

STAKEHOLDER RELATIONSHIP MANUAL

Parent

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

`publishing-governance/parent.md`

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

title: "Parent Reference Guide"

role: "Parents"

version: "1.2 (Premium Edition)"

classification: "CONFIDENTIAL / INTERNAL USE ONLY"

<div align="center">

<h1>FECOFA DIGITAL HUB</h1>

<h2>Parent Reference Guide</h2>

<h3>Role: Parents</h3>

<p>Published by DBG SARL - Societe Debonhomme SARL</p>

<p>Siege social : 44, Avenue du Livre, Gombe, Kinshasa, DRC</p>

<hr/>

</div>

<div style="page-break-after: always;"></div>

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 explains how parents support a player's verified record. It does not grant administrator, club operator, or match official authority.

3. VISION & POSITIONING

Parents help keep youth player records accurate, complete, and safe while preserving FECOFA identity controls.

4. AUDIENCE DEFINITION

Target Audience: Parents

This guide is for verified parents linked to a player through an approved relationship record.

5. AVAILABLE SURFACES AND ACCESS

- **My Football:** `/my-football` for linked family football profiles when authorized.
- **Identity & Passports:** `/passport` for permitted passport status.
- **Registration:** `/registration` for guided document submission when requested.
- **Intradesk:** `/intradesk` for support and identity correction requests.

6. PERMISSIONS / OPERATIONAL SCOPE

Parents may:

- Review visible player identity and eligibility status.
- Submit requested supporting documents through approved workflows.
- Confirm family relationship data.
- Raise concerns about duplicate profiles, incorrect names, or unsafe access.

7. WHAT THIS ROLE CANNOT DO

- **You cannot** approve registrations, transfers, match reports, or sanctions.
- **You cannot** use a player's account or share guardian credentials.
- **You cannot** create a new player profile to bypass an error.
- **You cannot** upload unclear, false, or unrelated documents.

8. MAIN SCREENS

1. **My Football Family View:** Linked player and relationship status.
2. **Passport Viewer:** Permitted eligibility status for linked players.
3. **Support Requests:** The approved route for corrections and concerns.

9. DAILY TASKS & WORKFLOW CYCLE

1. Check the linked player's visible status.
2. Respond to document requests from verified officials.
3. Confirm that legal names and dates match official documents.
4. Escalate unresolved identity conflicts 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

- Using the player's account instead of your approved access.
- Uploading unclear or unrelated documents.
- Creating a duplicate player profile when a record already exists.
- Ignoring relationship or consent alerts.

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.

<div style="page-break-after: always;"></div>

<div align="center">

<hr/>

<p>LEGAL & PROPRIETARY</p>

<p>2026 DBG SARL & FECOFA. All rights reserved.</p>

<p>This software environment and its accompanying documentation are protected by international copyright laws. Any unauthorized use represents a critical breach of contract and sovereign law.</p>

</div>

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

All rights reserved.