaching Role*' set to 'Part time, volunteer coach'.
 - 'Coaching Commitment - How Many Hours Per Week Are You Currently Spending Across Your Coaching Roles?*' set to '5-9 hours per week'.
 - 'Please Select The Club / School Where You Are Coaching*' set to 'New Rugby Club RFC'.
 - 'Are You Coaching Youth Or Mini Rugby At This Club (I.E. Are You Coaching Any Person Under The Age Of 18)?' set to 'Yes'.
- A blue button labeled 'ADD ANOTHER CLUB / SCHOOL'.
- A 'NEXT' button with a right-pointing arrow at the bottom right.

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STEP 5A

- If you are a match official, please indicate if you are a Society Referee or a Community Referee (club, school, university).
- If you are a Society Referee, please select your Society and also your club / university (or leave it as **'Not linked to club/university'** if you are not affiliated to any).
- Please click **'Next'** (then continue to **Step 6** of this user guide).



The screenshot shows the 'Coach / Match Official Registration' page in the SCRUMS system. The page has a dark blue header with the SCRUMS logo and navigation links for 'JOB BLOGS', 'NEW RUGBY CLUB RFC', and 'LOGOUT'. A left-hand navigation menu lists various user options. The main content area is titled 'Coach / Match Official Registration' and contains a form with the following sections:

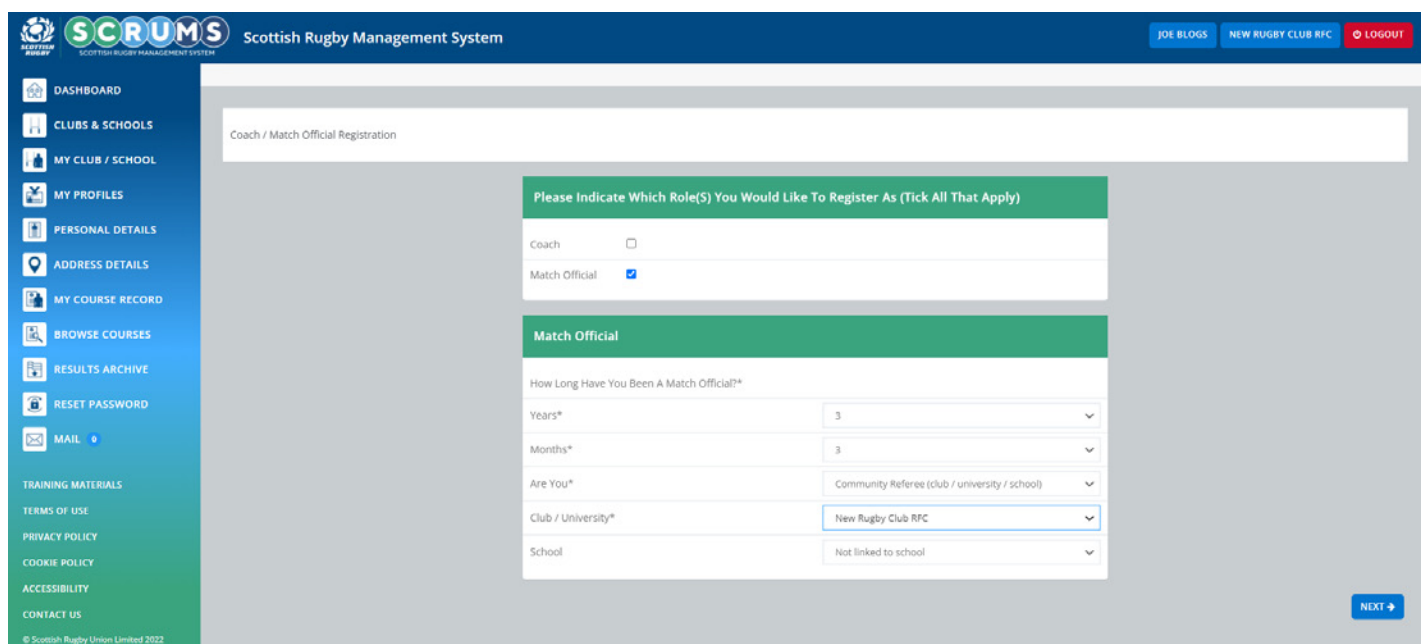
- Please Indicate Which Role(S) You Would Like To Register As (Tick All That Apply)**
 - Coach:
 - Match Official:
- Match Official**
 - How Long Have You Been A Match Official?*:
 - Years*: 3
 - Months*: 3
 - Are You*: Society Referee
 - Which Society*: Please select
 - Club / University*: Not linked to club/university
 - School: Not linked to school

A 'NEXT' button is located at the bottom right of the form.

REGISTERING AS A COACH / MATCH OFFICIAL

STEP 5B

- If you are a Community Referee, please select your club / school. You may select one club, one school or both, if relevant to your match official role.
- If you are not affiliated to any club or school then please leave both options as 'Not linked...'. If this is the case, when you click '**Next**' you will be asked which local authority area you live in.
- Please click '**Next**' (then continue to **Step 6A** of this user guide).



The screenshot shows the 'Coach / Match Official Registration' page in the SCRUMS system. The page has a dark blue header with the SCRUMS logo and navigation links for 'JOE BLOGS', 'NEW RUGBY CLUB RFC', and 'LOGOUT'. A left-hand navigation menu lists various user options. The main content area is titled 'Coach / Match Official Registration' and contains a form with the following sections:

- Please Indicate Which Role(S) You Would Like To Register As (Tick All That Apply)**
 - Coach:
 - Match Official:
- Match Official**
 - How Long Have You Been A Match Official?*:
 - Years*: 3
 - Months*: 3
 - Are You*: Community Referee (club / university / school)
 - Club / University*: New Rugby Club RFC
 - School: Not linked to school

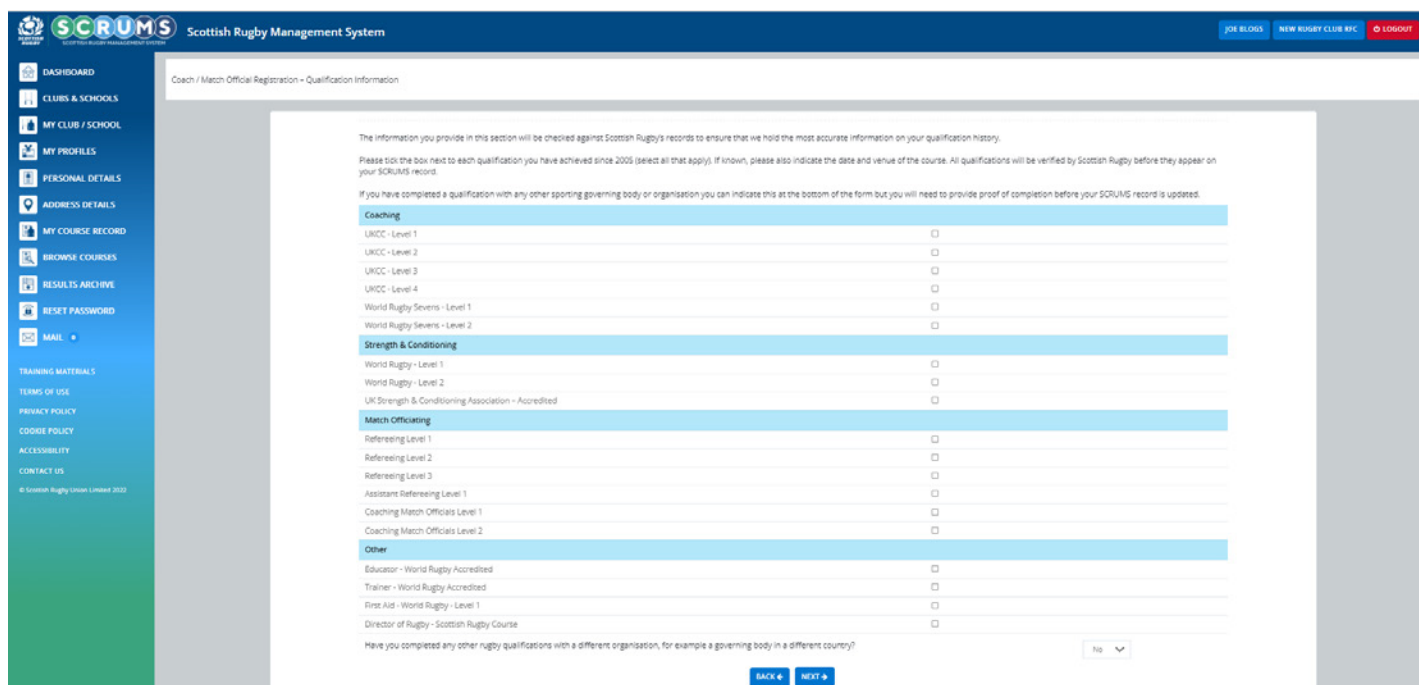
A 'NEXT' button is located at the bottom right of the form area.

REGISTERING AS A COACH / MATCH OFFICIAL

STEP 6A

Please provide information on the qualifications relevant to your role as a coach / match official.

- The information you provide in this section will be checked against Scottish Rugby's records to ensure that we hold the most accurate information on your qualification history.
- Please tick the box next to each qualification you have achieved since 2005 (select all that apply). If known, please also indicate the date and venue of the course. All qualifications will be verified by Scottish Rugby before they appear on your SCRUMS record.
- If you are a coach who has previously completed a match official qualification, or a match official who has previously completed a coaching qualification, please provide details of these as they can be held in your record, even if you are no longer active in that role.



The screenshot shows the 'Coach / Match Official Registration - Qualification Information' page in the SCRUMS system. The page includes a navigation menu on the left with options like Dashboard, Clubs & Schools, My Club / School, My Profiles, Personal Details, Address Details, My Course Record, Browse Courses, Results Archive, Reset Password, Mail, Training Materials, Terms of Use, Privacy Policy, Cookie Policy, Accessibility, and Contact Us. The main content area contains the following text and form fields:

The information you provide in this section will be checked against Scottish Rugby's records to ensure that we hold the most accurate information on your qualification history. Please tick the box next to each qualification you have achieved since 2005 (select all that apply). If known, please also indicate the date and venue of the course. All qualifications will be verified by Scottish Rugby before they appear on your SCRUMS record.

If you have completed a qualification with any other sporting governing body or organisation you can indicate this at the bottom of the form but you will need to provide proof of completion before your SCRUMS record is updated.

Coaching

- UKCC - Level 1
- UKCC - Level 2
- UKCC - Level 3
- UKCC - Level 4
- World Rugby Sevens - Level 1
- World Rugby Sevens - Level 2

Strength & Conditioning

- World Rugby - Level 1
- World Rugby - Level 2
- UK Strength & Conditioning Association - Accredited

Match Officiating

- Refereeing Level 1
- Refereeing Level 2
- Refereeing Level 3
- Assistant Refereeing Level 1
- Coaching Match Officials Level 1
- Coaching Match Officials Level 2

Other

- Educator - World Rugby Accredited
- Trainer - World Rugby Accredited
- First Aid - World Rugby - Level 1
- Director of Rugby - Scottish Rugby Course

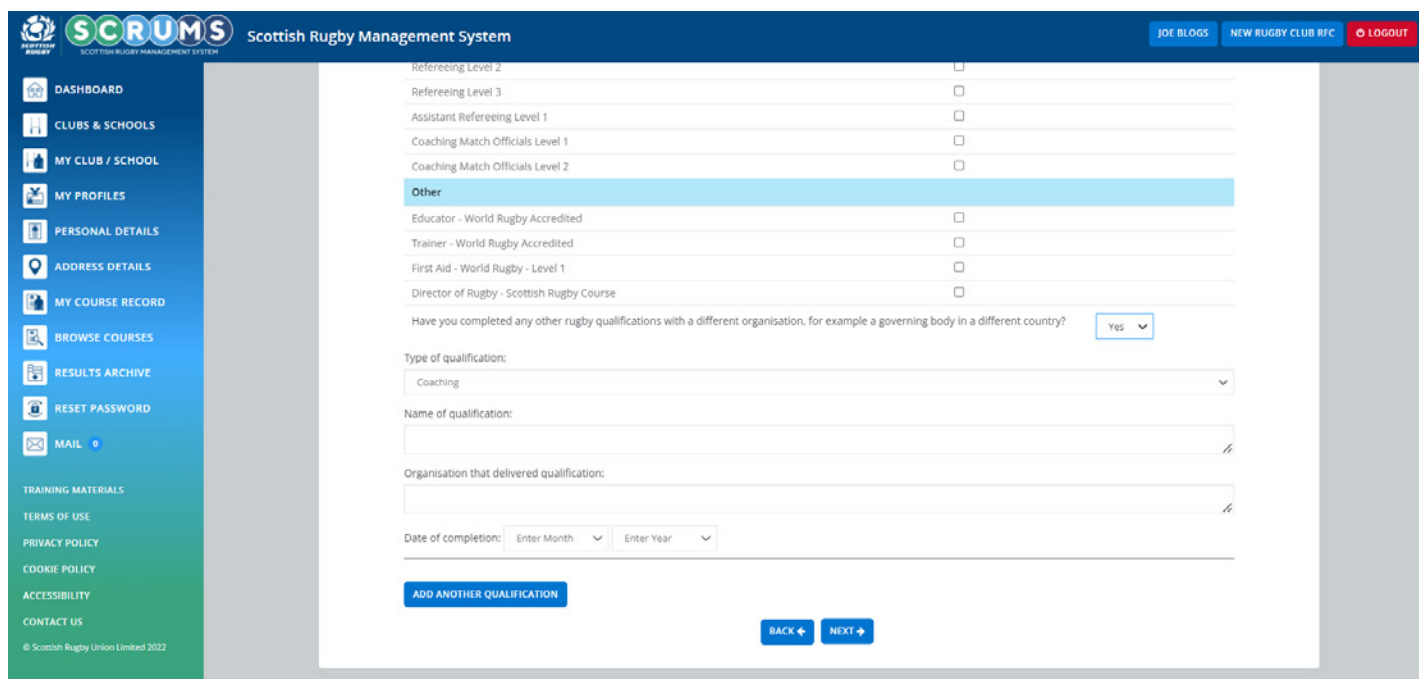
Have you completed any other rugby qualifications with a different organisation, for example a governing body in a different country? No

BACK NEXT

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STEP 6B

- If you have completed any other relevant rugby qualifications with another sporting governing body or organisation, you can indicate this at the bottom of the form but you will need to provide proof of completion before your SCRUMS record is updated.
- Please provide details of the qualification then click next when complete.

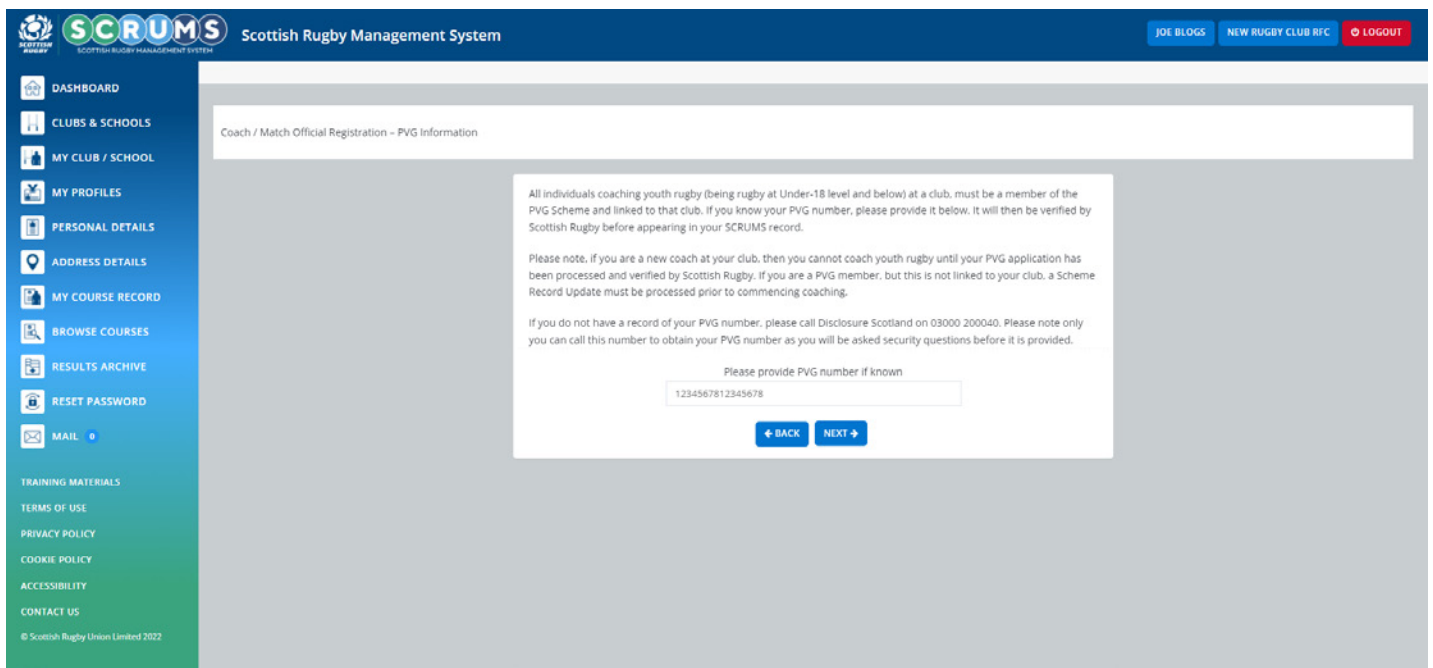


The screenshot shows the SCRUMS registration interface. On the left is a navigation menu with options like DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY PROFILES, PERSONAL DETAILS, ADDRESS DETAILS, MY COURSE RECORD, BROWSE COURSES, RESULTS ARCHIVE, RESET PASSWORD, MAIL, TRAINING MATERIALS, TERMS OF USE, PRIVACY POLICY, COOKIE POLICY, and ACCESSIBILITY. The main content area is titled 'Scottish Rugby Management System' and contains a list of qualification checkboxes: Refereeing Level 2, Refereeing Level 3, Assistant Refereeing Level 1, Coaching Match Officials Level 1, Coaching Match Officials Level 2, Other (highlighted), Educator - World Rugby Accredited, Trainer - World Rugby Accredited, First Aid - World Rugby - Level 1, and Director of Rugby - Scottish Rugby Course. Below this is a question: 'Have you completed any other rugby qualifications with a different organisation, for example a governing body in a different country?' with a 'Yes' dropdown. Further down are fields for 'Type of qualification:' (set to 'Coaching'), 'Name of qualification:', 'Organisation that delivered qualification:', and 'Date of completion:' (with 'Enter Month' and 'Enter Year' dropdowns). At the bottom are buttons for 'ADD ANOTHER QUALIFICATION', 'BACK', and 'NEXT'.

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STEP 7

- If you are not a coach, you will not see this page (please proceed to Step 8 of this user guide).
- If you are a coach, you will be asked to provide your PVG number. All individuals coaching youth rugby (being rugby at Under-18 level and below) at a club, must be a member of the PVG Scheme and linked to that club. If you know your PVG number, please provide it here. It will then be verified by Scottish Rugby before appearing in your SCRUMS record.



SCRUMS Scottish Rugby Management System

JOE BLOGS NEW RUGBY CLUB RFC LOGOUT

DASHBOARD
CLUBS & SCHOOLS
MY CLUB / SCHOOL
MY PROFILES
PERSONAL DETAILS
ADDRESS DETAILS
MY COURSE RECORD
BROWSE COURSES
RESULTS ARCHIVE
RESET PASSWORD
MAIL

TRAINING MATERIALS
TERMS OF USE
PRIVACY POLICY
COOKIE POLICY
ACCESSIBILITY
CONTACT US
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Coach / Match Official Registration - PVG Information

All individuals coaching youth rugby (being rugby at Under-18 level and below) at a club, must be a member of the PVG Scheme and linked to that club. If you know your PVG number, please provide it below. It will then be verified by Scottish Rugby before appearing in your SCRUMS record.

Please note, if you are a new coach at your club, then you cannot coach youth rugby until your PVG application has been processed and verified by Scottish Rugby. If you are a PVG member, but this is not linked to your club, a Scheme Record Update must be processed prior to commencing coaching.

If you do not have a record of your PVG number, please call Disclosure Scotland on 03000 200040. Please note only you can call this number to obtain your PVG number as you will be asked security questions before it is provided.

Please provide PVG number if known

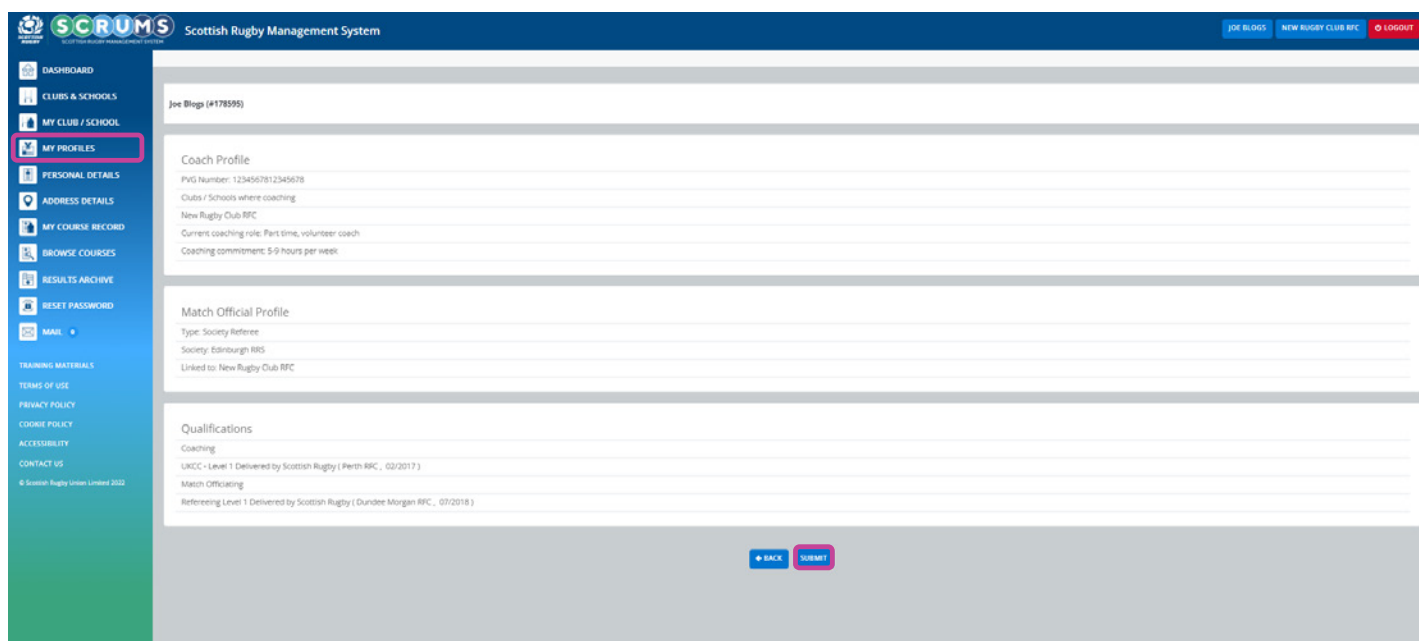
1234567812345678

← BACK NEXT →

REGISTERING AS A COACH / MATCH OFFICIAL

STEP 8

- On this final page you can review the information you have provided and click submit.
- You will see separate sections for **‘Coach Profile’**, **‘Match Official Profile’** and **‘Qualifications’** depending on your role and the information you have provided (so you will only see those applicable to you).
- If you wish to make any changes before submitting, you can use the back buttons to navigate back to the page where changes are required. If you do that, please remember to come back to this page and click **‘submit’**.



The screenshot shows the SCRUMS user interface. The left-hand navigation menu is visible, with 'MY PROFILES' highlighted by a red box and a red arrow pointing to it. The main content area displays the user's profile information, organized into three sections: 'Coach Profile', 'Match Official Profile', and 'Qualifications'. Each section contains a form with fields for reviewing and submitting information. At the bottom of the form, there are 'BACK' and 'SUBMIT' buttons.

Section	Field	Value
Coach Profile	PVG Number	1234567812345678
	Clubs / Schools where coaching	New Rugby Club RFC
	Current coaching role	Part time, volunteer coach
	Coaching commitment	5-9 hours per week
Match Official Profile	Type	Society Referee
	Society	Edinburgh IRRS
	Linked to	New Rugby Club RFC
Qualifications	Coaching	LNCC - Level 1 Delivered by Scottish Rugby (Perth RFC , 02/2017)
	Match Officiating	Refereeing Level 1 Delivered by Scottish Rugby (Dundee Morgan RFC , 07/2018)

The process is now complete, thank you for creating your coach / match official profile in SCRUMS. You can view your profile at any time by logging into SCRUMS and clicking on **‘My Profiles’** in the left hand menu.