
TCU Sports Broadcasting

FrogCrew Business Rules

Version 1.0

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| FrogCrew | Version: 1.0 |
| Business Rules | Date: 02/12/2025 |
| FrogCrew | |

Revision History

| Date | Version | Description | Author |
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| 02/12/2025 | 1.0 | Initial BR draft | Michala Rogers |
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Business Rules

1. Client

1.1 Profile Management

- 1.1.1 BR-1: A Crew Member must have a unique email address in the system.
- 1.1.2 BR-2: Crew Members can only edit their own profile.
- 1.1.3 BR-3: Phone numbers must follow the format 999-999-9999.
- 1.1.4 BR-4: All required fields (First Name, Last Name, Email, Phone Number, Role, Qualified Position) must be filled before saving changes.

1.2 Scheduling & Availability

- 1.2.1 BR-5: Crew Members can only view their own schedule.
- 1.2.2 BR-6: Crew Members must submit availability before being scheduled.
- 1.2.3 BR-7: Crew Members cannot edit availability for games that have already been scheduled.
- 1.2.4 BR-8: Availability updates notify the Admin.
- 1.2.5 BR-9: Only Admins can modify the schedule.

1.3 Shift Exchanges & Coverage Requests

- 1.3.1 BR-10: A Crew Member may request shift coverage only if the shift is more than 24 hours away.
- 1.3.2 BR-11: Only eligible Crew Members with the same role can accept a shift exchange.
- 1.3.3 BR-12: Admin approval is required for shift exchanges in all roles.

1.4 Viewing and Notifications

- 1.4.1 BR-13: Crew Members can only access directory information of other Crew Members.
- 1.4.2 BR-14: Crew Members receive notifications for schedule updates.
- 1.4.3 BR-15: Deleted notifications cannot be recovered.

2. Admin

2.1 Crew Management

- 2.1.1 BR-16: Admins can only delete Crew Members who do not have upcoming scheduled games.
- 2.1.2 BR-17: Admins cannot delete Crew Members if they are assigned to financial reports.
- 2.1.3 BR-18: Admins can view, edit, or delete Crew Members' profiles.

2.2 Scheduling & Game Management

- 2.2.1 BR-19: Only Admins with scheduling permissions can create a game schedule.
- 2.2.2 BR-20: A game schedule must have at least one valid game entry before saving.
- 2.2.3 BR-21: New games cannot overlap with existing scheduled games unless explicitly allowed.
- 2.2.4 BR-22: A schedule cannot be published until it is reviewed and finalized.
- 2.2.5 BR-23: Admins can only assign Crew Members to roles they are qualified for.
- 2.2.6 BR-24: Admins cannot assign Crew Members to overlapping shifts.

2.3 Reporting & Financials

- 2.3.1 BR-25: Pay rate data must be stored in Crew Member profiles for financial reporting.
- 2.3.2 BR-26: Financial reports must be available for both individual games and entire seasons.
- 2.3.3 BR-27: Historical Crew Member assignments must remain available for financial records even after a Crew Member is deleted.

2.4 Notifications & Communication

- 2.4.1 BR-28: Admins must respond to actionable notifications within 24 hours.
- 2.4.2 BR-29: Notifications should not be deleted until the Admin has reviewed them.
- 2.4.3 BR-30: The system automatically removes notifications after 30 days if no action is required.

2.5 Position & Template Management

- 2.5.1 BR-31: Crew list template names must be unique.
- 2.5.2 BR-32: A Crew list template must include at least one position.
- 2.5.3 BR-33: Deleted Crew list templates cannot be recovered.

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3. System Rules

3.1 Data Validation

- 3.1.1 BR-34: All input fields must pass validation before submission.
- 3.1.2 BR-35: Unique identifiers such as email and Crew Member ID must be validated against existing records.
- 3.1.3 BR-36: Invalid inputs will trigger error messages detailing the issue.

3.2 Security & Permissions

- 3.2.1 BR-37: Only Admins with the correct permissions can access sensitive data.
- 3.2.2 BR-38: Crew Members can only edit their own profiles unless an Admin intervenes.
- 3.2.3 BR-39: System logs must retain past Crew Member work history for financial and reporting purposes.