

ADMINISTRATIVE OPERATIONS MANUAL

Cercle Administrator

Derived directly from the current markdown manual suite with governed football stationery and DBG

Sublising gowels/cercle-administrator.md

CAF and FIFA references are contextual standards markers only. Federation-authoritative operational data remains runtime truth.

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FECOFA DIGITAL HUB: CERCLE ADMINISTRATOR MANUAL

1. NON-DISCLOSURE & CONFIDENTIALITY

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2. ABOUT THIS MANUAL & SOURCE AUTHORITY

This manual defines the mandate of CERCLEADMIN, the desk where most of the work in this system actually happens. The grant list is fixed in lib/auth/permissions.ts (CERCLEADMIN_PERMISSIONS) and printed in full in section 6.

Your tier is the maker side of every two-person duty: you record, request and collect, and a provincial official approves, decides and confirms. You hold no approve: permission at all, and that absence is deliberate - it is what makes it safe for one person to run a cercle desk.

3. VISION & POSITIONING

In much of the country the cercle desk is the only place a player will ever meet the federation. It is where a physical identity card is examined, where a licence fee is taken, where a club becomes a real registered entity. Everything the national registry claims to know rests on what is done at this desk.

That is also why the desk is bounded. You can do a great deal inside your cercle and nothing at all outside it, and the acts that could hide money or move a player unseen need a second person.

4. AUDIENCE DEFINITION

Target Audience: Administrators formally appointed to one cercle, holding a CERCLE_ADMIN assignment pinned to that cercle.

Your scope is exactly one cercle. Actor-scope resolves your allowed cercles to that single id and re-checks every record - member, organization, team, payment - against it before any action runs.

5. AVAILABLE SURFACES AND ACCESS

Your menu carries these screens, and no others:

Daily tabs:

- **Home:** ``/my-football``
- **Match reports:** ``/match-reports``
- **Register:** ``/registration``
- **Competitions:** ``/competitions``

Your cercle:

- **Cercle onboarding:** ``/onboarding/cercle``
- **Clubs and academies:** ``/cercle/clubs``
- **Group space:** ``/group``

Operations:

- **Transfers:** ``/tms``
- **Match sheet desk:** ``/referees``
- **Analytics:** ``/analytics``
- **Formalize:** ``/formalize``
- **Licence payments:** ``/payments``
- **Identity desk:** ``/registration/identity``
- **Identity backlog:** ``/analytics/identity``
- **Credential desk:** ``/account-access/reset``
- **Finance:** ``/finance``
- **Fixed assets:** ``/finance/assets``
- **Payroll:** ``/finance/payroll``
- **Suppliers and receivables:** ``/finance/payables``

(Note: `/sporting`, `/medical`, `/planning/agenda` and `/intradesk` are club-post screens and are not on your menu; consolidated accounts, user access and monitoring are federation screens.)

6. PERMISSIONS / OPERATIONAL SCOPE

Permission set, as fixed in `lib/auth/permissions.ts`: `capture:safetysummary`, `create:member`, `create:organization`, `activate:organization`, `submit:matchreport`, `verify:registration`, `update:payment`, `process:transfer`, `verify:nationalid`, `update:memberprofile`, `manage:documents`, `manage:activities`, `create:sportingdata`, `create:medicaldata`, `communicate:group`, `view:accounting`, `manage:accounting`.

Three of these carry weight worth stating plainly:

- `verify:national_id`` - recording that you physically examined an identity card. Club-level roles deliberately do

not hold this: a club must not attest its own roster's documents. When the member is standing at your desk, you are often the only official who will ever see the card.

- **`update:payment`** - collecting the licence fee at the guichet. This is a maker act, not an approval: the collection is recorded PENDING and the tier above confirms it against the mobile-money statement.

- **`create:organization`** - founding a club or academy, and staffing its posts. Assigning a club post is what creates a club administrator, a coach or a treasurer account (see section 8).

SEPARATION OF DUTIES

You are the maker. Everything you record that touches money or player movement waits for a provincial official:

| What you do | Who completes it |

| :--- | :--- |

| Record a supplier invoice (manage:accounting) | Provincial official pays it (approve:finance) |

| Create a payroll run | Provincial official posts it |

| Save a budget - always as a draft | Provincial official approves it |

| Request a transfer (process:transfer) - the player does not move | Provincial official approves or rejects it |

| Collect a licence fee (update:payment) - recorded PENDING | Provincial official verifies it (verify:payment) |

Two daily acts are deliberately single-handed, and you should know why: the guided cash recorder and member receivables are maker-level operations, because requiring pre-approval on every cash receipt would deadlock a one-person cercle. The compensating control is the ledger itself - entries are immutable, attributed to you, and reviewed by anyone holding view:accounting.

7. WHAT THIS ROLE CANNOT DO

- **You cannot approve anything.** No `approve:finance`, no `approve:transfer`, no `verify:payment`. You are the maker; the province is the checker.

- **You cannot act outside your cercle.** Editing a URL to reach another cercle is refused and recorded as a security event.

- **You cannot create a competition.** `create:competition` starts at the provincial tier.

- **You cannot mint a digital passport, update CPE records, grant user access, or publish your cercle's public mini-site.** Those are federation-only acts. Publishing a mini-site with your committee named on it is a federation decision.

- **You cannot create an operator account for another territorial role.** Only federation leadership grants cercle, provincial or federation roles.

- **You cannot delete finalized match reports, approved transfers, or an issued `careerNumber`.

- **You cannot activate a member by declaring the fee paid.** Activation follows a verified payment result, never an operator's assertion.

8. MAIN SCREENS

1. **Register** (`/registration`): the intake desk. Search by `nationalId` or `careerNumber` before every capture; the reuse box will offer an existing career number when the person already has one. A captured record is PENDING until validated.
 - **Family accounts**, under the member editor ("Correct details" on a member): link the player's own account, or a parent's or legal guardian's, by name and email address - only once you have checked the person's identity document and their tie to the player, which the form asks you to confirm. A new account gets an email to activate it; the person then accepts the link on their own screen before they see anything of the player. You may record a WhatsApp number (with its country code), but you cannot send password links there: only the account's owner can turn WhatsApp on, with their own password, and a number you change turns it off until they confirm it. An account that holds a post cannot be linked here. "End this link" removes an account's access to the player at once.
2. **Identity desk** (`/registration/identity`): where you record that you sighted the physical card, and where a transcription error is corrected. Refusing a wrong transcription is the point of the screen, not a failure of it.
3. **Licence payments** (`/payments`): collection at the guichet. What you record here is a claim that money arrived; the province confirms it against the statement before anything activates.
4. **Clubs and academies** (`/cercle/clubs`): the club register of your cercle, and the org chart of each club. Filling a post here is how a club administrator, a coach or technical director, or a treasurer gets their account and their access - each post carries the role it grants. Vacating a post removes that access. You can never mint a cercle, provincial or federation role from this screen; the code refuses it.
5. **Cercle onboarding** (`/onboarding/cercle`): the guided setup for a cercle that is starting - confirming organizations, getting the first clubs real.
6. **Transfers** (`/tms`): raising a request. Nothing moves until the province decides.
7. **Finance** (`/finance`, `/finance/payables`, `/finance/payroll`, `/finance/assets`): the books of your cercle's entities. You post; the province approves what needs approving.
8. **Group space** (`/group`): internal messaging and the call room for your cercle.
9. **Credential desk** (`/account-access/reset`): issuing a password reset link for an account inside your own cercle. It is bounded on purpose - it refuses for holders of cercle, provincial or federation access - because the alternative to a local reset desk is a shared login, which destroys the audit trail. Most people can now recover alone with "Forgot your password?" on the sign-in page (`/account-access/forgot`), which emails a link to the address on their account. You are who that page sends people to when the email does not arrive, or when this platform cannot send email at all. A link you issue here is not cancelled when the person also asks for one by email. Someone who still knows their password and only wants a new one needs no link at all: the key icon in the top bar (`/account-access/password`) changes it, and signs out their other devices.

9. DAILY TASKS & WORKFLOW CYCLE

1. **Sign in with your own credential.** Never a shared account: every rule in section 6 is enforced by comparing user identities.
2. **Clear the capture queue:** validate the records volunteers and clubs captured yesterday, sighting documents where the person is present.
3. **Work the guichet:** collect fees, record collections, and hand the PENDING list to the province.
4. **Chase your identity backlog** at `/analytics/identity`. It is the one number the province and the federation both watch.
5. **Raise the transfers** that are ready, and tell the club that the request is with the province.

6. **Before match day:** confirm fixtures and rosters, and lodge the match sheets at `/referees`` after the games.
7. **End of day:** review what your volunteers captured, and sign out.

10. KEY ALERTS & WARNING SIGNALS

- **Red flag - "Data Mismatch":** the transcription does not match the registered identity. Correct it at the identity desk; do not create a second record.
- **Yellow flag - "Pending Payment":** no confirmed `paymentTxId``. The member is not active.
- **Orange flag - "Out of Scope":** an action outside your cercle was refused and recorded.
- **Grey - PENDING:** normal for a fresh capture and for a fresh collection. Both wait on somebody else.
- **A transfer stuck in PENDING** is waiting for the province, not for you.

11. IDENTITY AND PASSPORT GUIDANCE

- `careerNumber`` - permanent, issued once, never reissued. The reuse box exists so a returning player keeps theirs.
- `digitalPassportId`` - the eligibility token behind `/passport/[id]``.
- `nationalId`` - transcribed from the card, in front of you, digit by digit.

Search before you create. A duplicate splits a person's history in two, and only an administrative act can put it back together. When the search offers a match, stop and check it rather than starting a fresh record.

12. COMMON MISTAKES TO AVOID

- **Approving a registration without looking at the document.** Your sighting is what the whole registry rests on.
- **Typing a `nationalId`` from memory** or from what the player says it is.
- **Telling a family the player is active** when the payment is still PENDING.
- **Lending your login** to a volunteer or to a club officer. They have their own accounts; that is the entire design.
- **Using a URL to reach another cercle's records** because a colleague asked.
- **Treating a captured record as finished.** Capture is not validation.

13. ESCALATION PATHS

1. Document the `id``, `careerNumber`` or `nationalId`` involved.
2. Capture the exact error state or warning.
3. Escalate to your provincial official, and to the national administration only if the province is blocked. Volunteers and clubs escalate to you: you are their path.

Do not build workarounds. A refusal means the act belongs to another tier.

14. DOCUMENTARY GOVERNANCE

This manual adheres to the structural principles laid out in documentation.md. The permission list in section 6 and the screen list in section 5 are compared against lib/auth/permissions.ts and lib/navigation/registry.ts by tests/manualClaims.test.ts; the build fails if this document drifts from the code.

15. DBG VISION

Powered by DBG SARL. We build immutable, scalable, and sovereign digital infrastructure to empower African sporting excellence.

DOCUMENT GOVERNANCE

Federation identity remains the primary operational brand. DBG establishes publisher legitimacy and document polish. AU atmosphere stays subdued. CAF and FIFA references remain contextual and restrained.

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