

# CPO USER GUIDE

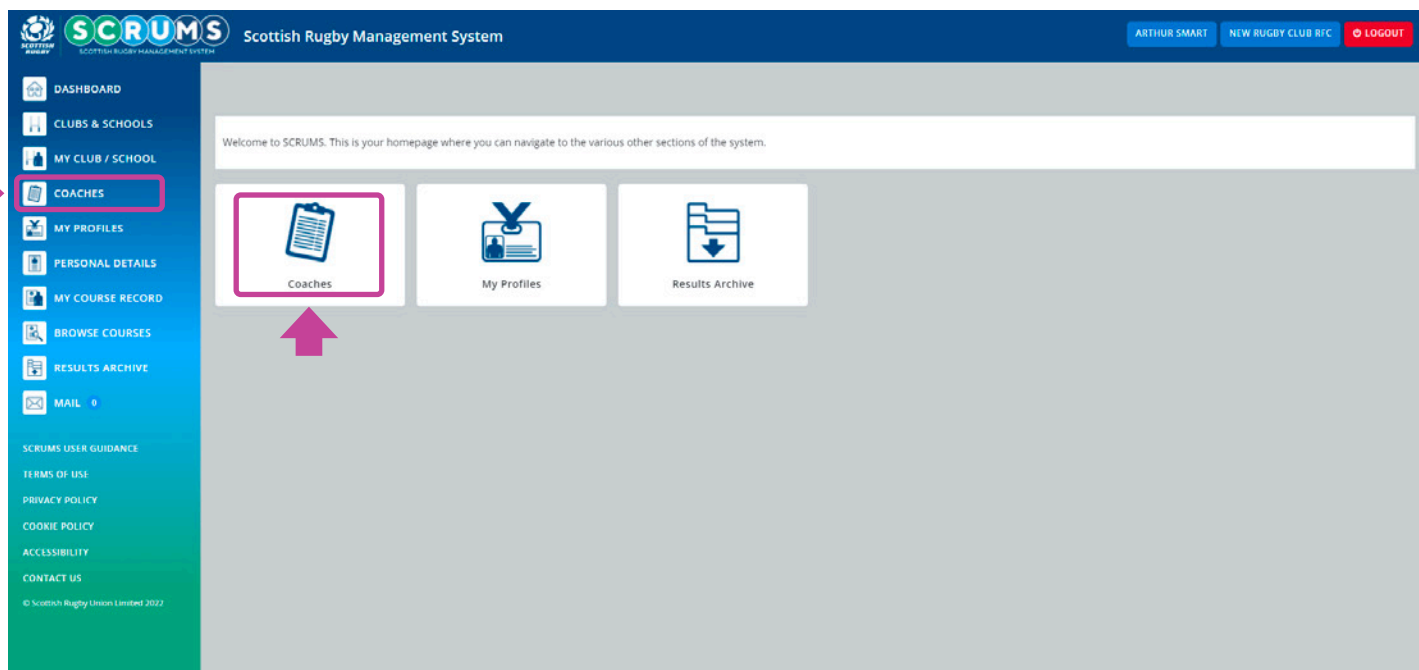
This SCRUMS User Guide is to explain how Child Protection Officers at clubs can view coach information in SCRUMS.

## STEP 1

The Data Manager, or any other SCRUMS Administrator at your club, needs to assign you the role of Child Protection Officer. Once you have been assigned as CPO in SCRUMS, when you log in, you should see a screen like the one below.

If you have been assigned additional user permissions by the SCRUMS Administrator at your club, then you may have more options than those displayed here.

To access the coach information for your club, navigate to the **'Coaches'** section of SCRUMS, either through the sidebar or dashboard, as highlighted below.



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## STEP 2

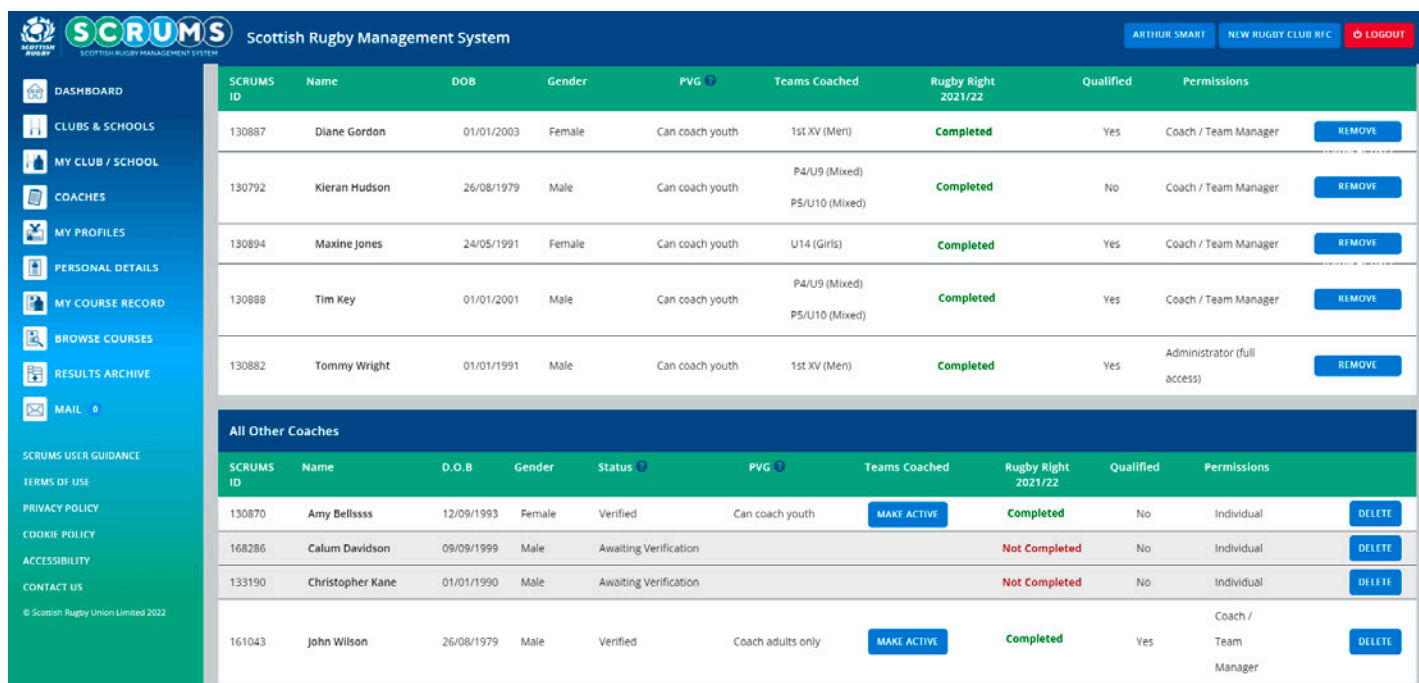
You will now see a screen listing all coaches who have registered in SCRUMS with your club.

Coaches with a status of **'Verified'** have been reviewed and verified by Scottish Rugby. This is to check that, where required, the coach has the necessary PVG membership with your club and also, that accurate qualification information is held in their record. Those coaches shaded in grey have not yet been verified and cannot be added to your club's **'Active Coach List'**.

For verified coaches, the **'PVG'** column, indicates whether the coach has the necessary PVG membership with your club to coach youth rugby. If not, this column will state **'Coach adults only'**.

A coach must have a status of **'Verified'** and the PVG column indicating **'Can coach youth'** before they can commence coaching youth rugby.

To view any individual's coach profile, click on their name.



The screenshot shows the SCRUMS Scottish Rugby Management System interface. It features a navigation menu on the left with options like Dashboard, Clubs & Schools, My Club / School, Coaches, My Profiles, Personal Details, My Course Record, Browse Courses, Results Archive, and Mail. The main content area displays a table of coaches with columns for SCRUMS ID, Name, DOB, Gender, PVG, Teams Coached, Rugby Right 2021/22, Qualified, and Permissions. There are two tables: one for active coaches and one for 'All Other Coaches'.

SCRUMS ID	Name	DOB	Gender	PVG	Teams Coached	Rugby Right 2021/22	Qualified	Permissions
130887	Diane Gordon	01/01/2003	Female	Can coach youth	1st XV (Men)	Completed	Yes	Coach / Team Manager
130792	Kieran Hudson	26/08/1979	Male	Can coach youth	P4/U9 (Mixed) P5/U10 (Mixed)	Completed	No	Coach / Team Manager
130894	Maxine Jones	24/05/1991	Female	Can coach youth	U14 (Girls)	Completed	Yes	Coach / Team Manager
130888	Tim Key	01/01/2001	Male	Can coach youth	P4/U9 (Mixed) P5/U10 (Mixed)	Completed	Yes	Coach / Team Manager
130882	Tommy Wright	01/01/1991	Male	Can coach youth	1st XV (Men)	Completed	Yes	Administrator (full access)

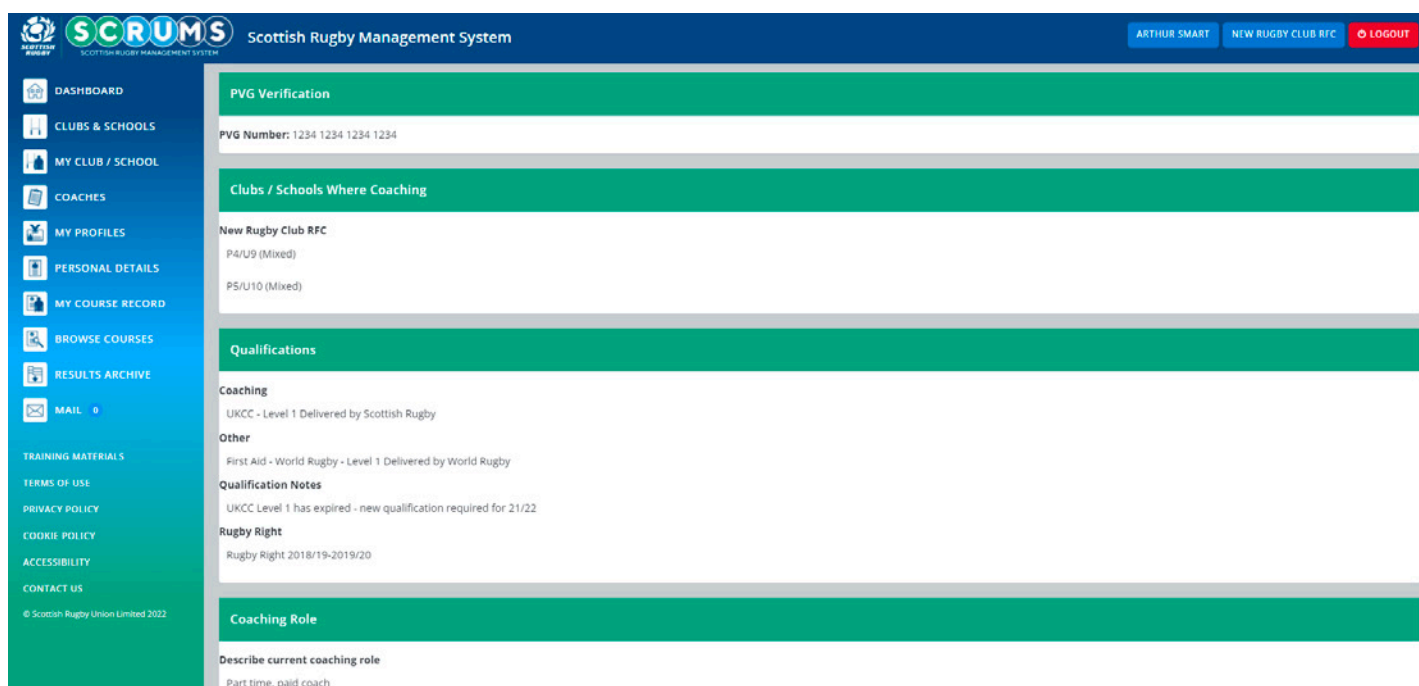
  

SCRUMS ID	Name	D.O.B	Gender	Status	PVG	Teams Coached	Rugby Right 2021/22	Qualified	Permissions
130870	Amy Belissss	12/09/1993	Female	Verified	Can coach youth	MAKE ACTIVE	Completed	No	Individual
168286	Calum Davidson	09/09/1999	Male	Awaiting Verification			Not Completed	No	Individual
133190	Christopher Kane	01/01/1990	Male	Awaiting Verification			Not Completed	No	Individual
161043	John Wilson	26/08/1979	Male	Verified	Coach adults only	MAKE ACTIVE	Completed	Yes	Coach / Team Manager

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## STEP 3

When you click on the coach name, you will view their coach profile;



The screenshot shows the SCRUMS interface for a coach profile. The top navigation bar includes the SCRUMS logo, the text 'Scottish Rugby Management System', and user information: 'ARTHUR SMART', 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button. A left-hand sidebar contains a menu with items: DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, COACHES, MY PROFILES, PERSONAL DETAILS, MY COURSE RECORD, BROWSE COURSES, RESULTS ARCHIVE, MAIL, TRAINING MATERIALS, TERMS OF USE, PRIVACY POLICY, COOKIE POLICY, ACCESSIBILITY, and CONTACT US. The main content area is titled 'PVG Verification' and displays the following information:

- PVG Number:** 1234 1234 1234 1234
- Clubs / Schools Where Coaching:**
  - New Rugby Club RFC
  - P4/U9 (Mixed)
  - P5/U10 (Mixed)
- Qualifications:**
  - Coaching:** UKCC - Level 1 Delivered by Scottish Rugby
  - Other:** First Aid - World Rugby - Level 1 Delivered by World Rugby
  - Qualification Notes:** UKCC Level 1 has expired - new qualification required for 21/22
  - Rugby Right:** Rugby Right 2018/19-2019/20
- Coaching Role:**
  - Describe current coaching role: Part time, paid coach

This screen displays various information about the coach;

- Their name / SCRUMS ID number / DOB (at top of screen)
- Their PVG number
- A note of all clubs / schools that the coach has registered with in SCRUMS
- Information on qualifications, including Rugby Right
- Information about their coaching role, as entered by the coach when they registered
- The **'Notes'** field can be used to record any useful information about the coach and can be viewed / edited by the CPO and any other SCRUMS users with access to the club's coach records (which will be the Club Coach Coordinator and the club's SCRUMS Administrators)



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### **Please Note:**

If the coach record has not yet been verified by Scottish Rugby, then the PVG Number on this screen may be blank or will appear as it was provided by the coach when they registered. Once the coach record has been verified by Scottish Rugby, the PVG number will display the correct number.

For further details on managing coach information at your club, including adding coaches to the club's 'Active Coach List', assigning teams to coaches or deleting coaches from your club, please refer to the 'Managing Coach Information' user guide which can be found [here](#).'

<https://www.scottishrugby.org/clubs-and-schools/support-for-clubs/scrums>