



User Information and Frequently Asked Questions

The Scottish Rugby Management System (SCRUMS) was developed to provide an integrated system to record member information for all those involved with rugby across Scotland. The SCRUMS system has replaced Scottish Rugby's previous player registration system and is now also recording information on coaches, match officials, club officials, volunteers, and other staff.

Since its launch in 2018, SCRUMS has been continually developed to increase the functionality available to those involved in club and school rugby. This has included the integration of Scottish Rugby Competitions where all results and teamsheets are now collected through SCRUMS. We have also moved our Training and Education courses and events into SCRUMS so that individuals can book places or complete e-learning courses.

Scottish Rugby require all players, match officials, club officials, volunteers and other staff participating in rugby in Scotland, to be registered in SCRUMS. This is to ensure that we can effectively plan and manage competitions, events, other rugby activity and training opportunities. We can also monitor player welfare issues, and when required, we can communicate with users (or their parents if U18).

Summary of the main benefits for clubs and schools using SCRUMS

SCRUMS provides a central place for clubs and schools to manage their data requirements with Scottish Rugby.

At its' core the SCRUMS system is **an integrated system to record, update and manage basic information** on all players, club officials, match officials, volunteers, and other staff.

- For adults (18+) this data capture and management is completed by the individuals themselves, reducing the burden on club volunteers and facilitating more accurate, up to date information.
- For young people (those under 18), parents are asked to register their children. A parental email is collected for all youth players when they are registered in SCRUMS. This is necessary so that the parent or guardian can accept the SCRUMS Terms of Use and Privacy Policy on behalf of their child and so that parents can be communicated with on important issues relevant to their child's participation in the game.
- While individuals or their parents are responsible for registering in SCRUMS and keeping their information up to date, each club or school is still responsible for ensuring that accurate data is recorded for all their players as well as coaches, match officials and other staff or volunteers.

SCRUMS is also used by all clubs and schools to **manage their participation in Scottish Rugby Competitions**.

- This includes reporting results, submission of teamsheets and injury reports and engaging with the disciplinary reporting process.
- Electronic teamsheets maintain all team information in one place and provide a useful record that clubs can access whenever they need to. Clubs and schools select their teams from eligible players registered on SCRUMS and can then share this selection with the opposition and submit it directly to Scottish Rugby's competitions department.

With all clubs and schools being registered in SCRUMS, along with individual user and player email addresses, **SCRUMS can also be used as a communications tool**.

- Following teamsheet selection clubs / schools can use SCRUMS to directly inform players (or parents) of their team selection and related arrangements.
- What's more, with an accessible database of contact information, clubs and schools can easily connect with each other to make arrangements, organise friendlies or other events for the benefit of their members and players.

In addition, all clubs, schools, and individual users can utilise the SCRUMS system to book onto a range of **Scottish Rugby Training and Education courses and events** on offer throughout the year.

- This includes access to e-learning courses such as Rugby Right, face to face courses for coaches, match officials and first aiders as well as a range of other events such as webinars and conferences.
- SCRUMS will then hold a record of courses and events attended and qualifications achieved.
- In addition to courses and qualifications, for coaches working with young players, we also manage and verify their PVG information in SCRUMS which means we can keep all of this important information in one place.

SCRUMS will continue to develop to meet the needs and growing demands of those involved in rugby across Scotland.

Frequently Asked Questions

What are the main changes for Clubs/Schools using SCRUMS?

1

One key difference between SCRUMS and the previous player registration system is that individual users (players, match officials, club officials, volunteers, and other club staff) register on SCRUMS and thereafter, can engage with SCRUMS directly. Users over 18 are required to log into the system to submit, update and maintain their own personal information, this includes providing an active email address. Youth players (under 18) are registered by a parent or guardian.

Are email addresses mandatory for all users of SCRUMS?

2 Yes, a unique username is required for each person using SCRUMS so that they can log in to the system. Using an email address is easier for users than providing a system-generated username. SCRUMS is also a communication tool, providing a simple way for clubs and schools to contact their players. Scottish Rugby can also contact users with information that is relevant to their participation in the game. This could include specific issues around player welfare, law changes or any other amendments to competition rules/regulations. SCRUMS also allows our insurers to contact injured players and offer assistance. This has proven to be difficult in the past due to a lack of accurate player contact information.

Can clubs/schools register players or otherwise enter player data into SCRUMS, for players that do not have an email address?

3 No, a unique email address is required for all senior players and a parental email address is required for all U18 players.

Does SCRUMS comply with applicable data protection requirements?

4 Data protection has been an important consideration when developing SCRUMS in a way that directly engages with users. As part of the registration process, Scottish Rugby asks individuals to read and accept the SCRUMS Terms of Use and Privacy Policy so they are aware of how their personal data may be stored, used and shared. For U18 players, SCRUMS asks the parent or guardian to read and accept the SCRUMS Terms of Use and Privacy Policy on behalf of their child.

Frequently Asked Questions

What is the purpose of the SCRUMS Privacy Policy?

5 The purpose of the SCRUMS Privacy Policy is to ensure that all participants in the game in Scotland are provided with full transparency as to the types of personal data that might be collected and processed by Scottish Rugby when a player registers on SCRUMS, or participates in the game in Scotland (as well as providing transparency as to how that personal data might be processed and shared). Given the nature of participation in rugby, we have identified a wide range of different types of participant personal data that might be collected and processed by Scottish Rugby (and a wide range of ways in which that personal data might be processed).

However, not all of this information will actually be collected through SCRUMS (for example bank account details are not collected through SCRUMS). The facts and circumstances of each individual's participation in the game will determine what personal data is actually collected and processed (and how) on a case-by-case basis. However, given the SCRUMS Privacy Policy has the potential to apply to an individual's wider participation in the game and not just their SCRUMS account, Scottish Rugby still needs to set out every potential option in the SCRUMS Privacy Policy to provide the requisite transparency to all.

As users are responsible for their own registration in SCRUMS, what is the club or school's role in the process?

6 Clubs and schools can still update and manage the records of their players and other individuals registered in the system. Although users can update their own information, clubs and schools will inevitably be involved in ensuring that all their players have completed the necessary steps in SCRUMS to ensure they are eligible to play in Scottish Rugby competitions. Clubs and schools will have to ensure that any new players are directed to the SCRUMS registration page where they can register themselves. During this process, the player (or the parent/guardian for U18 players) will be asked to select their club/school. The player will then appear in the player list for that club/school, subject to approval by a relevant administrator from that club/school.

Can a new player be registered in SCRUMS at short notice, if required?

7 Yes, clubs and schools will be able to invite a new player to register in SCRUMS prior to a match taking place or the player can register themselves as described above. Once they've done that, they will immediately be available in SCRUMS and can be selected on a team sheet

Frequently Asked Questions

Have electronic team sheets replaced the previous system of submitting paper team sheets?

8 Electronic team sheets are submitted via SCRUMS to the Scottish Rugby Competitions Department and any changes to team selections must be made in SCRUMS within 48 hours of the match taking place. Paper team sheets are still to be passed to the match official, as was previously the case. However, these can be downloaded and printed directly from SCRUMS, removing the need to keep and update any other team sheet templates.

Do clubs use SCRUMS to manage and request player transfers?

9 Yes, player transfers are handled by the SCRUMS system and the process is largely the same as the process from the previous player registration system. A transfer is instigated by the new club and must then be approved by the existing club before the transfer is complete. If the existing club do not respond to the transfer request within seven days, or if there are any other disputes relating to a player transfer, it will be referred to the Scottish Rugby Competitions Team.

Are injury reports submitted via SCRUMS?

10 Yes, there is an injury reporting section within SCRUMS to record serious injuries. SCRUMS administrators at clubs / schools (as well as coaches and team managers with the appropriate access levels) can submit these reports.

Are Match Officials and Coaches Registered in SCRUMS?

11 Yes, Scottish Rugby require all players, coaches, match officials, club officials, volunteers or other staff participating in rugby in Scotland, to be registered in SCRUMS.

Will 'Who's the Ref?' still be used to manage Match Official appointments?

12 Yes. 'Who's the Ref?' will still be the system used for match official management.