

ADMINISTRATIVE OPERATIONS MANUAL

Club / Academy Operator

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

Source: `publishing-governance/club-academy-operator.md`

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

title: "Club Academy Operator Manual"
role: "Club Managers & Academy Directors"
version: "2.0 (Premium Edition)"
classification: "CONFIDENTIAL / INTERNAL USE ONLY"

FECOFA DIGITAL HUB: CLUB AND ACADEMY OPERATOR MANUAL

1. NON-DISCLOSURE & CONFIDENTIALITY

STRICTLY CONFIDENTIAL. This document contains proprietary operational workflows, identity models, and routing architectures belonging to FECOFA and DBG SARL. Unauthorized distribution, reproduction, or external sharing is strictly prohibited under DRC data protection laws and FECOFA internal governance. You handle the personal data of children and young players; protecting it is a legal duty, not an administrative one.

2. ABOUT THIS MANUAL & SOURCE AUTHORITY

This manual defines the mandate of CLUBADMIN, the administrator of exactly one club or academy. The grant list is fixed in lib/auth/permissions.ts (CLUBADMIN_PERMISSIONS) and printed in full in section 6.

Your access comes from a post in your club's org chart, filled by your cercle administrator. It is attached to the post, not to you personally: when the post is vacated, the access ends and the club's records stay with the club.

3. VISION & POSITIONING

The club is where a footballer's record begins. A player registered properly at fourteen has a history worth something at twenty-four; a player registered casually has a name that has to be re-proved at every step.

Your role is deliberately narrow: you own your roster and its records, and you own nothing outside them. That narrowness is what allows a club to be given real access to the national system at all - there is no act available to you that could reach a rival club, alter a validation, or move money.

4. AUDIENCE DEFINITION

Target Audience: Club managers and academy directors holding a CLUB_ADMIN post at exactly one organization.

Your scope is that single organization. Actor-scope pins you to one cercle and, more tightly, to one organization id: reads are filtered to it and every write re-checks the specific record against it. If you hold posts at two clubs, you hold two separate scopes and the Hub never lets one see the other.

5. AVAILABLE SURFACES AND ACCESS

Your menu carries these screens, and no others:

Daily tabs:

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

Operations:

- **Sporting:** ``/sporting``
- **Medical:** ``/medical``
- **Planning:** ``/planning/agenda``
- **Transfers:** ``/tms``
- **Intradesk:** ``/intradesk``
- **Analytics:** ``/analytics`` - the club dashboard
- **Formalize:** ``/formalize``

(Note: `/payments`, `/finance`, `/referees`, the identity desk and the cercle screens are not on your menu. `/tms` is: it shows the movements that touch your own roster, and it offers you no request form, because requesting a transfer is a cercle act.)

6. PERMISSIONS / OPERATIONAL SCOPE

Permission set, as fixed in `lib/auth/permissions.ts`: `capture:safetysummary`, `create:member`, `update:memberprofile`, `manage:documents`, `manage:activities`, `create:sportingdata`, `create:medicaldata`.

What that buys you, in plain terms:

- Register players and staff onto **your own** roster, as PENDING records.
- Upload and manage their documents.
- Log activities - training, matches, club events - on the club agenda.
- Record sporting data: evaluations, positions, minutes, notes.
- Record medical data for your own roster, and the short responder safety summary a coach needs on a Saturday.

SEPARATION OF DUTIES

Capture is not validation. Everything you register waits for somebody else:

What you do	Who completes it

- | Register a player (create:member) - the record is PENDING | The cercle validates it (verify:registration) |
- | Hand the player's identity card to the cercle desk | The cercle records the sighting (verify:national_id) - a club never attests its own roster's documents |
- | Tell the family what the licence fee is | The cercle collects it (update:payment); the province verifies it (verify:payment); only then does the licence activate |
- | Agree a move with another club | The cercle raises the transfer request; the province approves it |

7. WHAT THIS ROLE CANNOT DO

- ****You cannot validate your own registrations.**** No `verify:registration`.
- ****You cannot record an identity-document sighting.**** No `verify:national\_id`. A club attesting its own roster's papers is exactly the self-attestation this system exists to end.
- ****You cannot take or confirm a payment, and you cannot activate a licence.****
- ****You cannot request or approve a transfer.**** No `process:transfer`, no `approve:transfer`. Your cercle raises it; the province decides it.
- ****You cannot submit a match report or a match sheet.**** No `submit:match\_report`. Match sheets are lodged by the cercle, provincial or federation tier.
- ****You cannot create a competition, mint a passport, update CPE records, or grant anyone access.****
- ****You cannot open the accounting screens.**** No `view:accounting`; your club's treasurer post holds that, read-only.
- ****You cannot message the cercle group.**** No `communicate:group`.
- ****You cannot see another club's roster, documents, sessions or medical data**** - not even inside your own cercle.

8. MAIN SCREENS

1. ****Club cockpit (`/my-football`):**** where sign-in lands you. Your organization's own dashboard: roster state, the tasks waiting on you, and the records that are incomplete. This is the screen to read first every day.
2. ****Register (`/registration`):**** intake for your own roster. Search first - by name, `nationalId` or `careerNumber` - and use the career-number reuse box when the person has played before. What you create is PENDING.
 - ****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.
3. ****Formalize (`/formalize`):**** the guided capture flow built for the field - photo, identity basics, and the responder safety summary - in one pass, one hand, bright sun.
4. ****Sporting (`/sporting`):**** sessions, evaluations and performance records for your roster. This is the data that follows a player for life.

5. **Medical** (`/medical``): injuries, treatment and clearances for your roster, plus the safety summary. Record what was reported and what was done; you are not granting eligibility.
6. **Planning** (`/planning/agenda``): the club calendar of trainings, matches and events, shared with your technical staff.
7. **Intradesk** (`/intradesk``): your club's document vault - folders, uploads and the trail that supports what you claim. It is the one place a stored document can be streamed back, and only to a signed-in member of your club.
8. **Analytics** (`/analytics``): the club dashboard - roster and activity readiness.
9. **Transfers** (`/tms``): the movements that touch your roster, read-only.

9. DAILY TASKS & WORKFLOW CYCLE

1. **Open the cockpit** and clear what it flags: incomplete records, missing documents, players with no recent activity.
2. **Register new arrivals** the same week they arrive. A player who trains for a season without a record has a season that never happened.
3. **Photograph and upload documents** at the moment you receive them, and hand the physical card to the cercle desk for sighting.
4. **Log the week's sessions** in Sporting; record injuries in Medical the day they happen.
5. **Before a competition deadline**: check that your roster's licences are ACTIVE, and take the PENDING ones to the cercle. Do not assume the deadline will enforce it for you - see section 10.

10. KEY ALERTS & WARNING SIGNALS

- **Yellow flag - "Pending Payment"**: no confirmed `paymentTxId`` on a player. Their licence is not active.
- **Red flag - "Data Mismatch"**: the identity on the record and the identity on the card disagree.
- **Orange flag - "Out of Scope"**: you attempted an action on another organization. Refused and recorded.
- **Grey - PENDING**: normal for a fresh capture. It clears at the cercle, not here.
- **Compliance is shown, not enforced**. A player's licence, payment and identity state appear on their card and on your cockpit, and nothing in the match path blocks an ineligible player from being listed on a sheet. Read the flags as your own responsibility, not as a barrier that has already stopped a problem.

11. IDENTITY AND PASSPORT GUIDANCE

- **careerNumber`** - permanent, issued once, never reissued.
- **digitalPassportId`** - the eligibility token behind `/passport/[id]``.
- **nationalId`** - the legal anchor, sighted by the cercle.

Search before every registration. When the reuse box offers an existing career number for the name you typed, that is almost always the same person: pin it rather than creating a second identity. Pinning locks the name fields on purpose - the typed name is the identity proof.

12. COMMON MISTAKES TO AVOID

- **Creating a duplicate** because the existing record is at another club or still PENDING.
- **Uploading a blurred photograph** of a document that then cannot be verified.
- **Sharing your login** with a coach or a parent volunteer. They have their own posts and their own access.
- **Fielding a player whose flags say the licence is not active**, on the assumption that the system would have stopped it.
- **Asking the cercle to register a player under a second identity** to get them onto the pitch this weekend.

13. ESCALATION PATHS

1. Do not attempt URL manipulation or workarounds.
2. Note the ``careerNumber`` or transaction reference involved.
3. Capture the exact error message or state.
4. Open a ticket in ``intradesk`` and raise it with your cercle administrator, who escalates to the province if needed.

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, starting at the club and academy level.

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.

DBG SARL - Societe Debonhome SARL

Siège social : 44, Avenue du Livre, Gombe, Kinshasa, République Démocratique du Congo

All rights reserved.