



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. https://s3-eu-west-1.amazonaws.com/sru-files/files/SCRUMS_Registration_Guide.pdf

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 (please proceed to Step 3 of this user guide).

The screenshot shows the SCRUMS registration interface. At the top, there's a navigation bar with the SCRUMS logo and 'Scottish Rugby Management System'. Below this, there are four main tabs: 'Create Coach / Match Official Profile', 'Personal details', 'Address details', and 'Reset password'. The 'Personal details' tab is active. A modal window is displayed in the center with the question 'Are you a Coach / Match Official?' and two buttons: 'YES' and 'NO'. The background form shows fields for 'First Name' (Joe), 'Middle names', 'Surname' (Bloggs), 'Email' (joe.bloggs@email.com), 'Secondary Email', and 'Date of Birth' (DD/MM/YYYY). On the right side, there are dropdown menus for 'How do you describe your gender?' (Male), 'Disability' (Prefer not to say), 'Religious Belief' (Prefer not to say), 'Ethnicity' (Prefer not to say), and 'Nationality' (Scottish). A 'SAVE' button is visible at the bottom right of the form.

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

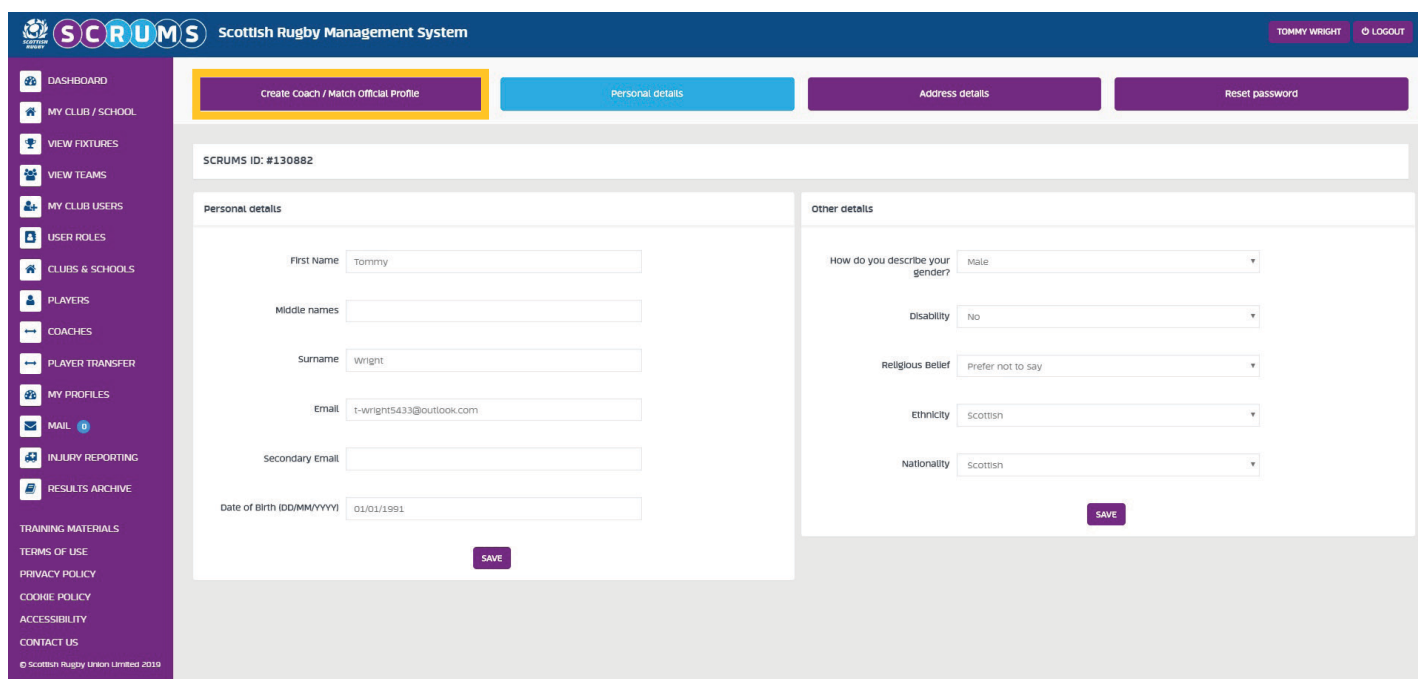
Registering as a Coach / Match Official

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).



The screenshot displays the SCRUMS web application interface. At the top, the SCRUMS logo and 'Scottish Rugby Management System' are visible, along with a user profile 'TOMMY WRIGHT' and a 'LOGOUT' button. A navigation menu on the left lists various system functions. The main content area features a header with four buttons: 'Create Coach / Match Official Profile' (highlighted in yellow), 'Personal details', 'Address details', and 'Reset password'. Below this, the 'SCRUMS ID: #130882' is shown. The form is divided into two sections: 'Personal details' and 'Other details'. The 'Personal details' section includes input fields for First Name (Tommy), Middle names, Surname (Wright), Email (t-wright5433@outlook.com), Secondary Email, and Date of Birth (01/01/1991). The 'Other details' section includes dropdown menus for 'How do you describe your gender?' (Male), 'Disability' (No), 'Religious Belief' (Prefer not to say), 'Ethnicity' (Scottish), and 'Nationality' (Scottish). A 'SAVE' button is located at the bottom of the form.

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Registering as a Coach / Match Official

Step 3

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

Please indicate which role(s) you would like to register as (tick all that apply)

Coach

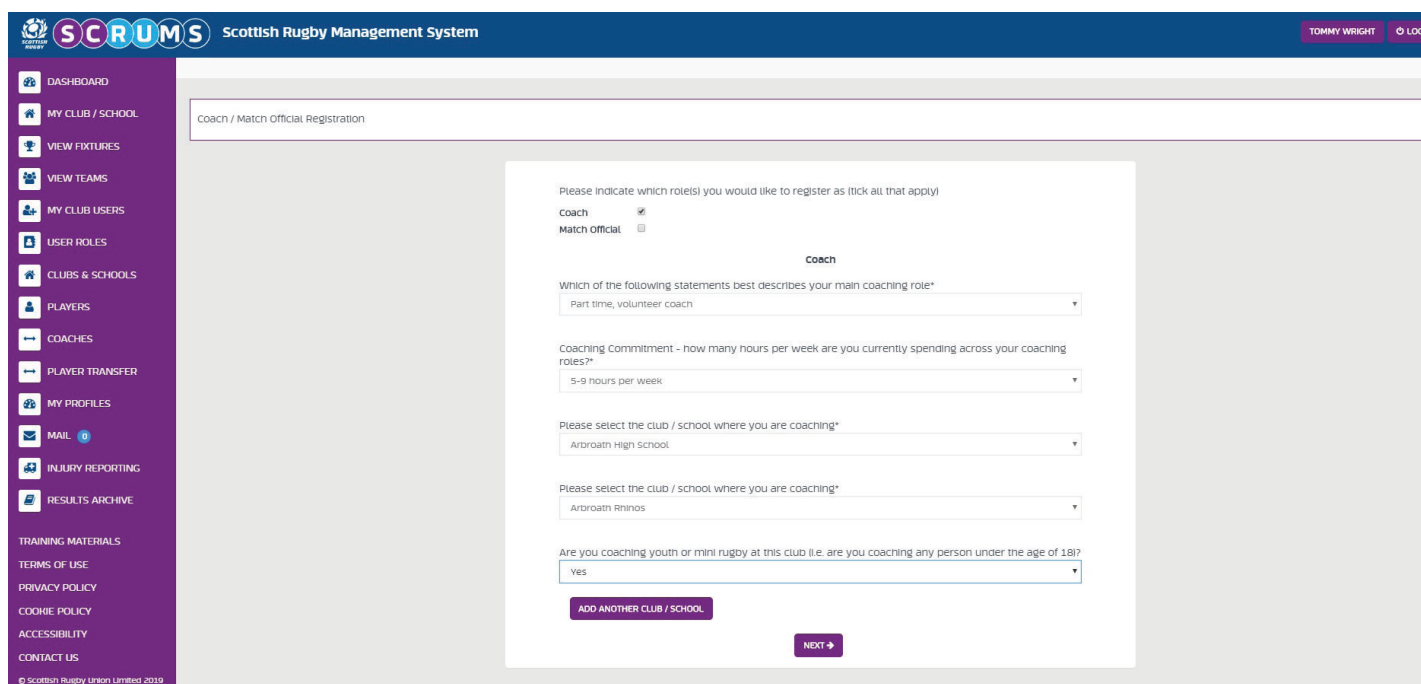
Match Official

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Registering as a Coach / Match Official

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 6 (of this user guide).
- If you indicated that you are also a match official, there are additional questions to answer (please proceed to Step 5 of this user guide).



The screenshot shows the 'Coach / Match Official Registration' form in the SCRUMS system. The form is titled 'Coach / Match Official Registration' and is located within the 'SCRUMS Scottish Rugby Management System' interface. The user is logged in as 'TOMMY WRIGHT'. The form contains the following sections:

- Registration Roles:** A section where the user can tick boxes for 'Coach' (checked) and 'Match Official' (unchecked).
- Coach Section:**
 - Which of the following statements best describes your main coaching role?*** A dropdown menu with 'Part time, volunteer coach' selected.
 - Coaching Commitment - how many hours per week are you currently spending across your coaching roles?*** A dropdown menu with '5-9 hours per week' selected.
 - Please select the club / school where you are coaching*** A dropdown menu with 'Airbroath High School' selected.
 - Please select the club / school where you are coaching*** A dropdown menu with 'Airbroath Rhinos' selected.
 - Are you coaching youth or mini rugby at this club (i.e. are you coaching any person under the age of 18)?** A dropdown menu with 'Yes' selected.
- Buttons:** 'ADD ANOTHER CLUB / SCHOOL' and 'NEXT >'.

The left sidebar contains navigation links: DASHBOARD, MY CLUB / SCHOOL, VIEW FIXTURES, VIEW TEAMS, MY CLUB USERS, USER ROLES, CLUBS & SCHOOLS, PLAYERS, COACHES, PLAYER TRANSFER, MY PROFILES, MAIL, INJURY REPORTING, RESULTS ARCHIVE, TRAINING MATERIALS, TERMS OF USE, PRIVACY POLICY, COOKIE POLICY, ACCESSIBILITY, CONTACT US. The footer shows '© Scottish Rugby Union Limited 2019'.

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SCOTTISH RUGBY MANAGEMENT SYSTEM

Registering as a Coach / Match Official

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 proceed to Step 6 of this user guide).

Please indicate which role(s) you would like to register as (tick all that apply)

Coach

Match Official

Match Official

Are you*

Society Referee ▼

Which society*

Midlands RURS ▼

Club / University*

Arbroath RFC ▼

NEXT →

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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 proceed to Step 6 of this user guide).

Please indicate which role(s) you would like to register as (tick all that apply)

Coach

Match Official

Match Official

Are you*

Community Referee (club / university / school) ▼

Club / University*

Arbroath RFC ▼

School

Not linked to school ▼

NEXT →

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.

Coaching		
UKCC - Level 1		<input checked="" type="checkbox"/>
Venue	<input type="text" value="Perth RFC"/>	Date of completion: <input type="text" value="February"/> <input type="text" value="2017"/>
UKCC - Level 2		<input type="checkbox"/>
UKCC - Level 3		<input type="checkbox"/>
UKCC - Level 4		<input type="checkbox"/>
World Rugby Sevens - Level 1		<input type="checkbox"/>
World Rugby Sevens - Level 2		<input type="checkbox"/>
Strength & Conditioning		
World Rugby - Level 1		<input type="checkbox"/>
World Rugby - Level 2		<input type="checkbox"/>
UK Strength & Conditioning Association - Accredited		<input type="checkbox"/>
Match Officiating		
Refereeing Level 1		<input checked="" type="checkbox"/>
Venue	<input type="text" value="Dundee Morgan RFC"/>	Date of completion: <input type="text" value="July"/> <input type="text" value="2018"/>
Refereeing Level 2		<input type="checkbox"/>
Refereeing Level 3		<input type="checkbox"/>
Assistant Refereeing Level 1		<input type="checkbox"/>
Coaching Match Officials Level 1		<input type="checkbox"/>
Coaching Match Officials Level 2		<input type="checkbox"/>
Other		
Educator - World Rugby Accredited		<input type="checkbox"/>
Trainer - World Rugby Accredited		<input type="checkbox"/>
First Aid - World Rugby - Level 1		<input type="checkbox"/>
Director of Rugby - Scottish Rugby Course		<input type="checkbox"/>

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Registering as a Coach / Match Official

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.

Have you completed any other rugby qualifications with a different organisation, for example a governing body in a different country? Yes ▾

Type of qualification:

Name of qualification:

Organisation that delivered qualification:

Date of completion:

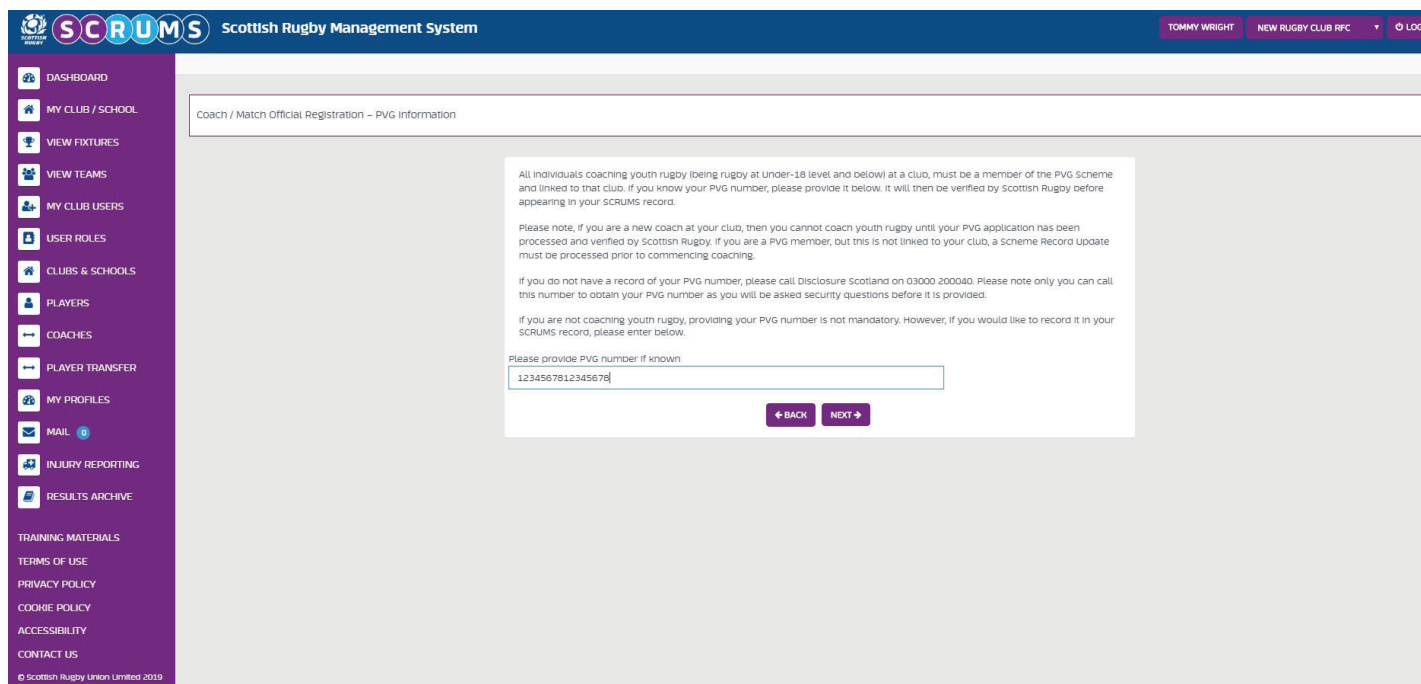
ADD ANOTHER QUALIFICATION

BACK ← **NEXT →**

Registering as a Coach / Match Official

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.



The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top navigation bar includes the SCRUMS logo, the system name, and user information for Tommy Wright. A sidebar on the left lists various system functions. The main content area is titled 'Coach / Match Official Registration - PVG information' and contains the following text:

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.

If you are not coaching youth rugby, providing your PVG number is not mandatory. However, if you would like to record it in your SCRUMS record, please enter below.

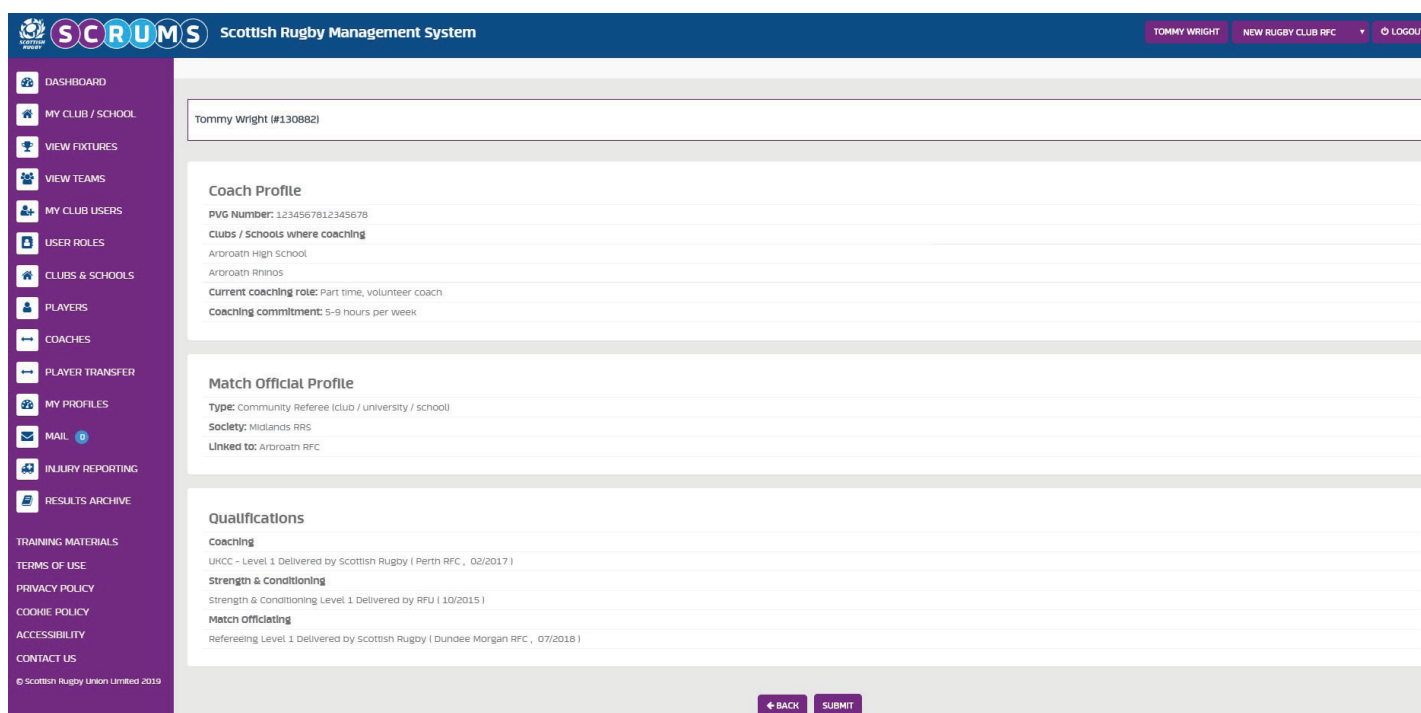
Please provide PVG number if known

← 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. At the top, the header 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 navigation menu lists various system functions. The main content area displays the profile for "Tommy Wright (#130882)". It is divided into three sections: "Coach Profile", "Match Official Profile", and "Qualifications".

Coach Profile

- PVG Number: 1234567812345678
- Clubs / Schools where coaching
 - Arbroath High School
 - Arbroath Rhinos
- Current coaching role: Part time, volunteer coach
- Coaching commitment: 5-9 hours per week

Match Official Profile

- Type: Community Referee (club / university / school)
- Society: Midlands RRS
- Linked to: Arbroath RFC

Qualifications

- Coaching**
 - UKCC - Level 1 Delivered by Scottish Rugby (Perth RFC , 02/2017)
- Strength & Conditioning**
 - Strength & Conditioning Level 1 Delivered by RFU (10/2015)
- Match Officiating**
 - Refereeing Level 1 Delivered by Scottish Rugby (Dundee Morgan RFC , 07/2018)

At the bottom of the profile section, there are "BACK" and "SUBMIT" buttons.

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.