PDH NOMINATION GUIDANCE

This guide will detail how to submit an **PDH Nomination** in **SCRUMS**, the Scottish Rugby User Management System.
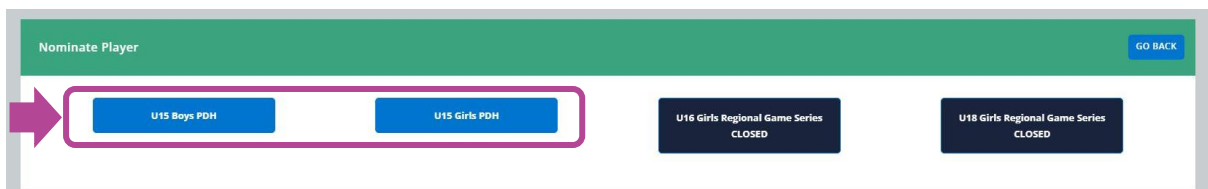
STEP 1: NAVIGATION

Access to **PDH Nominations** can be found on the **Nominate Player** tile in **SCRUMS** under the '**Players**' section. This can be accessed from both the **Main Menu Side Bar** and **Dashboard**.

PLEASE NOTE: To submit a **PDH Application,** you must be:

1. A **Registered Coach** with **Coach Permissions** at same club or school where the player is registered

To begin a NEW nomination, click on either of the available **PDH Buttons**, to open a nomination form.
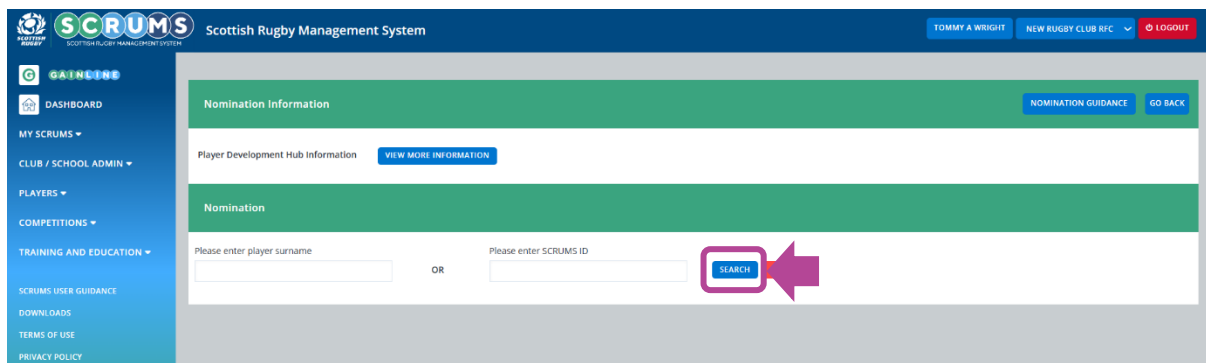
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STEP 2: NOMINATION SEARCH

This will bring up the applicant search. Enter the players **Surname** or **SCRUMS ID** and press the **'SEARCH'** button to find them.
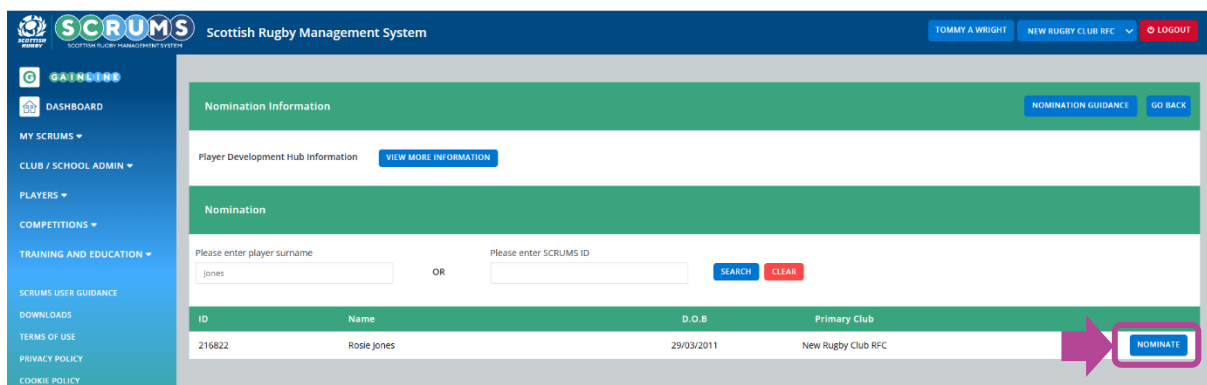
PLEASE NOTE: Boys & Girls U15 Player Development Hubs are 1 year age groups.

- Age Eligibility for **U15 Boys** is 1 Jan 2011 – 31 Dec 2011
- Age Eligibility for **U15 Girls** is 1 Sept 2010 – 31 Aug 2011

To begin a **PDH Nomination** for a player, press the **'NOMINATE'** button beside the user you wish to nominate. This will open the **Nomination Form**.

PLEASE NOTE: Only one (1) application per player is permitted.

If a player has already been nominated by their club / school, you will be unable to submit another nomination for them.

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

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STEP 3: NOMINATION FORM

The **PDH Nomination** form contains 3 sections.

The first section is **Person Submitting Information**. The Name, SCRUMS ID, Email, Telephone and Club / School will be auto populated on the form from their **SCRUMS** profile.

If the **Person Submitting** does not have a saved contact telephone number, they will be required to enter a contact telephone number here.

PLEASE NOTE: If any of this information is incorrect, the details can be changed from the individual's own **SCRUMS** profile, under the **Personal Details** tile.

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STEP 4: PLAYER INFORMATION

The second section is the nominated **Players Information**.

The players Name, SCRUMS ID, D.O.B, Postcode, Club / School, Region and Playing Position will be auto populated on the form from their **SCRUMS** profile.

PLEASE NOTE: If any of this information is incorrect details can be changed from the individual's own profile.

You will then be asked to input the players **Other Preferred Playing Positions.** This information is mandatory for the form's submission.

You can select up to **3 Playing Positions** by clicking the tick box beside the relevant position.

Please also provide the players **Supporting Information**. Briefly describe the players' main strengths and suitability for the programme using the **GASPS nomination criteria** as guidance.

STEP 5: PARENT / GUARDIAN INFORMATION

The third, and final, section of the form is **Parent / Guardian Information.**

Only the **Parent / Guardian Email Address** listed on the **Players SCRUMS Profile** will be pre-populated here.

The **Parent / Guardians Full Name** and Contact **Telephone Number** will need to be manually entered here.

PLEASE NOTE: If the Parent / Guardian wishes to use a different **Contact Email Address** you can add this into the **Parent / Guardian – Email (other)** textbox**.**

Parent / Guardian Information	
Parent / Guardian – Name*	
Parent / Guardian – Email	kieranhudson79@gmail.com
Parent / Guardian – Email (Other)	
Parent / Guardian – Telephone*	

STEP 6: SUBMIT FORM

To **Complete** & **Submit** the **PDH Nomination Form**, press the '**SUBMIT**' Button.

PLEASE NOTE: Once a nomination form has been submitted, it cannot be edited.

SUBMIT

PLEASE NOTE: Once a nomination has been submitted, a **Player Consent Form** and **Player Supporting Information Form** will be automatically sent to the **Parent / Guardian Email Address** of the **Nominated Player**.

All forms must be completed for a player to take part in **PDH**.

If you have any issues or questions, please contact: **rugbydevelopmentadmin@sru.org.uk**

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VIEW NOMINATED PLAYERS

You can view a list of your clubs submitted **PDH Nominations** from the **Nominate Player** tile on **SCRUMS**.