FrogCrew

Business Rules

Version 1.0

Revision History

| **Date** | **Version** | **Description** | **Author** |
| --- | --- | --- | --- |
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Business Rules

# Client

* 1. **Profile Management**
     1. BR-1: A Crew Member must have a unique email address in the system.
     2. BR-2: Crew Members can only edit their own profile.
     3. BR-3: Phone numbers must follow the format 999-999-9999.
     4. BR-4: All required fields (First Name, Last Name, Email, Phone Number, Role, Qualified Position) must be filled before saving changes.
  2. **Scheduling & Availability**
     1. BR-5: Crew Members can only view their own schedule.
     2. BR-6: Crew Members must submit availability before being scheduled.
     3. BR-7: Crew Members cannot edit availability for games that have already been scheduled.
     4. BR-8: Availability updates notify the Admin.
     5. BR-9: Only Admins can modify the schedule.
  3. **Shift Exchanges & Coverage Requests**
     1. BR-10: A Crew Member may request shift coverage only if the shift is more than 24 hours away.
     2. BR-11: Only eligible Crew Members with the same role can accept a shift exchange.
     3. BR-12: Admin approval is required for shift exchanges in all roles.
  4. **Viewing and Notifications**
     1. BR-13: Crew Members can only access directory information of other Crew Members.
     2. BR-14: Crew Members receive notifications for schedule updates.
     3. BR-15: Deleted notifications cannot be recovered.

1. **Admin**
   1. **Crew Management**
      1. BR-16: Admins can only delete Crew Members who do not have upcoming scheduled games.
      2. BR-17: Admins cannot delete Crew Members if they are assigned to financial reports.
      3. BR-18: Admins can view, edit, or delete Crew Members' profiles.
   2. **Scheduling & Game Management**
      1. BR-19: Only Admins with scheduling permissions can create a game schedule.
      2. BR-20: A game schedule must have at least one valid game entry before saving.
      3. BR-21: New games cannot overlap with existing scheduled games unless explicitly allowed.
      4. BR-22: A schedule cannot be published until it is reviewed and finalized.
      5. BR-23: Admins can only assign Crew Members to roles they are qualified for.
      6. BR-24: Admins cannot assign Crew Members to overlapping shifts.
   3. **Reporting & Financials**
      1. BR-25: Pay rate data must be stored in Crew Member profiles for financial reporting.
      2. BR-26: Financial reports must be available for both individual games and entire seasons.
      3. BR-27: Historical Crew Member assignments must remain available for financial records even after a Crew Member is deleted.
   4. **Notifications & Communication**
      1. BR-28: Admins must respond to actionable notifications within 24 hours.
      2. BR-29: Notifications should not be deleted until the Admin has reviewed them.
      3. BR-30: The system automatically removes notifications after 30 days if no action is required.
   5. **Position & Template Management**
      1. BR-31: Crew list template names must be unique.
      2. BR-32: A Crew list template must include at least one position.
      3. BR-33: Deleted Crew list templates cannot be recovered.
2. **System Rules**
   1. **Data Validation**
      1. BR-34: All input fields must pass validation before submission.
      2. BR-35: Unique identifiers such as email and Crew Member ID must be validated against existing records.
      3. BR-36: Invalid inputs will trigger error messages detailing the issue.
   2. **Security & Permissions**
      1. BR-37: Only Admins with the correct permissions can access sensitive data.
      2. BR-38: Crew Members can only edit their own profiles unless an Admin intervenes.
      3. BR-39: System logs must retain past Crew Member work history for financial and reporting purposes.