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| STUDENTS | |
| Rule(s): | Enforced By: |
| Students over 18 years old must provide contact details  Students under 18 years old must not have contact details  Students under 18 years old must be linked to a guardian | Student create form |
| Students must not enrol for the same instrument at the same grade | Database unique constraint |
| Students must report to admin when their instrument is broken\*\* |  |
| Students must perform in an ensemble group corresponding to their highest enrolled instrument grade | Procedure ‘AssignEnsembles’ |
| Students must be turning 5 or older in the year they are added to the system | Student create controller |
| Students must report any clashes in their lesson times to the admin before classes begin for the year\*\* |  |

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| STAFF | |
| Rule(s): | Enforced By: |
| Staff must have contact details | Staff create form |
| All staff are paid on an hourly rate | Procedure ‘paypeople’ |
| When staff is added, estimated weekly hours must be assigned and can be edited when workload changes | Staff create & edit form |
| Staff pay scales are decided based on their most prominent role at the SMMC | Procedure ‘paypeople’ |

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| PAYROLL | |
| Rule(s): | Enforced By: |
| Use payroll report is an estimation for paying staff through an external payment system\*\* |  |

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| TUTORS | |
| Rule(s): | Enforced By: |
| Tutors must have level 8 certification in an instrument to teach it | Admin |
| Tutors with a max grade of level 8 for an instrument are considered senior tutors for that instrument  Tutors with a max grade of level 6 for an instrument are considered junior tutors for that instrument | Procedure ‘paypeople’ |
| To be the head tutor of an instrument, tutor must be teaching at a grade 8 level for that instrument | Admin |
| Must be a senior tutor to teach classes with enrolments for grades 7 and 8 | Trigger ‘Create MusicClass’ or Admin (manual) |
| Tutors can only teach multiple instruments if they are appropriately qualified in those instruments | Database design |
| Tutors must report any clashes in their lesson times to the admin before classes begin for the year\*\* |  |
| Tutors must request the admin for sheet music loans\*\* |  |
| All sheet music loaned per instance must be returned together | Admin |
| Tutors cannot loan more sheet music than available amount | SheetMusicTutor create controller |

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| TECHNICIAN | |
| Rule(s): | Enforced By: |
| Technicians must report to admin when a repair is complete\*\* |  |

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| ADMIN | |
| Rule(s): | Enforced By: |
| Admin must manually handle any clashes in lesson times for students and tutors  Admin must assign a technician to an instrument that has been returned for repair  Admin must issue a replacement to the student when instrument repair is reported  Admin must edit repairs and mark as complete when technician reports repair as complete\*\*  Admin must loan out sheet music to tutors at their request\*\*  Admin must assign local musicians to the community orchestra ensemble when necessary | Admin |

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| GUARDIAN | |
| Rule(s): | Enforced By: |
| Guardians must have contact details | Student create form |

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| LOCAL MUSICIANS | |
| Rule(s): | Enforced By: |
| Local musicians must have contact details | LocalMusician create form |
| Local musicians can only join the community orchestra ensemble group | LocalMusician AddEnsemble action |

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| ENROLMENTS | |
| Rule(s): | Enforced By: |
| No late Enrolments. If enrolling later than February then student is enrolled for next year | Trigger ‘Create MusicClass’ |
| Students over 18 should pay the open division fee for the instrument they are enrolling in  Students under 18 should pay the normal student fee for the instrument they are enrolling in  Student must provide evidence of trinity college exam results before moving up a grade | Admin |
| Enrolment must include whether or not student has paid\*\* | Database NOT NULL |

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| ENSEMBLES | |
| Rule(s): | Enforced By: |
| Students enrolled at grade 0 are not assigned to an ensemble  Students enrolled at grade 1-3 are assigned to the Training Orchestra  Students enrolled at grade 4-6 are assigned to the Junior Sinfonia  Students enrolled at grade 7-8 are assigned to the Community Orchestra | Procedure ‘AssignEnsembles’ |

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| LOANS | |
| Rule(s): | Enforced By: |
| Students must have paid the hire fee to have a loan issued to them | Admin |
| Only loan instruments that are not currently loaned or in repair | Procedure ‘Loan Instrument’ |

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| CLASSES | |
| Rule(s): | Enforced By: |
| Classes must begin on the 6th Saturday of the year  Classes must end of the 6th last Saturday of the year  Minimum class size of 3  Maximum class size of 8 for all except instruments except recorder, which has a max size of 16 | Trigger ‘Create MusicClass’ |
| If class does not reach minimum size requirement, issue refund to enrolled student(s) | Admin |
| If class is full, admin can manually add more students  Formation of classes are based on enrolments for the same instrument and grade | MusicClasses create controller |
| Students can only be added to a class that they are enrolled in | Procedure ‘Get Enrollment’ or Trigger ‘Create MusicClass’ |

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| PERFORMANCES | |
| Rule(s): | Enforced By: |
| A record of mass item pieces played for performances taking place in September must be kept so as to not repeat them within a three-year span | Procedure ‘Get Available Pieces’ && Performances index form |
| Every ensemble must perform at all of the performances in the year | Procedure ‘AssignEnsembles’ |

\*\*Once authentication is implemented, access will be granted to appropriate pages for individuals to carry out tasks that can/should be done by an individual without the need to report to an admin.

\*\*Currently no implementation of payment processing, will be added in the future