

PDH NOMINATION GUIDANCE

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

STEP 1: NAVIGATION

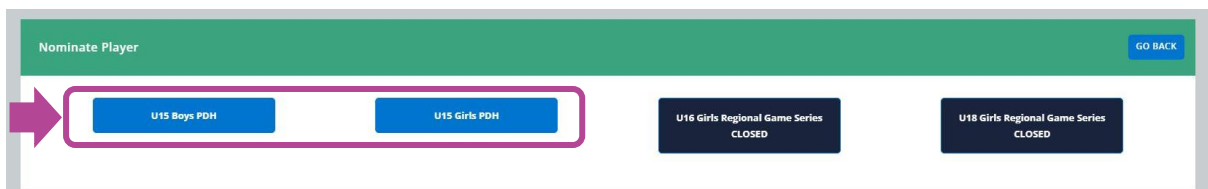
Access to **PDH Nominations** can be found on the **Nominate Player** tile in **SCRUMS** under the **'Players'** section. This can be accessed from both the **Main Menu Side Bar** and **Dashboard**.

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.



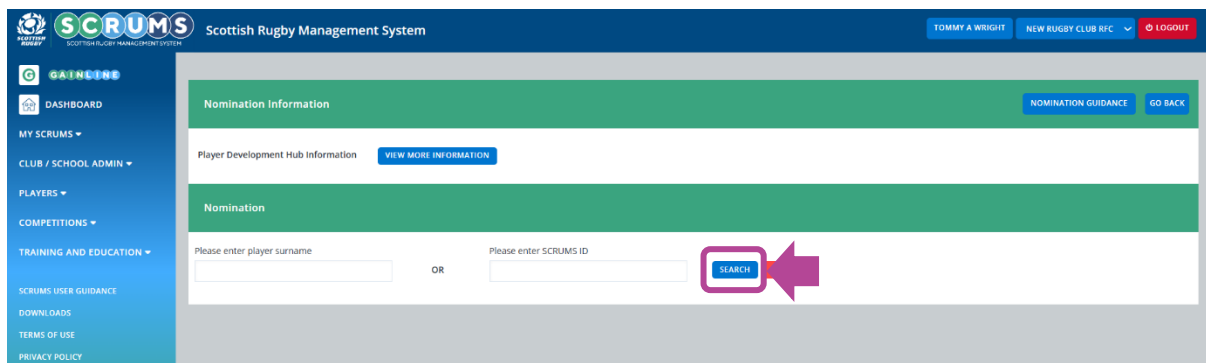
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STEP 2: NOMINATION SEARCH

This will bring up the applicant search. Enter the players **Surname** or **SCRUMS ID** and press the **'SEARCH'** button to find them.

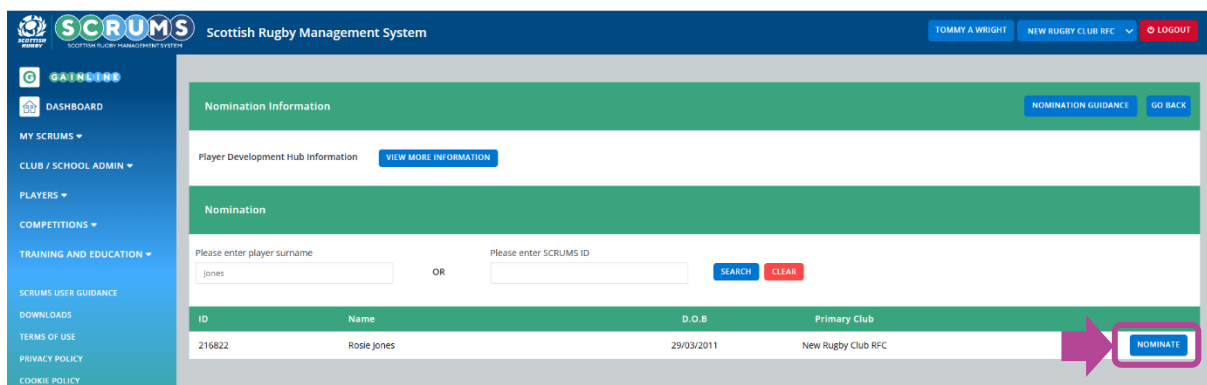
PLEASE NOTE: Boys & Girls U15 Player Development Hubs are 1 year age groups.

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



The screenshot shows the SCRUMS interface. The top navigation bar includes the SCRUMS logo, the text "Scottish Rugby Management System", and user information: "TOMMY A WRIGHT", "NEW RUGBY CLUB RFC", and a "LOGOUT" button. A left-hand menu contains various navigation options. The main content area is titled "Nomination Information" and includes a "NOMINATION GUIDANCE" link and a "GO BACK" button. Below this, there is a section for "Player Development Hub Information" with a "VIEW MORE INFORMATION" button. The "Nomination" section contains two input fields: "Please enter player surname" and "Please enter SCRUMS ID", separated by "OR". A "SEARCH" button is located to the right of the second input field, with a pink arrow pointing to it.

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**.



This screenshot shows the same SCRUMS interface as the previous one, but with search results displayed. The "Nomination" section now includes a table with the following data:

ID	Name	D.O.B	Primary Club
216822	Rosie Jones	29/03/2011	New Rugby Club RFC

Below the table, a "NOMINATE" button is highlighted with a pink arrow.

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.



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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.

Nomination	
Player Development Hub Information VIEW MORE INFORMATION	
Person Submitting Information	
Person Submitting - Name	Tommy A Wright
Person Submitting - SCRUMS ID	130882
Person Submitting - Email	scrumstest@gmail.com
Person Submitting - Telephone*	01234567890
Person Submitting - Club / School	New Rugby Club RFC

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.

Player Information	
Nominated Player - Name	Rosie Jones
Nominated Player - SCRUMS ID	216822
Nominated Player - D.O.B	29/03/2011

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.

Other Preferred Playing Position (Select up to 3 Positions)	
Prop - Tight Head	<input checked="" type="checkbox"/>
Prop - Loose Head	<input type="checkbox"/>
Hooker	<input type="checkbox"/>

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.

Supporting Information	
Please briefly describe the players' main strengths and suitability for the programme using the GASPS nomination criteria as guidance. *	<input type="text"/>



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*	<input type="text"/>
Parent / Guardian - Email	<input type="text" value="kieranhudson79@gmail.com"/>
Parent / Guardian - Email (Other)	<input type="text"/>
Parent / Guardian - Telephone*	<input type="text"/>

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.



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.

The screenshot shows the 'Nominate Player' page in the SCRUMS system. The page has a blue header with the SCRUMS logo and 'Scottish Rugby Management System'. The user is logged in as 'TOMMY A WRIGHT' and is associated with 'NEW RUGBY CLUB RFC'. There are 'GO BACK' and 'LOGOUT' buttons in the top right.

The main content area is titled 'Nominate Player' and contains four buttons: 'U15 Boys PDH', 'U15 Girls PDH', 'U16 Girls Regional Game Series CLOSED', and 'U18 Girls Regional Game Series CLOSED'. Below this is a table titled 'Nominated Players' with the following data:

Full Name	Category	D.O.B	Club
Bobby Hudson	U15 Boys (PDH)	01/01/2011	New Rugby Club RFC
Sister Simpson	U15 Girls (PDH)	31/12/2010	New Rugby Club RFC