

ADMINISTRATIVE OPERATIONS MANUAL

Federation Leadership

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

Sublingual governance federation-leadership.md

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

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FECOFA DIGITAL HUB: FEDERATION LEADERSHIP 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. As Federation Leadership you are the ultimate custodian of the national football registry.

2. ABOUT THIS MANUAL & SOURCE AUTHORITY

This manual defines the mandate of FEDERATIONLEADERSHIP, the only role in the Hub that holds every permission. The grant list is fixed in lib/auth/permissions.ts (FEDERATIONLEADERSHIPPERMISSIONS, which spreads ALLPERMISSIONS), and this manual prints it in full in section 6.

Holding every permission is not the same as being unconstrained. Two rules still bind this account, and they are the reason the role can be trusted with that much reach: approvals compare identities, not only permissions, and every act is attributed and audited.

3. VISION & POSITIONING

The Hub exists to make the national football record durable and hard to falsify. Leadership's job is not daily data entry - it is to see the whole country at once, to notice where the record is thin, and to keep the tiers below honest by leaving the segregated duties where they belong.

The temptation of an all-permissions account is to use it to unblock things. Every time leadership performs a cercle's work, the audit trail records the federation doing a cercle's job, and the tier below learns that the escalation path is faster than the procedure. Use the reach to supervise, and use it to act only when no other tier can.

4. AUDIENCE DEFINITION

Target Audience: FECOFA President, General Secretary, National Executive Committee members and National Directors holding a FEDERATION_LEADERSHIP assignment.

The assignment is federation-wide: it carries no province, cercle or organization pin, and actor-scope therefore

imposes no territorial restriction inside your federation. You see and may act on every province, every cercle and every club in it.

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``
- **Consolidated accounts:** `/finance/consolidation``
- **Fixed assets:** `/finance/assets``
- **Payroll:** `/finance/payroll``
- **Suppliers and receivables:** `/finance/payables``

Administration:

- **User access:** `/admin/users``
- **Monitoring:** `/admin/monitoring``

(Note: `/sporting`, `/medical`, `/planning/agenda` and `/intradesk` are not on your menu. They belong to a club post, not to a territory, and they resolve against the organization the account is attached to - which a federation-wide assignment does not have.)

6. PERMISSIONS / OPERATIONAL SCOPE

Your account holds every permission in the system.

Permission set, as fixed in lib/auth/permissions.ts: create:member, create:organization, activate:organization, create:competition, submit:matchreport, verify:registration, update:payment, update:cpe, process:transfer, manage:useraccess, manage:documents, manage:activities, create:sportingdata, create:medicaldata, capture:safetysummary, approve:matchreport, mint:digitalpassport, communicate:group, view:accounting, manage:accounting, approve:finance, approve:transfer, verify:nationalid, update:memberprofile, verify:payment, publish:cercleshowcase.

Five of those are held by no other role, and they are the acts that only the federation performs: manage:useraccess (creating operator accounts and granting roles), mint:digitalpassport, update:cpe, approve:matchreport and publish:cercleshowcase (putting a cercle's public mini-site live).

SEPARATION OF DUTIES

You hold both sides of every two-person duty. You still cannot perform both sides of the same record: each approval compares the approver's user id against the recorded maker's id inside the approving transaction, and refuses when they match.

- A supplier invoice you recorded cannot be paid by you.
- A payroll run you created cannot be posted by you.
- A budget you prepared cannot be approved by you, and editing an approved budget returns it to draft.
- A transfer you requested cannot be approved or rejected by you.
- A payment you collected cannot be verified by you.

Records created before maker attribution existed carry no maker id; those may be approved, and the decider is recorded either way.

WHAT SUPERVISION LOOKS LIKE

Granting access is audited but not yet two-person: a manage:user_access holder can grant roles, including to themselves in another federation. That residual risk is deliberate and documented; the compensating control is the audit log, so review it rather than assume it.

7. WHAT THIS ROLE CANNOT DO

- ****You cannot approve your own work.**** See section 6. This is enforced, not advisory.
- ****You cannot act outside your own federation.**** The assignment is federation-wide, not global; another federation's registry is another workspace.
- ****You cannot open the club-post screens**** - `/sporting`, `/medical`, `/planning/agenda`, `/intradesk` - because they resolve against an organization attachment your account does not have. Ask the club, or read the same facts through `/analytics`.

- ****You cannot lift a disciplinary sanction from a screen.**** There is no sanctions console in the Hub today, and no route for one. Sanctions live in the competition and disciplinary records that operators capture, and a national decision is carried out by the tiers that hold those records.
- ****You cannot block a player from a match sheet from here.**** Compliance state - licence, payment, identity evidence - is computed and displayed, and it is not a hard gate at match time. See section 10.
- ****You cannot delete history.**** Finalized reports, approved transfers and issued `careerNumber` values are permanent by design.

8. MAIN SCREENS

1. ****User access (`/admin/users`):**** the only place operator accounts are created and roles are granted or revoked. Assignments made here are limited to the territorial roles; club posts are staffed by the cercle through the club screens. Every grant and revocation is written to the audit log with your identity on it. It is also how leadership recovers a forgotten password: "Forgot your password?" (`/account-access/forgot`) sends nothing to a leadership account, by design, because a mailbox alone must not be enough to take the federation's widest access. A leadership colleague issues you a reset link here. A password you still know, you change yourself, from the key icon in the top bar (`/account-access/password`) - do it at once if you think it has been seen.
2. ****Monitoring (`/admin/monitoring`):**** the health and security surface - security events, metrics and the state of the platform's own moving parts. This is where an "Out of Scope" attempt, a lockout or an unusual pattern of refusals becomes visible.
3. ****Analytics (`/analytics`) and the identity backlog (`/analytics/identity`):**** national coverage and the drain rate of unverified identities. The second answers the only question that matters about the identity mandate: is the backlog shrinking, and in which cercles is it not.
4. ****Finance (`/finance`) and consolidated accounts (`/finance/consolidation`):**** the books of every entity in scope, and the consolidated view that exists only for this role. Payroll, fixed assets and suppliers hang off the same permission.
5. ****Transfers (`/tms`):**** the national movement queue. Approving a transfer is what moves the player; a request alone moves nothing.
6. ****Competitions (`/competitions`):**** sanctioning competitions and seasons. `create:competition` is held by the provincial tier and above.

9. DAILY TASKS & WORKFLOW CYCLE

1. ****Weekly, not daily:**** read `/analytics` for coverage and `/analytics/identity` for the verification backlog. Look for provinces whose numbers do not move.
2. ****Clear the national queues:**** transfers waiting on `approve:transfer`, finance waiting on `approve:finance`. Check that you are not the maker before you approve; if you are, hand it to another checker.
3. ****Read the monitoring surface**** for security events and refusals. A cluster of "Out of Scope" attempts from one account is a conversation, not a screen.
4. ****Grant and revoke access deliberately.**** Every account you create is a permanent actor in the audit record. Revoke promptly when a mandate ends.
5. ****Escalate structural faults**** to DBG engineering rather than working around them with an all-permissions account.

10. KEY ALERTS & WARNING SIGNALS

- **"Data Mismatch"** - identity fields disagree with the national registry.
- **"Pending Payment"** - a member has no confirmed ``paymentTxId``. Licences activate on a verified payment, never on an operator's assertion.
- **"Out of Scope"** - an actor attempted work outside their territory. Refused and recorded; read these in monitoring.
- **A province with zero registrations** is a governance signal, not a data error.
- **Compliance is displayed, not enforced, at match time.** A member's licence, payment and identity state appear on their card and in the portfolio, and nothing in the match sheet path blocks an ineligible player from being listed. Treat the compliance figures as the instrument for pressure on the tiers, not as a gate that has already stopped the problem.

11. IDENTITY AND PASSPORT GUIDANCE

- **``careerNumber``** - permanent, issued once, never reissued.
- **``digitalPassportId``** - the eligibility token behind ``/passport/[id]``.
- **``nationalId``** - the legal anchor, transcribed from the physical card by an official who held it.

`mint:digital_passport` is yours alone. Minting is the act that turns a verified record into a portable credential; it should follow evidence, never precede it. The national mandate is simple to state and hard to keep: one person, one `careerNumber`, forever.

12. COMMON MISTAKES TO AVOID

- **Doing a cercle's work because it is faster.** It teaches the tier below that the procedure is optional.
- **Lifting a block without archiving the paper decision** that justifies it.
- **Delegating your credentials.** An all-permissions account shared with staff destroys both attribution and every two-person rule at once.
- **Reading a green national average** as coverage. Averages hide the provinces that are empty.
- **Granting a broad role to solve a narrow problem.** The narrow role exists.

13. ESCALATION PATHS

For systemic faults, suspected large-scale fraud, or anything that looks like a breach:

1. Document the affected route, account and ``careerNumber`` cluster.
2. Capture the exact state, including any security event visible in ``/admin/monitoring``.
3. Do not attempt irregular database work. Escalate to DBG engineering for triage.

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. We provide the infrastructure; you provide the authoritative governance.

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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