

ADMINISTRATIVE OPERATIONS MANUAL

Coach / Technical Staff

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

Source: `publishing-governance/coach-technical-staff.md`

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

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role: "Club Technical Staff (Coach, Technical Director, Medical Officer)"

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<h1>FECOFA DIGITAL HUB</h1>

<h2>Coach and Technical Staff Manual</h2>

<h3>Role: Club Technical Staff</h3>

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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.

2. ABOUT THIS MANUAL & SOURCE AUTHORITY

This manual defines the technical capture mandate of a coach, technical director or medical officer attached to a position at one club or academy. The role is org-isolated and capture-only for technical and medical work. The permission set is fixed in lib/auth/permissions.ts (ORGTECHNICALPERMISSIONS): manage:activities, create:sportingdata, create:medicaldata and capture:safety_summary.

3. VISION & POSITIONING

A season is made of training sessions, match days, injuries and recoveries that nobody wrote down. The Hub gives the technical staff of a club a place to write them down, so that a player's sporting and medical history travels with the player rather than living in one coach's memory. Your access is attached to your position, not to you personally: when a volunteer coach moves to another post, the club reassigns the position and the history stays with the club.

4. AUDIENCE DEFINITION

Target Audience: Technical staff holding a position at exactly one club or academy.

This guide assumes the club administrator has attached your account to a position. If you hold positions at two clubs, you hold two separate scopes; the Hub never lets one leak into the other.

5. AVAILABLE SURFACES AND ACCESS

Based on your role, you can open:

- **Sporting:** `/sporting`` - sessions, evaluations and sporting data for your own roster.
- **Medical:** `/medical`` - injury history, clearances and the responder safety summary for your own roster.
- **Planning:** `/planning/agenda`` - the club agenda of trainings, matches and events.
- **Intradesk:** `/intradesk`` - the club's document stream and escalation tickets.
- **Analytics:** `/analytics`` - the club dashboard.
- **Matches and Competitions:** `/match-reports``, `/competitions`` - read the match sheets and standings.
- **Transfers:** `/tms`` - the movements touching your own roster, read-only: raising a transfer is a Cercle act.
- **Home:** `/my-football``.

(Note: Register, Identity checks, Payments, Finance and the Cercle Group are not on your menu. Registering a player is the club administrator's or the Cercle's job.)

6. PERMISSIONS / OPERATIONAL SCOPE

Permission set, as fixed in `lib/auth/permissions.ts`: `capture:safetysummary`, `manage:activities`, `create:sportingdata`, `create:medical_data`.

Your mandate includes:

- Logging training sessions, matches and club activities for your own organization.
- Recording sporting data: evaluations, positions, minutes, performance notes.
- Recording medical data: injuries, treatment, return-to-play clearance, for your own roster.
- Capturing or updating the responder safety summary when a family reports a condition.
- Reading the club dashboard and the match sheets your players appear in.

7. WHAT THIS ROLE CANNOT DO

- **You cannot** register a member. A player who is not on the roster must be registered by the club administrator or the Cercle desk.
- **You cannot** manage documents (upload or replace identity or eligibility files).
- **You cannot** verify identity documents, take payment, activate, or transfer a player.
- **You cannot** approve or submit an official match report. That belongs to the territorial tiers and the match officials.

- **You cannot** see another club's roster, sessions or medical data, even inside the same Cercle.
- **You cannot** message the Cercle group.

8. MAIN SCREENS

1. **Sporting Workspace:** The roster you coach, with sessions and evaluations per player. Data you enter here follows the player across clubs.
2. **Medical Workspace:** Injury history and clearances per player. A player without medical clearance is flagged for the match officials; you record the clearance, you do not grant eligibility.
3. **Planning Agenda:** The club calendar. Every session you log appears here for the club administrator and the other staff.
4. **Club Dashboard (Analytics):** Attendance, activity and readiness of your own roster.

9. DAILY TASKS & WORKFLOW CYCLE

1. **Before training:** open Planning and confirm the session is on the agenda.
2. **After training:** log the session in Sporting with attendance and any evaluation.
3. **On injury:** record it in Medical the same day, with what happened and what was done. Record what you observed, not what you assume.
4. **On return:** record the clearance in Medical. Until you do, the player stays flagged.
5. **Weekly:** review the club dashboard for players with no session in the last weeks.

10. KEY ALERTS & WARNING SIGNALS

- **Red Flag:** "Medical clearance missing" - a player with an open injury is listed for a match.
- **Yellow Flag:** "Not on roster" - a player you are trying to log does not belong to your club. Ask the club administrator to register or transfer them; do not create a second identity.
- **Orange Flag:** "Out of Scope" - you attempted an action on another organization.

11. IDENTITY AND PASSPORT GUIDANCE

The FECOFA Identity Model relies on three pillars:

- `careerNumber`: The immutable footballing lifespan identifier.
- `digitalPassportId`: The QR-ready, verifiable digital token.
- `nationalId`: The sovereign Congolese identification number.

You never create or edit identity. When a player is missing from your roster, the answer is registration or transfer through the people who hold those duties, never a fresh record.

12. COMMON MISTAKES TO AVOID

- Logging a session against the wrong player because two share a name. Check the `careerNumber`.
- Recording a diagnosis you did not make. Record the report, the observation and the action.
- Treating the safety summary as the medical record. It is the short card a responder reads; the record is in Medical.
- Asking the club administrator to register a player under a second identity to "get them on the pitch".

13. ESCALATION PATHS

If you encounter systemic errors, UI blocking, or a player whose record does not match the person in front of you:

1. Document the `careerNumber` involved.
2. Capture the error message.
3. Open a ticket in `/intradesk` addressed to your club administrator, who escalates to the Cercle if needed.

14. DOCUMENTARY GOVERNANCE

This manual adheres to the structural principles laid out in documentation.md. All updates to this workflow must align with federation-safe data practices.

15. DBG VISION

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

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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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