

STAKEHOLDER RELATIONSHIP MANUAL

Legal Guardian

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

Source: `publishing-governance/legal-guardian.md`

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

title: "Legal Guardian Guide"

role: "Legal Guardians"

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<h1>FECOFA DIGITAL HUB</h1>

<h2>Legal Guardian Guide</h2>

<h3>Role: Legal Guardians</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 guide applies to verified legal guardians connected to a player through an approved relationship and consent record. It does not grant administrative approval authority.

3. VISION & POSITIONING

Legal guardians support lawful participation by ensuring that consent, identity documents, and relationship records are accurate.

4. AUDIENCE DEFINITION

Target Audience: Legal Guardians

This guide is for guardians with recognized authority over a player and verified access to the platform.

5. AVAILABLE SURFACES AND ACCESS

- **My Football:** `/my-football` for linked player and guardian information.
- **Identity & Passports:** `/passport` for permitted eligibility review.
- **Registration:** `/registration` for required consent or document workflows.
- **Intradesk:** `/intradesk` for legal identity or relationship escalation.

6. PERMISSIONS / OPERATIONAL SCOPE

Legal guardians may:

- Review linked player status where consent permits.
- Provide or update legal documents through approved workflows.
- Confirm relationship and consent information.
- Report incorrect identity, missing consent, or unauthorized access.

7. WHAT THIS ROLE CANNOT DO

- **You cannot** approve your own relationship or consent status.
- **You cannot** alter sanctions, medical decisions, transfers, or match records.
- **You cannot** create duplicate player records.
- **You cannot** share legal documents outside approved FECOFA channels.

8. MAIN SCREENS

1. **My Football Guardian View:** Linked player, consent, and relationship status.
2. **Passport Viewer:** Permitted player eligibility state.
3. **Support Requests:** Legal identity and relationship escalation channel.

9. DAILY TASKS & WORKFLOW CYCLE

1. Confirm linked player and guardian details are accurate.
2. Respond to official document or consent requests.
3. Check visible eligibility alerts before competition deadlines.
4. Escalate legal conflicts with evidence through `/intradesk`.

10. KEY ALERTS & WARNING SIGNALS

- **Red Flag:** "Data Mismatch" - Identity fields do not align with the national registry.
- **Yellow Flag:** "Pending Payment" - Member has not cleared federation sanctions or fees (`paymentTxId` missing).
- **Orange Flag:** "Out of Scope" - Attempted action on an entity outside your region.

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.

Never create duplicates. Always search by nationalId or careerNumber first.

12. COMMON MISTAKES TO AVOID

- Treating a pending relationship as approved access.
- Uploading incomplete or unclear legal documents.
- Creating duplicate player records for the same person.
- Sharing sensitive legal documents outside official channels.

13. ESCALATION PATHS

If you encounter systemic errors, UI blocking, or suspect fraudulent entries:

1. Document the exact `id` or `careerNumber` involved.
2. Capture the error message.
3. Escalate immediately to your superior or National Administration via the internal `/intradesk` ticketing module.

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.

DBG SARL - Societe Debonhomme SARL

Siege social : 44, Avenue du Livre, Gombe, Kinshasa, Republique Democratique du Congo

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