

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**.

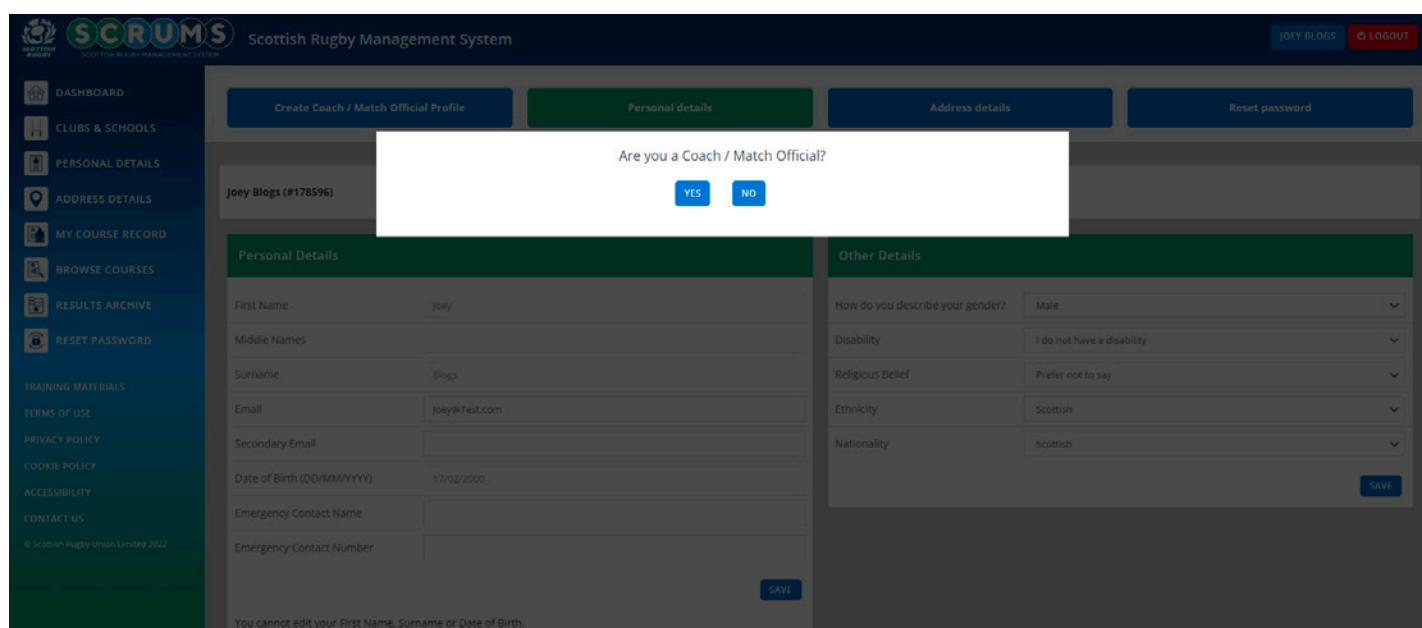
STEP 1

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 Scottish Rugby Management System interface. At the top, the SCRUMS logo and 'Scottish Rugby Management System' are visible, along with a user profile 'JOEY BLOGS' and a 'Logout' button. A sidebar on the left contains navigation links: 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 tabs for 'Personal details', 'Address details', and 'Reset password'. A modal dialog box is open, asking 'Are you a Coach / Match Official?' with 'YES' and 'NO' buttons. Below the dialog, the 'Personal Details' tab is active, showing a form with fields for First Name (Joey), Middle Names, Surname (Blogs), Email (joey@test.com), Secondary Email, Date of Birth (DD/MM/YYYY) (17/02/2000), Emergency Contact Name, and Emergency Contact Number. To the right, the 'Other Details' tab is active, showing a form with 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 at the bottom right of the form. A footer note states: 'You cannot edit your First Name, Surname or Date of Birth.'

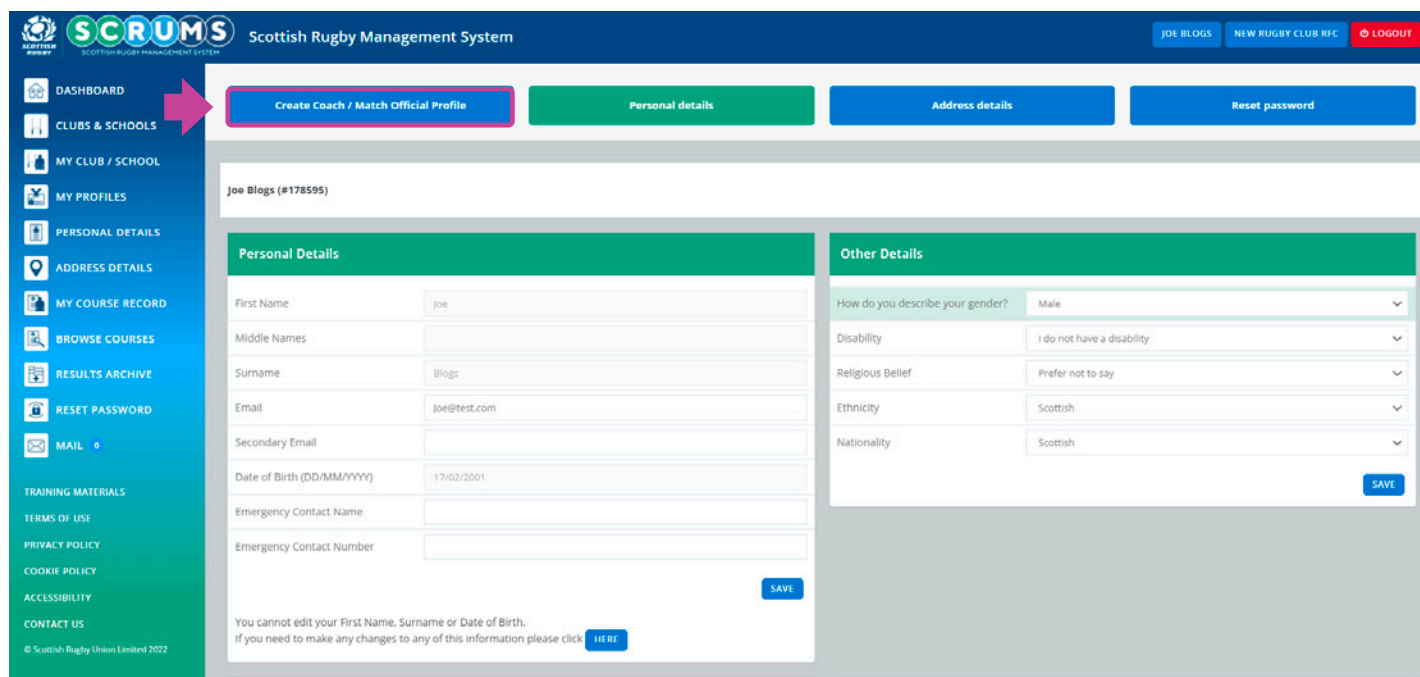
REGISTERING AS A COACH / MATCH OFFICIAL

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).**

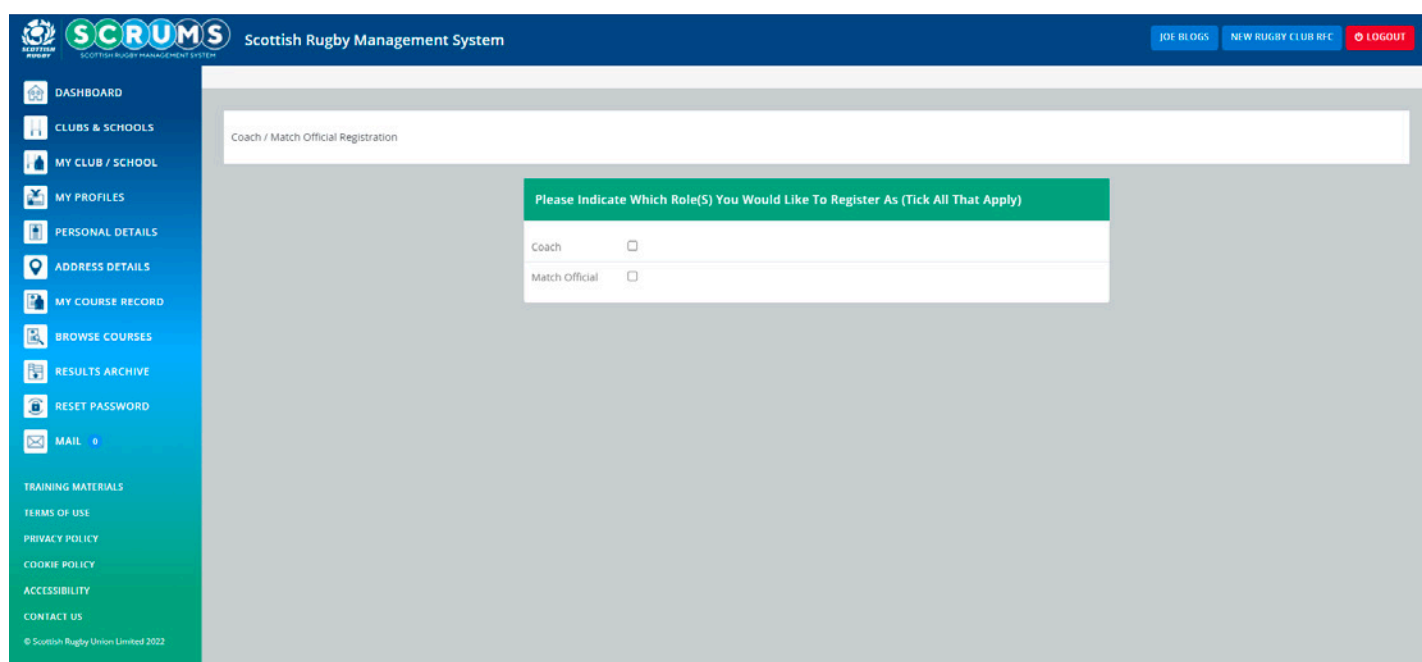


The screenshot shows the SCRUMS web interface. At the top, the header includes the Scottish Rugby logo, the SCRUMS logo, and the text 'Scottish Rugby Management System'. On the right of the header are links for 'JOE BLOGS', 'NEW RUGBY CLUB R/C', and a 'LOGOUT' button. A left-hand navigation menu lists various options: 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 'Joe Blogs (#178595)' and features a top navigation bar with four buttons: 'Create Coach / Match Official Profile' (highlighted with a red box and a red arrow), 'Personal details', 'Address details', and 'Reset password'. Below this, the form is divided into two columns. The left column, titled 'Personal Details', contains input fields for First Name (filled with 'joe'), Middle Names, Surname (filled with 'Blogs'), Email (filled with 'joe@test.com'), Secondary Email, Date of Birth (DD/MM/YYYY, filled with '17/02/2001'), Emergency Contact Name, and Emergency Contact Number. A 'SAVE' button is at the bottom of this column. The right column, titled 'Other Details', contains dropdown menus for 'How do you describe your gender?' (filled with 'Male'), 'Disability' (filled with 'I do not have a disability'), 'Religious Belief' (filled with 'Prefer not to say'), 'Ethnicity' (filled with 'Scottish'), and 'Nationality' (filled with 'Scottish'). A 'SAVE' button is at the bottom of this column. At the bottom of the form, a note states: '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.



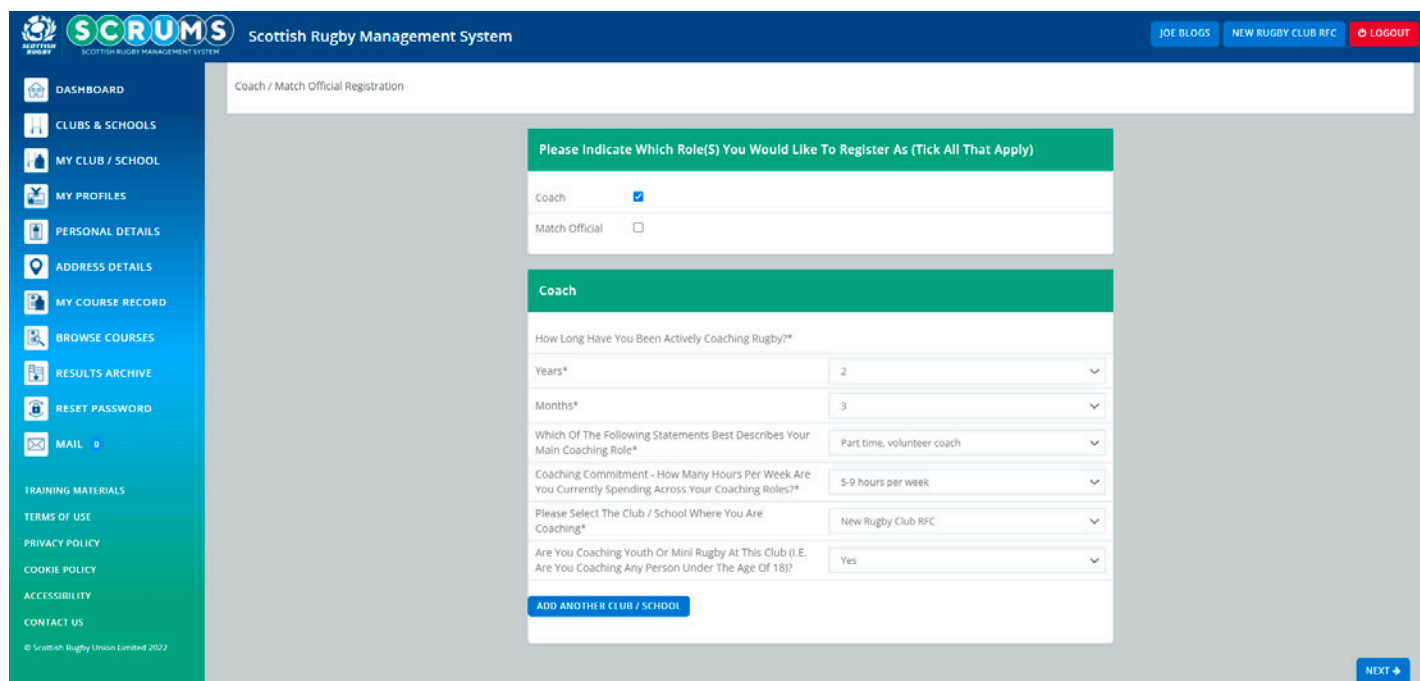
The screenshot shows the 'Coach / Match Official Registration' page in the SCRUMS system. The page has a dark blue header with the SCRUMS logo and 'Scottish Rugby Management System' text. On the right of the header are links for 'JOE BLOGS', 'NEW RUGBY CLUB REC', and a red 'LOGOUT' button. A left-hand navigation menu lists various 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 is titled 'Coach / Match Official Registration' and contains a green box with the instruction: 'Please Indicate Which Role(S) You Would Like To Register As (Tick All That Apply)'. Below this instruction is a table with two rows: 'Coach' and 'Match Official', each with an unchecked checkbox.

Please Indicate Which Role(S) You Would Like To Register As (Tick All That Apply)	
Coach	<input type="checkbox"/>
Match Official	<input type="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 shows the 'Coach / Match Official Registration' form in the SCRUMS system. The form is titled 'Please Indicate Which Role(S) You Would Like To Register As (Tick All That Apply)'. It has two main sections: 'Coach' and 'Match Official'. The 'Coach' section is active and contains several dropdown menus for selection. The 'Match Official' section is inactive and empty. The form is set against a dark blue background with a sidebar on the left containing navigation links. The top right corner has links for 'JOE BLOGS', 'NEW RUGBY CLUB RFC', and 'LOGOUT'.

Please Indicate Which Role(S) You Would Like To Register As (Tick All That Apply)	
Coach	<input checked="" type="checkbox"/>
Match Official	<input type="checkbox"/>

Coach	
How Long Have You Been Actively Coaching Rugby?*	
Years*	2
Months*	3
Which Of The Following Statements Best Describes Your Main Coaching Role*	Part time, volunteer coach
Coaching Commitment - How Many Hours Per Week Are You Currently Spending Across Your Coaching Roles?*	5-9 hours per week
Please Select The Club / School Where You Are Coaching*	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)?	Yes

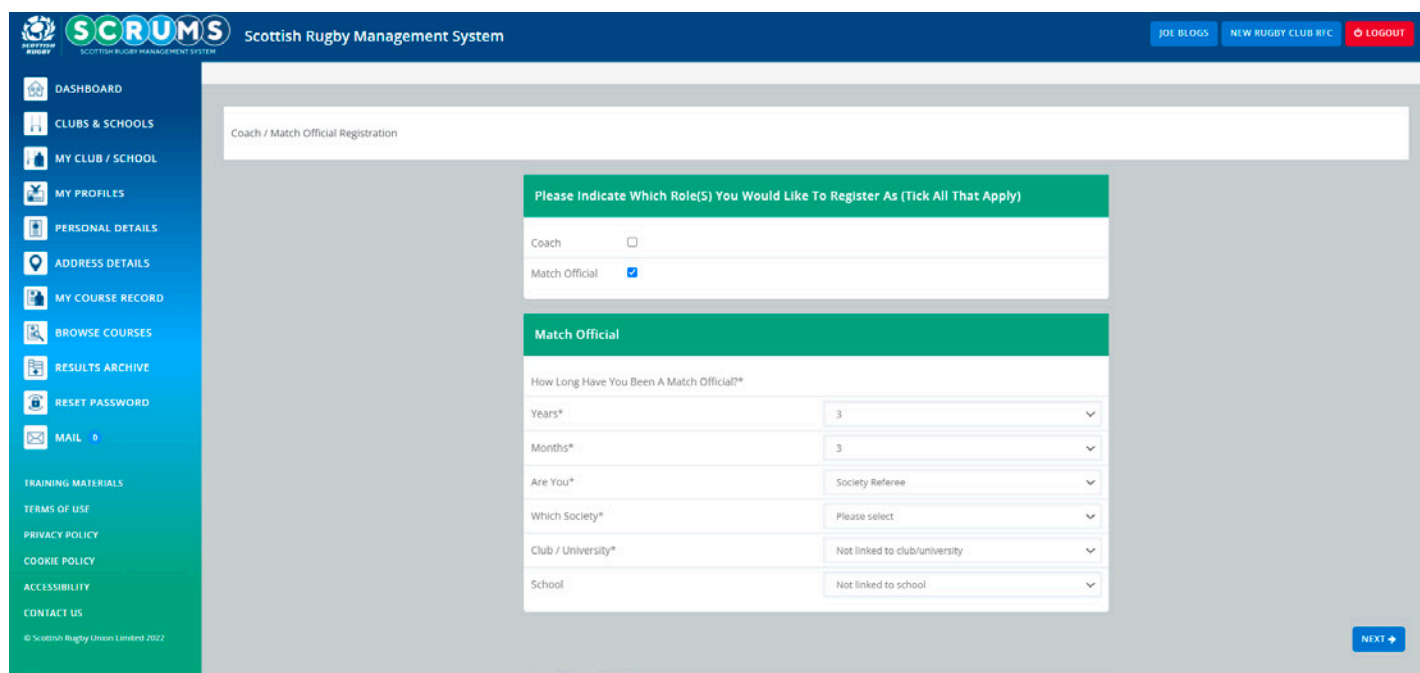
[ADD ANOTHER CLUB / SCHOOL](#)

[NEXT](#)

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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' form in the SCRUMS system. The form is titled 'Please Indicate Which Role(S) You Would Like To Register As (Tick All That Apply)'. It has two sections: 'Coach' and 'Match Official'. The 'Match Official' section is active, showing a dropdown for 'How Long Have You Been A Match Official?' with '3' selected for both 'Years*' and 'Months*'. Below this are dropdowns for 'Are You*' (selected 'Society Referee'), 'Which Society*' (selected 'Please select'), 'Club / University*' (selected 'Not linked to club/university'), and 'School' (selected 'Not linked to school'). A 'NEXT' button is at the bottom right.

Coach / Match Official Registration

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

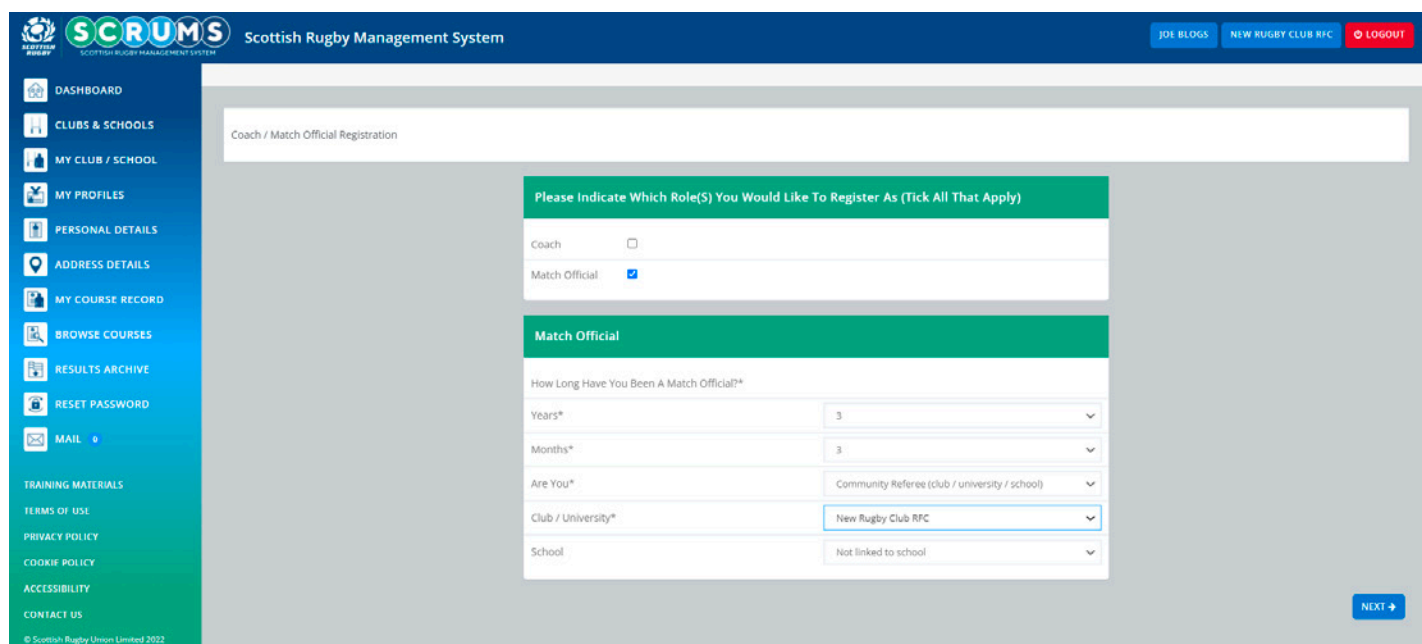
School Not linked to school

NEXT

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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' form in the SCRUMS system. The form is titled 'Please Indicate Which Role(S) You Would Like To Register As (Tick All That Apply)'. It has two sections: 'Coach' and 'Match Official'. The 'Match Official' section is active, showing a dropdown for 'How Long Have You Been A Match Official?' with '3' selected for both 'Years*' and 'Months*'. The 'Are You*' dropdown is set to 'Community Referee (club / university / school)'. The 'Club / University*' dropdown is set to 'New Rugby Club RFC'. The 'School' dropdown is set to 'Not linked to school'. A 'NEXT' button is visible at the bottom right of the form.

Coach / Match Official Registration

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

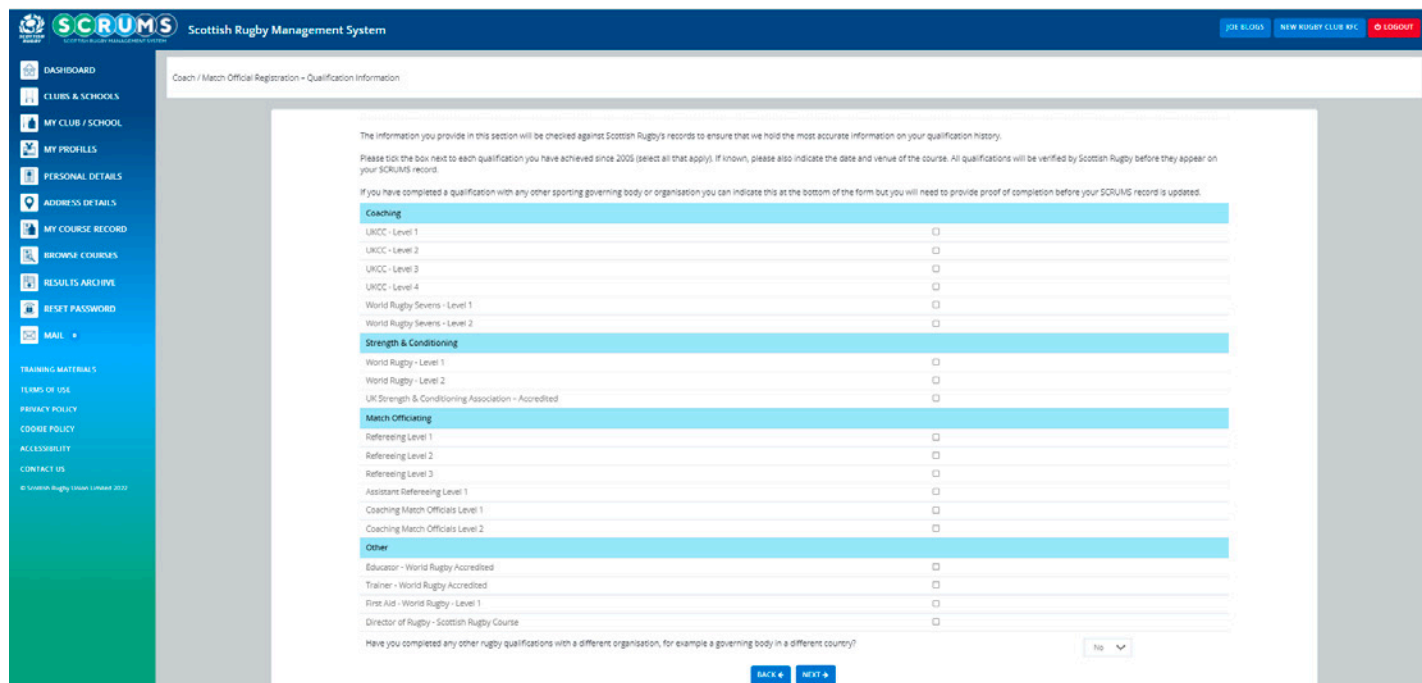
NEXT

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.



The screenshot shows the 'Coach / Match Official Registration - Qualification Information' form within the SCRUMS system. The form includes a sidebar with navigation links and a main content area with instructions and a list of qualifications to be selected.

Coach / Match Official Registration - Qualification Information

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.

Qualification	Selected
Coaching	
UKCC - Level 1	<input type="checkbox"/>
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 type="checkbox"/>
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"/>

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

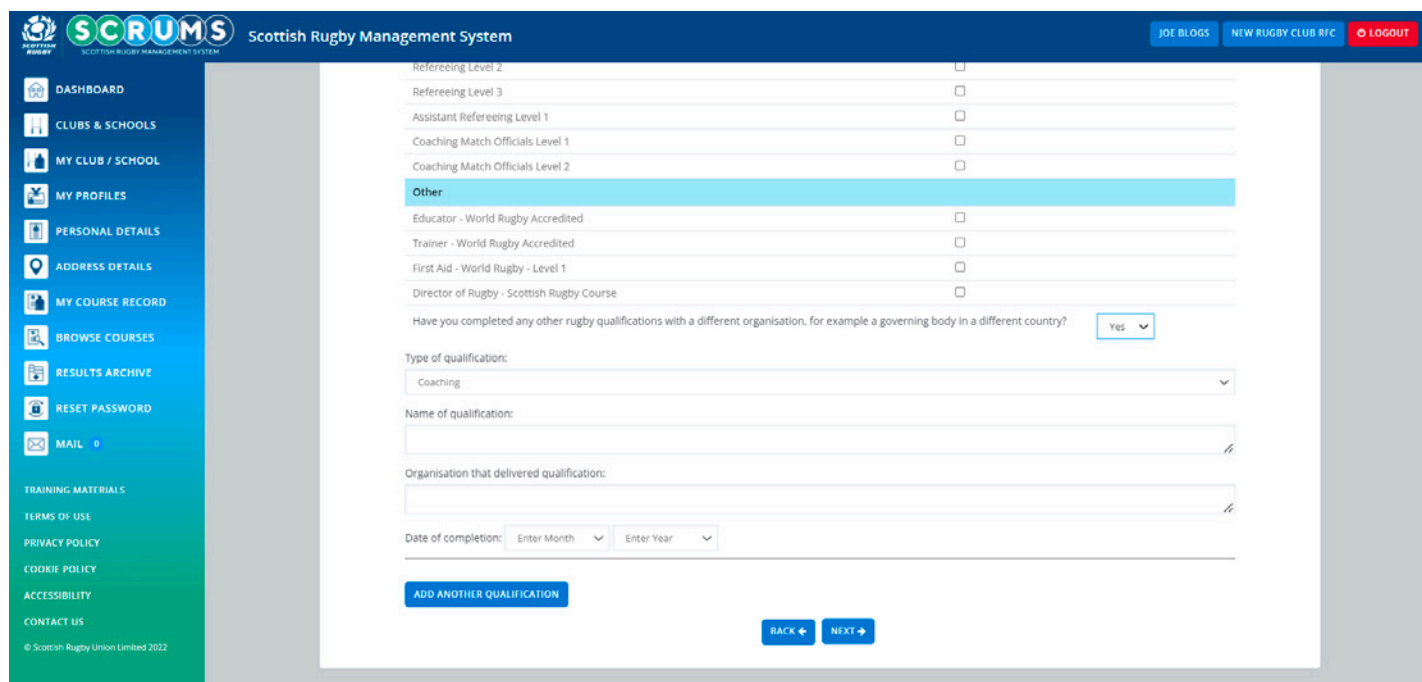
No ☐

[BACK](#) [NEXT](#)

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.

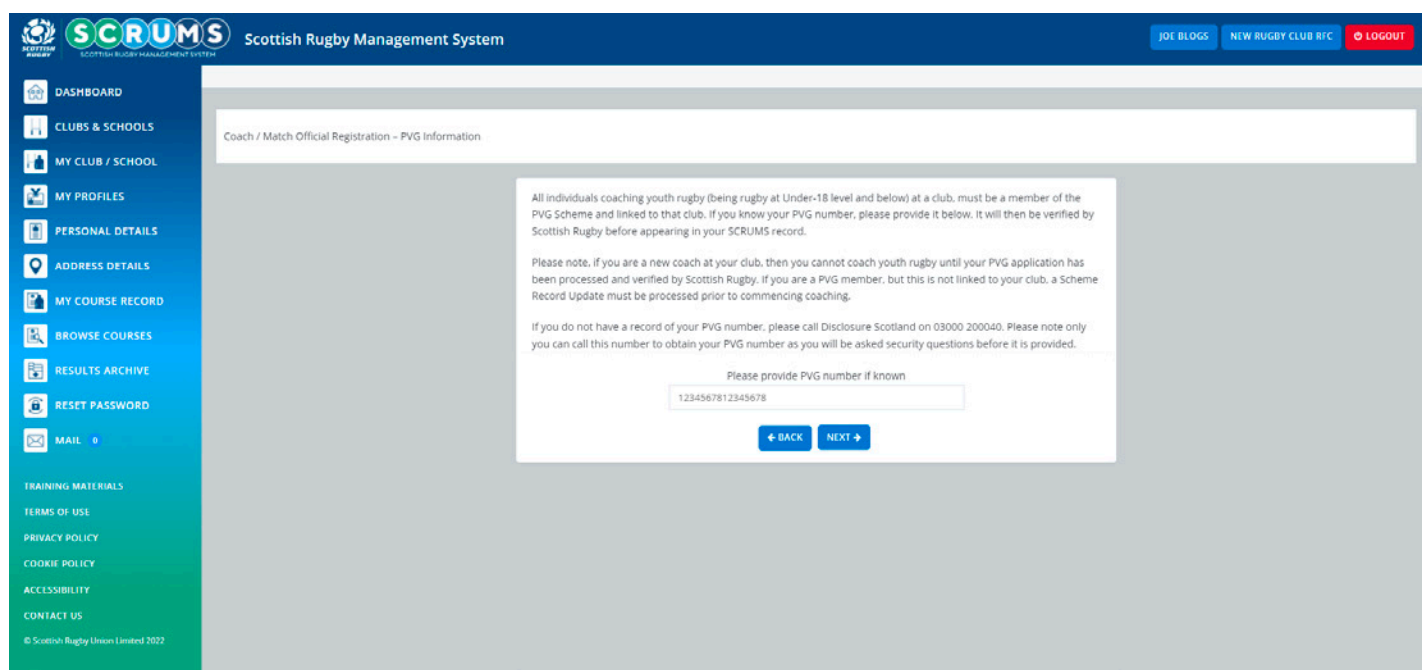


The screenshot shows the SCRUMS Scottish Rugby Management System interface. On the left is a navigation menu with links: DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY PROFILES, PERSONAL DETAILS, ADDRESS DETAILS, MY COURSE RECORD, BROWSE COURSES, RESULTS ARCHIVE, RESET PASSWORD, MAIL, TRAINING MATERIALS, TERMS OF USE, PRIVACY POLICY, COOKIE POLICY, and ACCESSIBILITY. The main content area is titled 'Scottish Rugby Management System' and contains a list of qualifications with 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 list 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 month and 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.

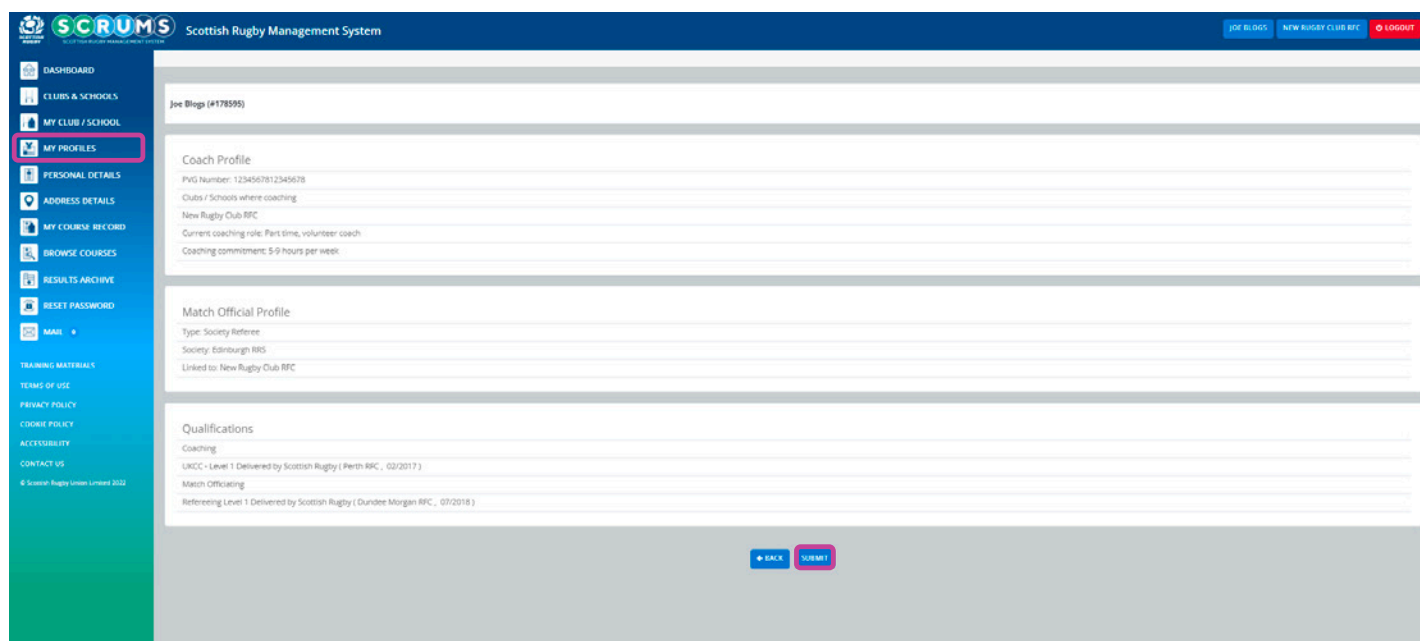


The screenshot shows the SCRUMS web interface. The top navigation bar includes the SCRUMS logo, the text 'Scottish Rugby Management System', and links for 'JOE BLOGS', 'NEW RUGBY CLUB RFC', and 'LOGOUT'. A left-hand sidebar contains a list of menu items: DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, 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 - PVG Information'. It contains a text box with the following 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.' Below this, a note states: '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.' Another note follows: '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.' A form field is labeled 'Please provide PVG number if known' and contains the text '1234567812345678'. At the bottom of the form are two buttons: '← BACK' and '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’**.



SCRUMS Scottish Rugby Management System

Joe Bloggs (4178595)

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 RRS
 Linked to: New Rugby Club RFC

Qualifications

Coaching:
 UNCC - Level 1 Delivered by Scottish Rugby (Perth RFC, 02/2017)
 Match Officiating:
 Refereeing Level 1 Delivered by Scottish Rugby (Dundee Morgan RFC, 03/2018)

BACK SUBMIT

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.