

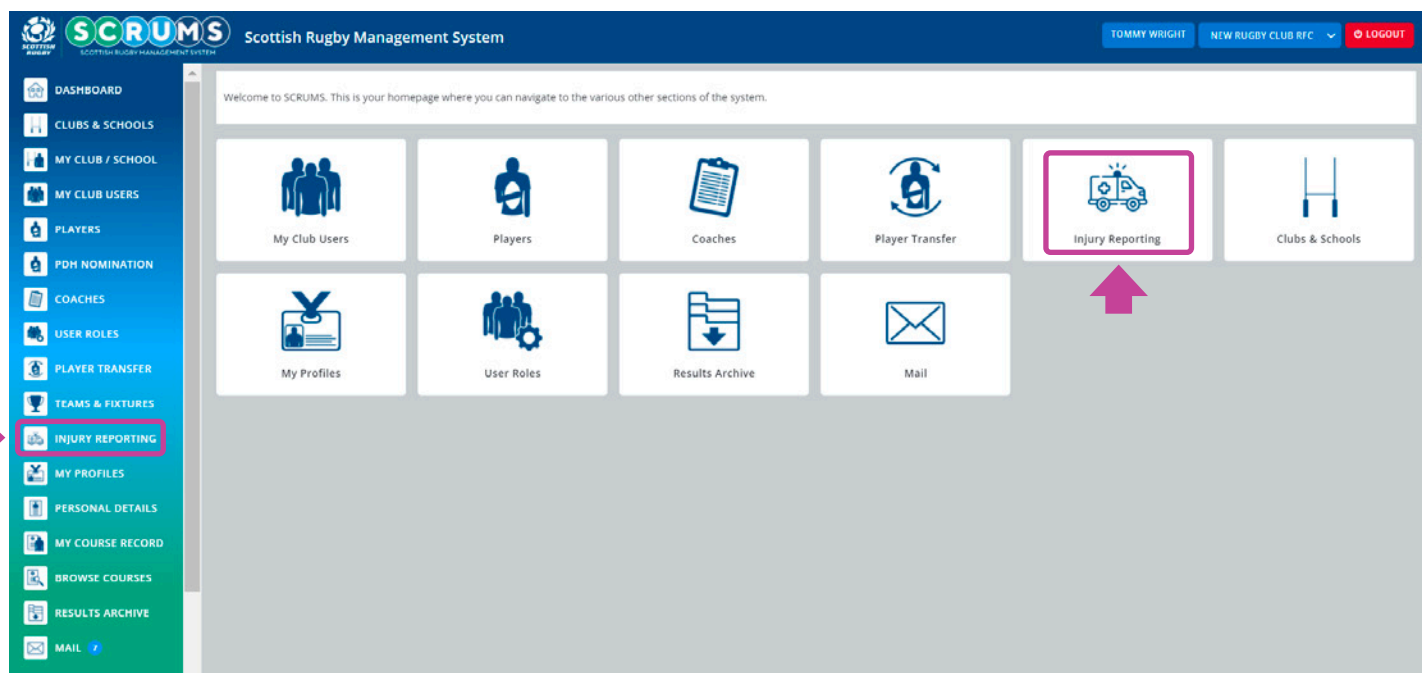
SUBMITTING A SERIOUS INJURY REPORT

For information on injury management and when a serious injury report is required, please visit the Scottish Rugby website at the link below:

<http://www.scottishrugby.org/domestic-rugby/player-welfare/injury-management>

STEP 1

To submit an injury report, navigate to the **'Injury Reporting'** section of SCRUMS, either through the sidebar or dashboard highlighted.

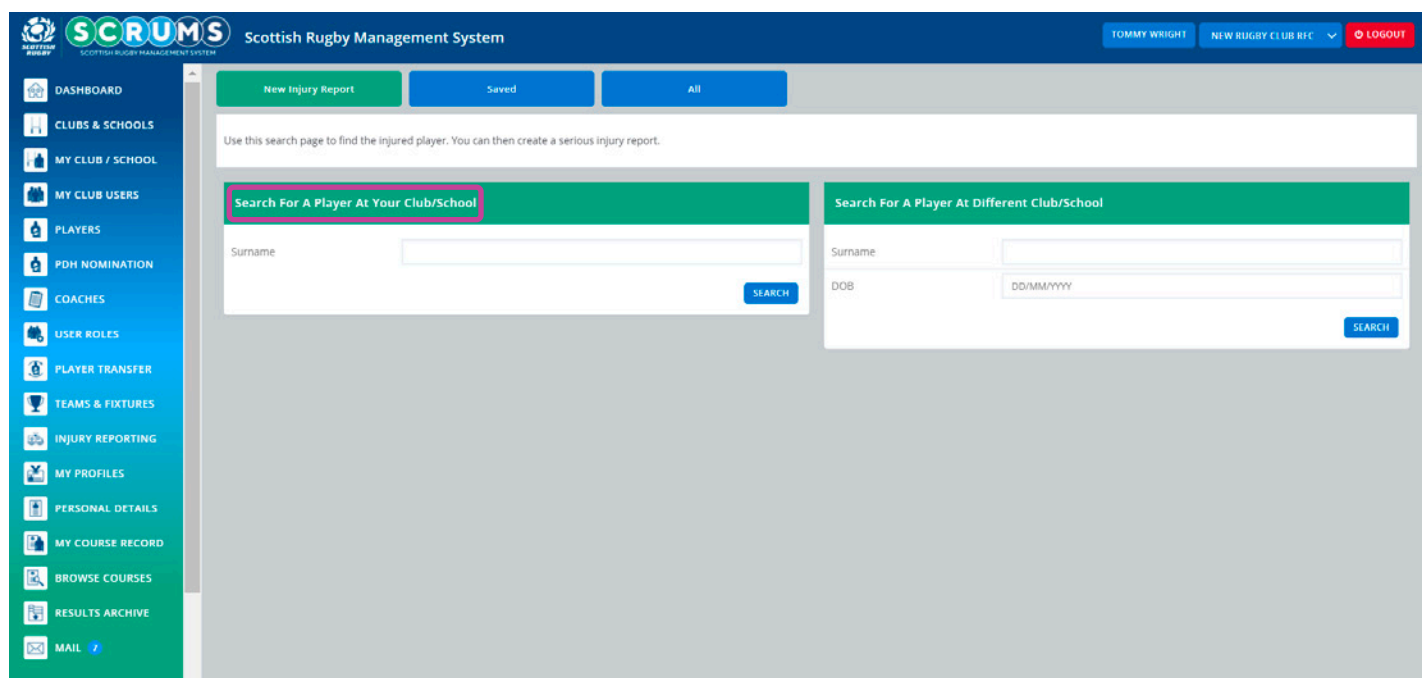


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STEP 2

Search for the injured player. To search for a player registered to play at your club / school, enter the player's surname in the search box on the left, as highlighted below.

If you need to report an injury for a player that is not registered at your club / school, you can use the search box on the right. To do that you will need the player's surname and DOB. You should only need to do this if, for any reason, you have selected a player who is not registered at your club / school and that player then sustains an injury.

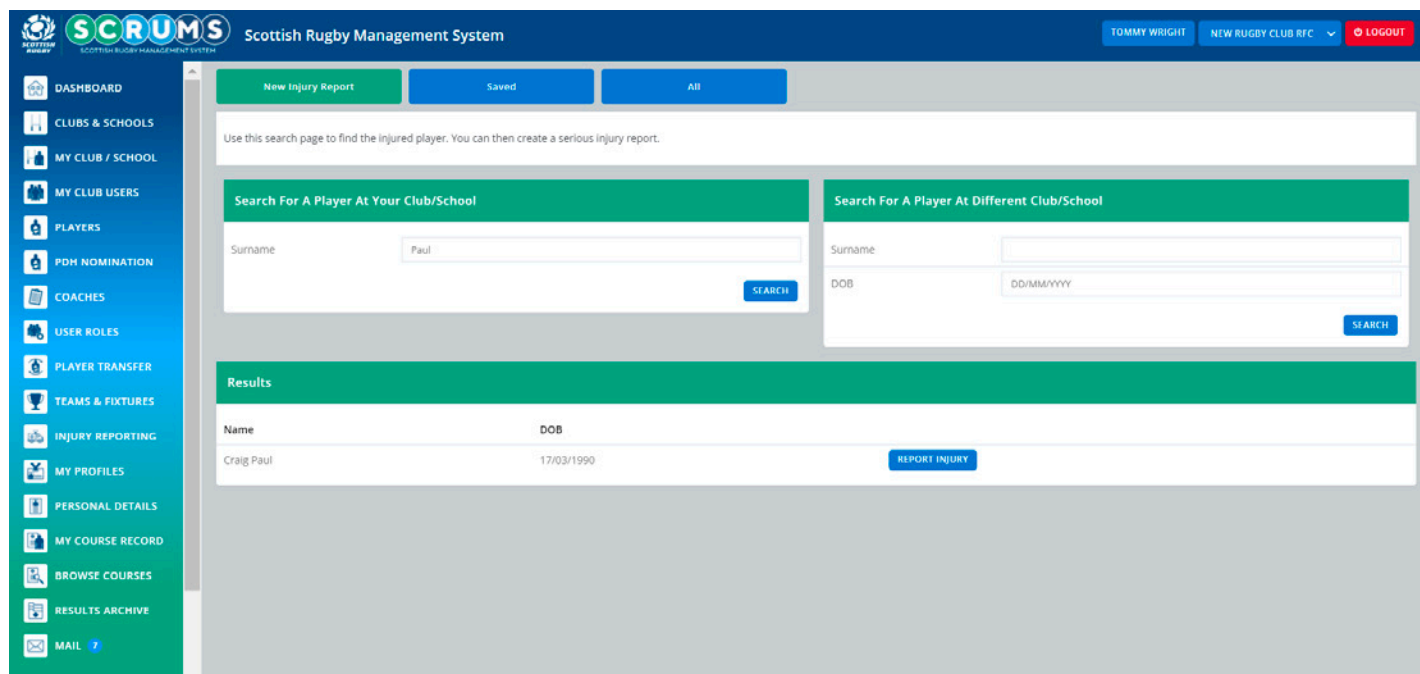


The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top navigation bar includes the SCRUMS logo, the text "Scottish Rugby Management System", and user information: "TOMMY WRIGHT", "NEW RUGBY CLUB RFC", and a "LOGOUT" button. A left sidebar contains a list of menu items: DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY CLUB USERS, PLAYERS, PDH NOMINATION, COACHES, USER ROLES, PLAYER TRANSFER, TEAMS & FIXTURES, INJURY REPORTING, MY PROFILES, PERSONAL DETAILS, MY COURSE RECORD, BROWSE COURSES, RESULTS ARCHIVE, and MAIL. The main content area has a header with three buttons: "New Injury Report" (highlighted in green), "Saved", and "All". Below this is a text prompt: "Use this search page to find the injured player. You can then create a serious injury report." There are two search boxes. The left box is titled "Search For A Player At Your Club/School" and has a "Surname" input field and a "SEARCH" button. The right box is titled "Search For A Player At Different Club/School" and has "Surname" and "DOB" (with a date format "DD/MM/YYYY") input fields and a "SEARCH" button.

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STEP 3

Once you have searched for the injured player by surname, any matching players at your club / school will be listed below. Click on the **'Report Injury'** button next to the injured player's name.



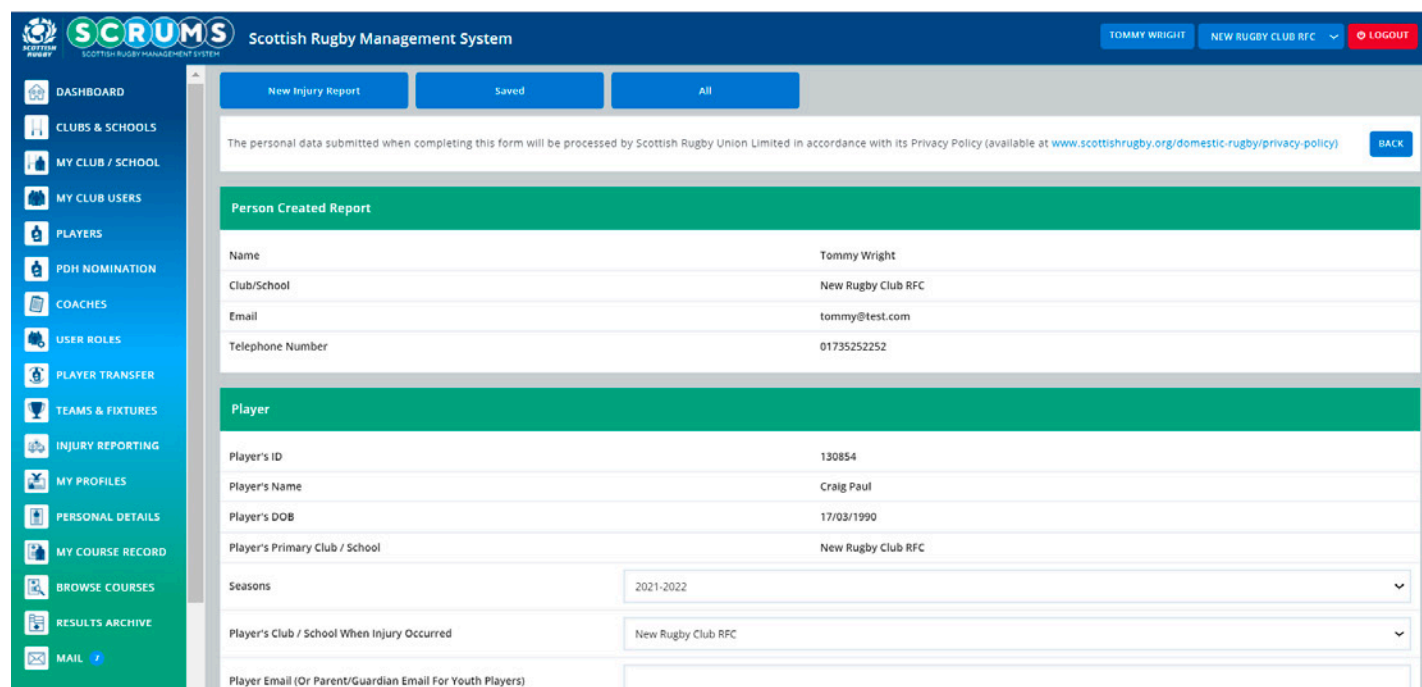
The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top navigation bar includes the SCRUMS logo, the text 'Scottish Rugby Management System', and user information: 'TOMMY WRIGHT', 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button. The left sidebar contains a list of navigation links: DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY CLUB USERS, PLAYERS, PDM NOMINATION, COACHES, USER ROLES, PLAYER TRANSFER, TEAMS & FIXTURES, INJURY REPORTING, MY PROFILES, PERSONAL DETAILS, MY COURSE RECORD, BROWSE COURSES, RESULTS ARCHIVE, and MAIL. The main content area is titled 'New Injury Report' and has tabs for 'New Injury Report', 'Saved', and 'All'. Below the tabs, there is a search instruction: 'Use this search page to find the injured player. You can then create a serious injury report.' There are two search filters: 'Search For A Player At Your Club/School' and 'Search For A Player At Different Club/School'. The first filter has a 'Surname' field with 'Paul' entered and a 'SEARCH' button. The second filter has 'Surname' and 'DOB' fields, with 'DOB' having a placeholder 'DD/MM/YYYY' and a 'SEARCH' button. Below the search filters, there is a 'Results' section with a table. The table has two columns: 'Name' and 'DOB'. The first row shows 'Craig Paul' and '17/03/1990'. To the right of the table, there is a 'REPORT INJURY' button.

Name	DOB
Craig Paul	17/03/1990

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STEP 4

A new injury report will open, with your contact information included at the top. Complete the form, with all relevant information. Mandatory fields are noted with an asterisk * next to them.



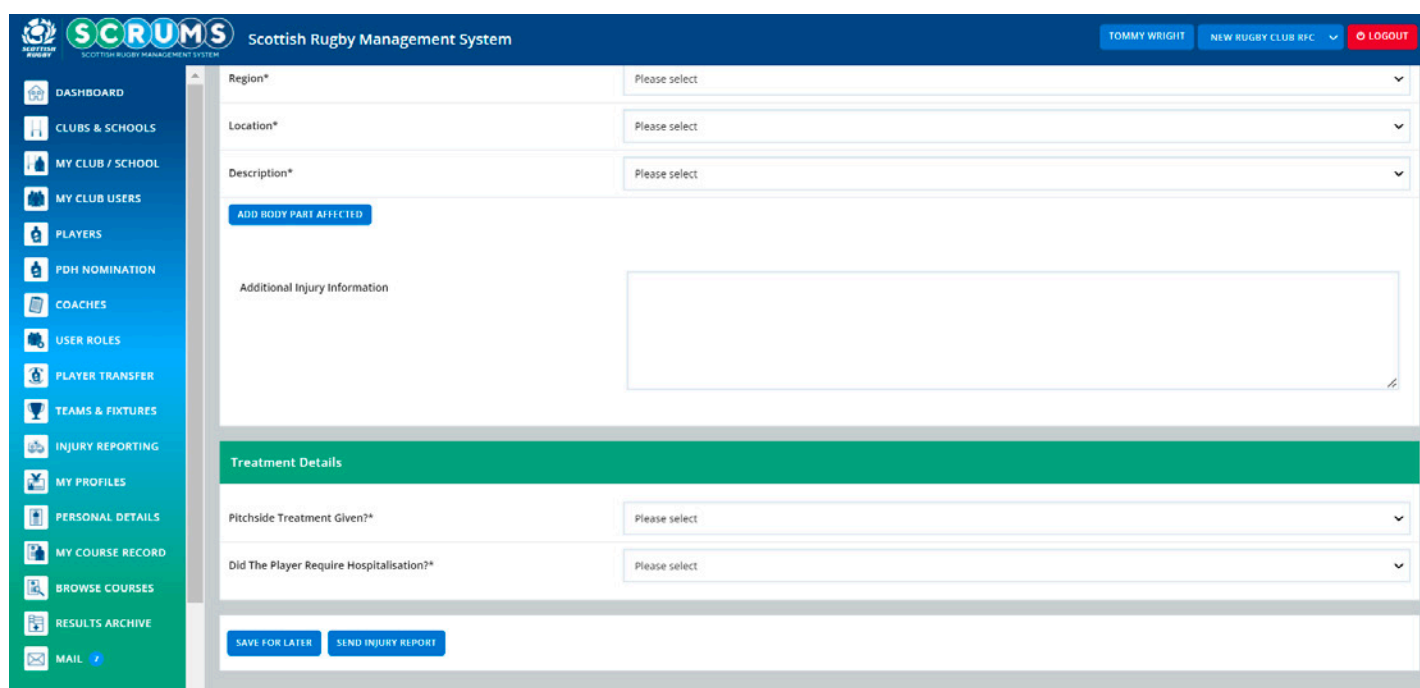
The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top navigation bar includes the SCRUMS logo, the system name, and user information (TOMMY WRIGHT, NEW RUGBY CLUB RFC, and a LOGOUT button). The left sidebar contains a menu with various options: DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY CLUB USERS, PLAYERS, PDH NOMINATION, COACHES, USER ROLES, PLAYER TRANSFER, TEAMS & FIXTURES, INJURY REPORTING, MY PROFILES, PERSONAL DETAILS, MY COURSE RECORD, BROWSE COURSES, RESULTS ARCHIVE, and MAIL. The main content area displays the 'New Injury Report' form. At the top of the form, there are three tabs: 'New Injury Report', 'Saved', and 'All'. Below the tabs, a privacy notice states: 'The personal data submitted when completing this form will be processed by Scottish Rugby Union Limited in accordance with its Privacy Policy (available at www.scottishrugby.org/domestic-rugby/privacy-policy)'. The form is divided into two main sections: 'Person Created Report' and 'Player'. The 'Person Created Report' section contains fields for Name (Tommy Wright), Club/School (New Rugby Club RFC), Email (tommy@test.com), and Telephone Number (01735252252). The 'Player' section contains fields for Player's ID (130854), Player's Name (Craig Paul), Player's DOB (17/03/1990), Player's Primary Club / School (New Rugby Club RFC), Seasons (2021-2022), Player's Club / School When Injury Occurred (New Rugby Club RFC), and Player Email (Or Parent/Guardian Email For Youth Players).

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STEP 5

Once all required fields have been completed, click the **‘send injury report’** button at the bottom of the screen. The report is then shared with Scottish Rugby’s Medical Team and Insurers, and a notification is also sent to the player (or parent for U18 players) and the SCRUMS administrator at the player’s club / school.

If all mandatory fields have not been completed, the report cannot be submitted. If all of the required information is not yet available, there are two options - see below.



The screenshot displays the SCRUMS Scottish Rugby Management System interface. On the left is a blue sidebar menu with icons and labels for various system functions: DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY CLUB USERS, PLAYERS, PDH NOMINATION, COACHES, USER ROLES, PLAYER TRANSFER, TEAMS & FIXTURES, INJURY REPORTING, MY PROFILES, PERSONAL DETAILS, MY COURSE RECORD, BROWSE COURSES, RESULTS ARCHIVE, and MAIL. The main content area has a dark blue header with the SCRUMS logo, the text 'Scottish Rugby Management System', and user information: 'TOMMY WRIGHT', 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button. Below the header, there are three dropdown menus labeled 'Region*', 'Location*', and 'Description*', each with a 'Please select' prompt. A blue button labeled 'ADD BODY PART AFFECTED' is positioned below these menus. Underneath is a text area labeled 'Additional Injury Information'. A green horizontal bar separates this from the 'Treatment Details' section. This section contains two dropdown menus: 'Pitcheside Treatment Given?*' and 'Did The Player Require Hospitalisation?*', both with 'Please select' prompts. At the bottom of the form are two buttons: 'SAVE FOR LATER' and 'SEND INJURY REPORT'.

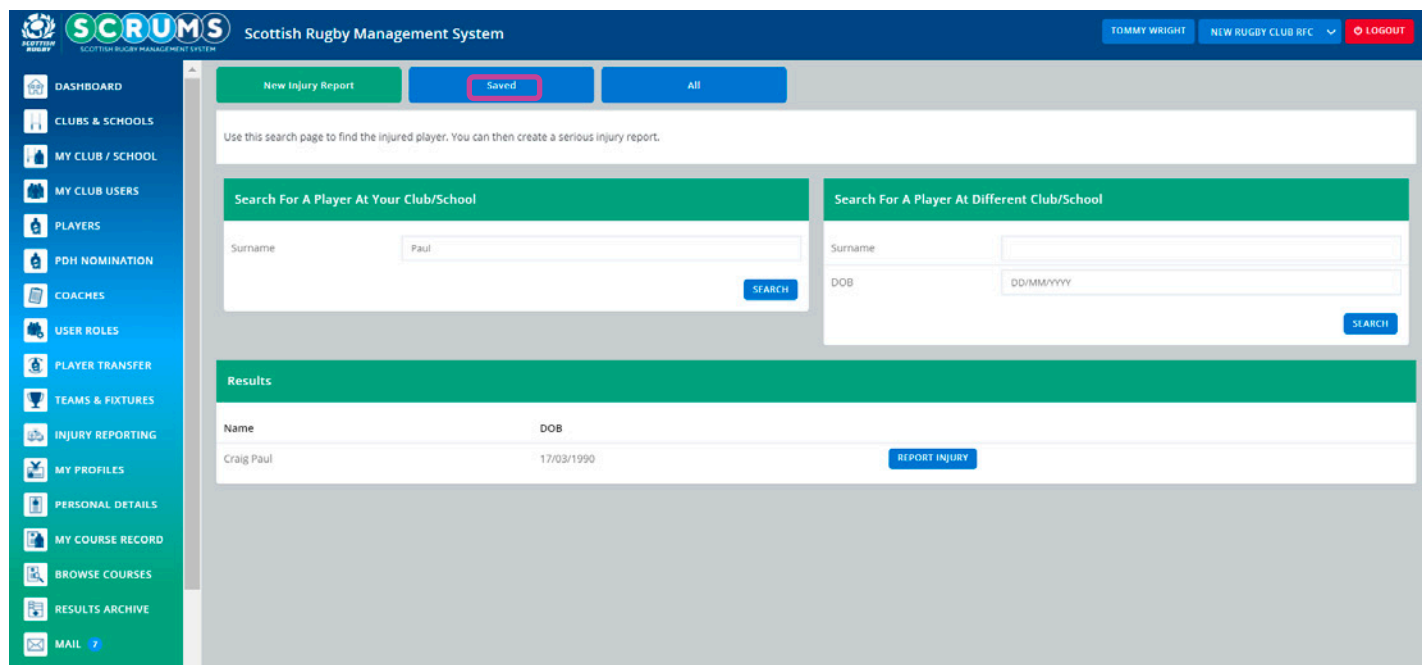
If you have completed all of the required fields but you do not yet know the hospital release date then you should still click the **‘send injury report’** button at the bottom of the screen. This means that the report can be submitted to the Scottish Rugby Medical Team and insurers without delay and they can offer assistance and support as required. You can then update the report with the hospital release date and any other **‘follow-up details’** when you have them (see steps 6, 7 & 8).

If you do not have all of the required information, at any point you can click **‘save for later’** at the bottom of the screen and come back to complete the report when you are able to do so (see steps 6 & 7).

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STEP 6

If you did not have all of the required information to complete the full injury report at step 5, then you can view that report by clicking the **'saved'** button as highlighted below.



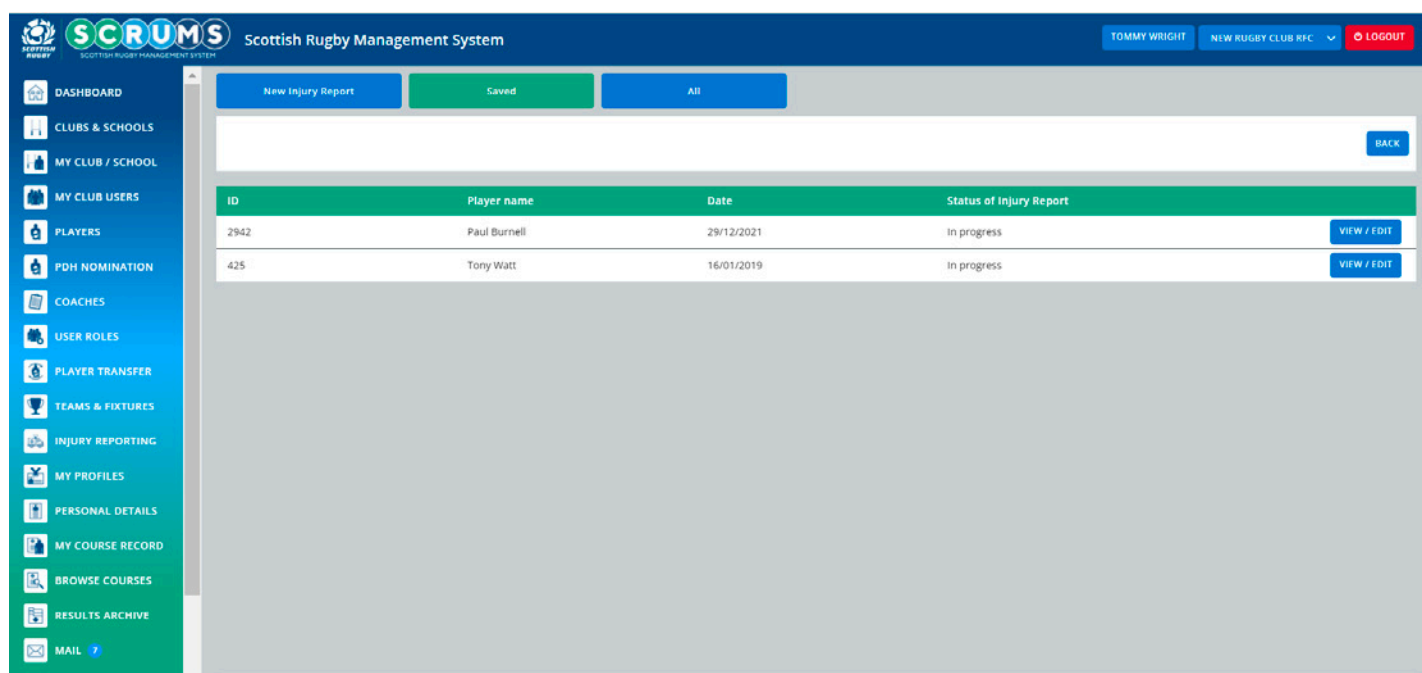
The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top navigation bar includes the SCRUMS logo, the text 'Scottish Rugby Management System', and user information: 'TOMMY WRIGHT', 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button. The left sidebar contains a list of menu items: DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY CLUB USERS, PLAYERS, PDH NOMINATION, COACHES, USER ROLES, PLAYER TRANSFER, TEAMS & FIXTURES, INJURY REPORTING, MY PROFILES, PERSONAL DETAILS, MY COURSE RECORD, BROWSE COURSES, RESULTS ARCHIVE, and MAIL (with a notification badge). The main content area is titled 'New Injury Report' and features three buttons: 'New Injury Report', 'Saved' (highlighted with a red box), and 'All'. Below these buttons is a search section with two tabs: 'Search For A Player At Your Club/School' and 'Search For A Player At Different Club/School'. The first tab has input fields for 'Surname' (containing 'Paul') and 'DOB' (containing '17/03/1990'), with a 'SEARCH' button. The second tab has similar input fields. Below the search section is a 'Results' table with columns 'Name' and 'DOB'. The table contains one entry: 'Craig Paul' with 'DOB' '17/03/1990'. A 'REPORT INJURY' button is located to the right of the table entry.

SUBMITTING A SERIOUS INJURY REPORT

STEP 7

If you submitted the injury report at step 5 but without completing the hospital release date and other related information, the injury report will be displayed on this screen with the status of **‘Submitted – Follow up details required’**. Click **‘View / Edit’** next to the injury to complete the report (see step 8).

If you were missing other information at step 5 and clicked **‘save for later’** then the injury report will be displayed on this screen with the status of **‘In progress’**. Click **‘View / Edit’** next to the injury to amend or complete the report. report at step 5, then you can view that report by clicking the **‘saved’** button as highlighted below.



The screenshot shows the SCRUMS Scottish Rugby Management System interface. The top header displays the user's name 'TOMMY WRIGHT' and the club 'NEW RUGBY CLUB RHC'. The sidebar on the left contains various navigation links. The main content area shows a table of injury reports with columns for ID, Player name, Date, and Status of Injury Report. Two reports are listed: one for Paul Burnell (ID 2942) and one for Tony Watt (ID 425), both with a status of 'In progress'. Each report has a 'VIEW / EDIT' button next to it.

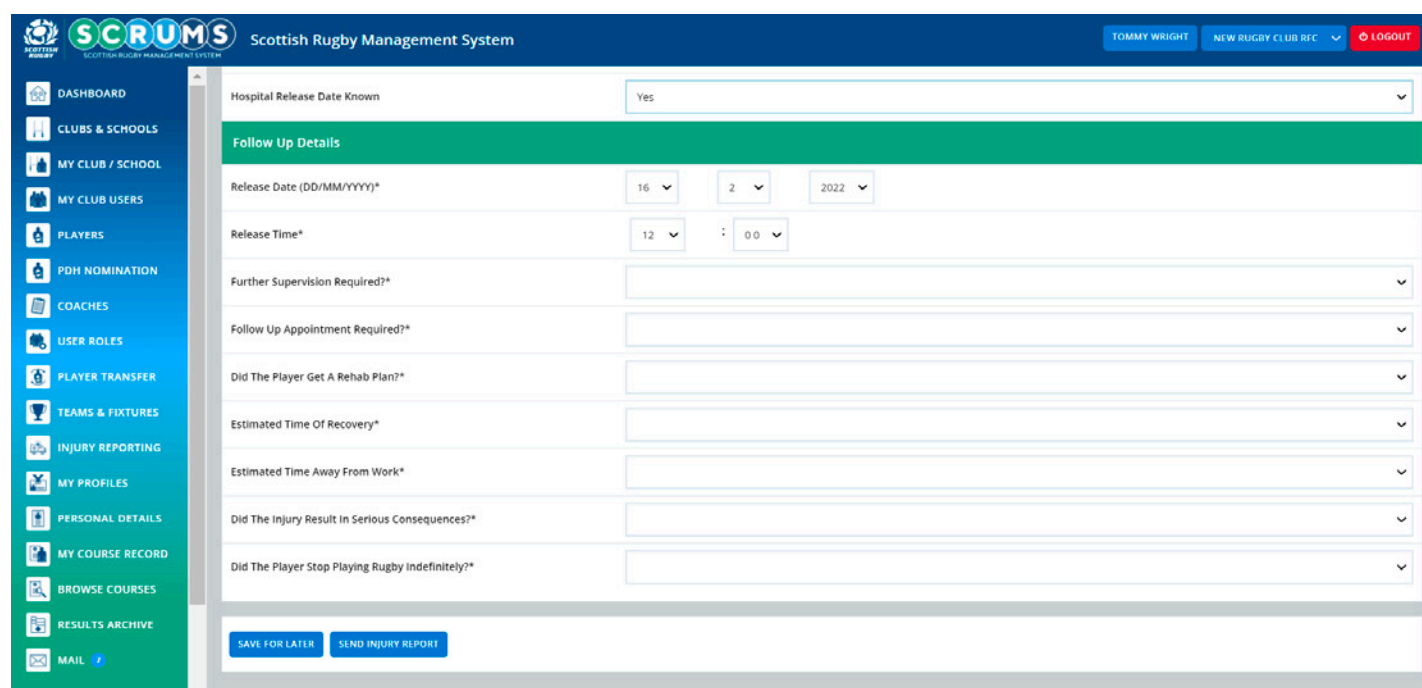
ID	Player name	Date	Status of Injury Report	
2942	Paul Burnell	29/12/2021	In progress	VIEW / EDIT
425	Tony Watt	16/01/2019	In progress	VIEW / EDIT

Please note that any injury report displayed on this screen is incomplete and a notification will not be sent to the player / parent or to the SCRUMS administrator at the club / school, until the report is complete.

SUBMITTING A SERIOUS INJURY REPORT

STEP 8

If you submitted the injury report at step 5 but without completing the hospital release date and other related information, you will not be able to edit any of the information previously entered. You will only be able to complete the **'Follow up details'** section at the bottom of the injury report, as shown below. Once you have completed all of the required fields, you can click the **'Send Injury Report'** button.



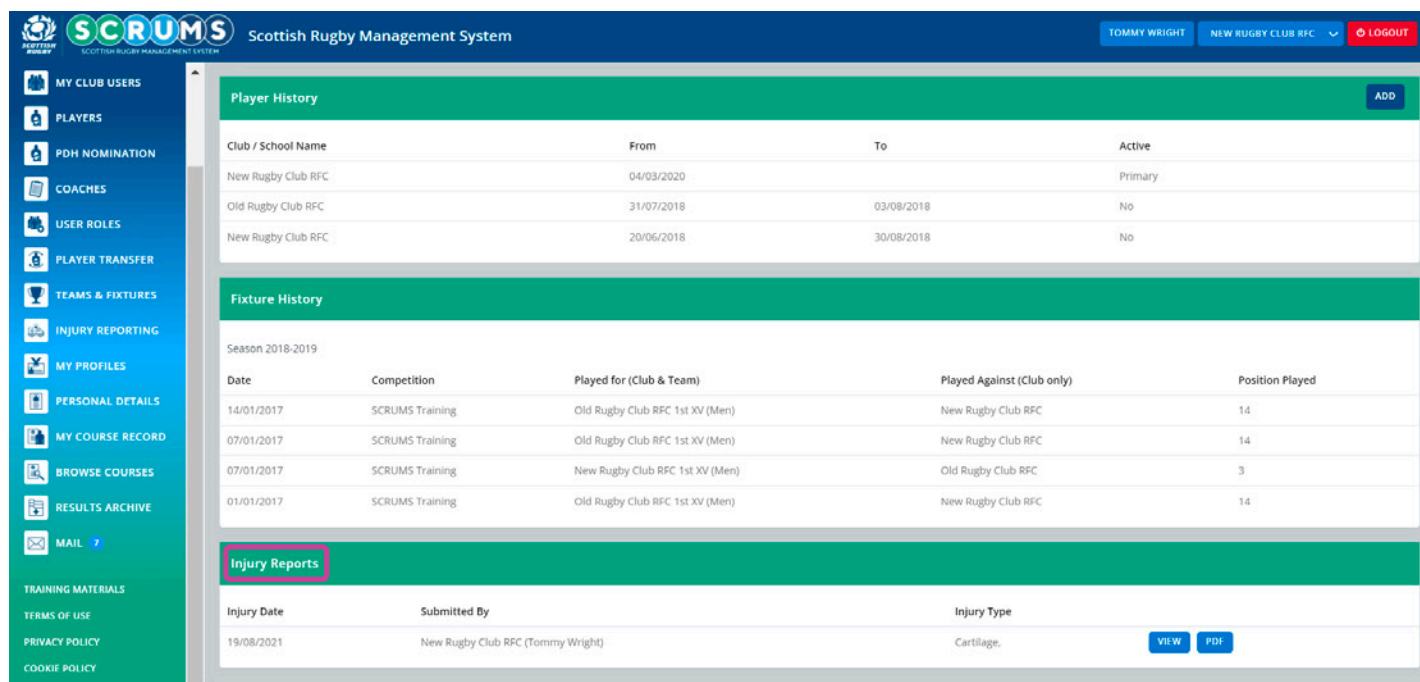
The screenshot shows the 'Follow Up Details' section of the SCRUMS system. The top navigation bar includes the SCRUMS logo, the text 'Scottish Rugby Management System', and user information: 'TOMMY WRIGHT', 'NEW RUGBY CLUB RFC', and a 'LOGOUT' button. A left sidebar contains a menu with options: DASHBOARD, CLUBS & SCHOOLS, MY CLUB / SCHOOL, MY CLUB USERS, PLAYERS, PDH NOMINATION, COACHES, USER ROLES, PLAYER TRANSFER, TEAMS & FIXTURES, INJURY REPORTING, MY PROFILES, PERSONAL DETAILS, MY COURSE RECORD, BROWSE COURSES, RESULTS ARCHIVE, and MAIL. The main content area is titled 'Hospital Release Date Known' with a dropdown menu set to 'Yes'. Below this is the 'Follow Up Details' section, which contains several form fields: 'Release Date (DD/MM/YYYY)*' (with dropdowns for 16, 2, and 2022), 'Release Time*' (with dropdowns for 12 and 00), 'Further Supervision Required?*' (dropdown), 'Follow Up Appointment Required?*' (dropdown), 'Did The Player Get A Rehab Plan?*' (dropdown), 'Estimated Time Of Recovery*' (dropdown), 'Estimated Time Away From Work*' (dropdown), 'Did The Injury Result In Serious Consequences?*' (dropdown), and 'Did The Player Stop Playing Rugby Indefinitely?*' (dropdown). At the bottom of the form are two buttons: 'SAVE FOR LATER' and 'SEND INJURY REPORT'.

Once you have completed all of the required fields, you can click the **'Send Injury Report'** button. the updated version of the report is sent to Scottish Rugby's Medical Team and Insurers.

SUBMITTING A SERIOUS INJURY REPORT

STEP 9

Once an injury report has been submitted, it can only be viewed in SCRUMS by either the injured player (if over 18) or by a SCRUMS administrator at the player's club or school. Submitted injury reports can be found at the bottom of the player's record as highlighted, below the **'Player History'** section. Any injury report can be viewed in SCRUMS or downloaded as a PDF report (the same format as that shared with our insurers).



The screenshot shows the SCRUMS Scottish Rugby Management System interface. The left sidebar contains navigation links: MY CLUB USERS, PLAYERS, PDH NOMINATION, COACHES, USER ROLES, PLAYER TRANSFER, TEAMS & FIXTURES, INJURY REPORTING, MY PROFILES, PERSONAL DETAILS, MY COURSE RECORD, BROWSE COURSES, RESULTS ARCHIVE, MAIL, TRAINING MATERIALS, TERMS OF USE, PRIVACY POLICY, and COOKIE POLICY. The main content area is divided into three sections: Player History, Fixture History, and Injury Reports. The Injury Reports section is highlighted with a red box.

Player History

Club / School Name	From	To	Active
New Rugby Club RFC	04/03/2020		Primary
Old Rugby Club RFC	31/07/2018	03/08/2018	No
New Rugby Club RFC	20/06/2018	30/08/2018	No

Fixture History

Season 2018-2019

Date	Competition	Played for (Club & Team)	Played Against (Club only)	Position Played
14/01/2017	SCRUMS Training	Old Rugby Club RFC 1st XV (Men)	New Rugby Club RFC	14
07/01/2017	SCRUMS Training	Old Rugby Club RFC 1st XV (Men)	New Rugby Club RFC	14
07/01/2017	SCRUMS Training	New Rugby Club RFC 1st XV (Men)	Old Rugby Club RFC	3
01/01/2017	SCRUMS Training	Old Rugby Club RFC 1st XV (Men)	New Rugby Club RFC	14

Injury Reports

Injury Date	Submitted By	Injury Type
19/08/2021	New Rugby Club RFC (Tommy Wright)	Cartilage.

VIEW PDF