

ADMINISTRATIVE OPERATIONS MANUAL

Provincial Official

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

Source: `publishing-governance/provincial-official.md`

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

title: "Provincial Official Manual"
role: "Provincial League Directors"
version: "2.0 (Premium Edition)"
classification: "CONFIDENTIAL / INTERNAL USE ONLY"

FECOFA DIGITAL HUB: PROVINCIAL OFFICIAL 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.

2. ABOUT THIS MANUAL & SOURCE AUTHORITY

This manual defines the mandate of PROVINCIALOFFICIAL, the checker tier of the FECOFA Digital Hub. The grant list is fixed in lib/auth/permissions.ts (PROVINCIALOFFICIAL_PERMISSIONS) and printed in full in section 6.

Your tier exists because of one design decision: the person who records money or a player movement must not be the person who approves it. The cercle records; you approve. That is not a hierarchy of seniority, it is a separation of hands, and it is enforced in code rather than trusted to procedure.

3. VISION & POSITIONING

A province is the smallest unit at which oversight is real. You are close enough to know which cercles are actually operating and far enough not to be the person who took the cash. Your work is to keep every cercle in your province advancing toward complete coverage and verified identity, and to be the second signature that makes the money trail credible.

4. AUDIENCE DEFINITION

Target Audience: Provincial League Directors holding a PROVINCIAL_OFFICIAL assignment pinned to one province.

Your scope is every cercle in that province and nothing beyond it. Actor-scope resolves your allowed cercles from the province pin and re-checks every record against that list. A province with no cercles yet resolves to an empty scope, which matches nothing - the system fails closed rather than handing you the federation.

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``

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

(Note: consolidated accounts, user access and monitoring are federation screens. Cercle onboarding, the club list and the group space are cercle screens. None of them are on your menu.)

6. PERMISSIONS / OPERATIONAL SCOPE

Permission set, as fixed in lib/auth/permissions.ts: create:member, submit:matchreport, verify:registration, verify:nationalid, update:member_profile, create:competition, communicate:group, view:accounting, manage:accounting, approve:finance, approve:transfer, verify:payment.

Four of them are the checker duties that define this tier and that the cercle deliberately does not hold: approve:finance, approve:transfer, verify:payment and create:competition.

SEPARATION OF DUTIES

You are the second hand on every two-person duty in your province:

| What the cercle recorded | What you do |

| :--- | :--- |

| A supplier invoice (manage:accounting) | Pay it (approve:finance) |

| A payroll run | Post it (approve:finance) |

| A budget, always saved as a draft | Approve it (approve:finance) |

| A transfer request - the player has not moved | Approve or reject it (approve:transfer); approval is what moves the player |

| A licence payment collected at the guichet, recorded PENDING | Confirm it against the mobile-money statement (verify:payment) |

The permission is necessary but not sufficient: each approval compares your user id against the recorded maker's inside the approving transaction and refuses if they are the same person. You also hold manage:accounting, so you can post entries yourself - anything you post that way, another checker must approve. Do not use it to fix a cercle's books; make the cercle correct its own entry, so the trail says what happened.

(Note: you hold communicate:group, but the group space at /group is a cercle screen and is not on your menu. The permission travels with your tier; the screen belongs to the cercle.)

7. WHAT THIS ROLE CANNOT DO

- **You cannot act outside your province.** Every action re-checks the specific record against your allowed cercles.
- **You cannot request a transfer.** You hold `approve:transfer` and not `process:transfer`. The cercle raises the request; you decide it. This is the separation, not an oversight.
- **You cannot collect a licence payment.** `update:payment` belongs to the cercle guichet. You verify what it collected; you never do both.
- **You cannot create or activate an organization.** Founding and activating a club is cercle work.
- **You cannot upload documents, log activities, or capture sporting, medical or safety-summary data.** Those are club and cercle capture duties.
- **You cannot mint a digital passport, grant user access, update CPE records or publish a cercle mini-site.** Those are federation-only.
- **You cannot approve anything you recorded yourself.** Enforced by identity comparison, not by policy.
- **You cannot block an ineligible player from a match sheet.** Compliance is computed and displayed; it is not a hard gate at match time.

8. MAIN SCREENS

1. **Transfers (`/tms`):** the approval queue for your province. A pending request has not moved anybody. Read the reason and the two clubs before you decide; approval and rejection are both recorded against your identity.
2. **Finance (`/finance`), payroll, assets and payables:** the books of your province's entities, with the approval actions attached. This is where the checker duty is exercised in practice.
3. **Licence payments (`/payments`):** collections recorded by cercle guichets. A PENDING mobile-money collection is not money received until you have confirmed it against the account statement.
4. **Identity desk (`/registration/identity`) and identity backlog (`/analytics/identity`):** sighting physical documents, and the drain rate of the unverified queue per cercle. The backlog screen is the honest measure of

whether your province's cercles are doing the work.

5. ****Analytics (`/analytics`)**** coverage, registration velocity and compliance across the province's cercles. Empty cercles are the signal to act on.

6. ****Competitions (`/competitions`)**** sanctioning provincial competitions and seasons.

9. DAILY TASKS & WORKFLOW CYCLE

1. ****Open the approval queues first:**** transfers and finance. Work that waits on a checker blocks a cercle's day.
2. ****Verify collections**** against the mobile-money statement before confirming. A confirmation you did not check is worse than a delay.
3. ****Read the identity backlog**** by cercle, not in aggregate. One cercle stalling is invisible in a provincial average.
4. ****Audit escalated cases:**** identity conflicts, disputed payments, disciplinary reports arriving from cercles.
5. ****Document interventions**** and hand the structural blockers upward to the national administration.

10. KEY ALERTS & WARNING SIGNALS

- ****Red flag - "Data Mismatch":**** identity fields do not agree with the national registry.
- ****Yellow flag - "Pending Payment":**** no confirmed `paymentTxId`; the licence is not active.
- ****Orange flag - "Out of Scope":**** an action was attempted outside your province. Refused and recorded.
- ****A transfer request older than a few days**** is a cercle waiting on you.
- ****A budget that returned to draft**** was edited after approval; it needs approving again, deliberately.

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.

You hold `verify:national_id`: recording that an official examined the physical card. Since enforcement began, that sighting is what makes a member's identity evidence real - a record assumed valid in the legacy import no longer counts. Sight the card, or do not record the sighting.

12. COMMON MISTAKES TO AVOID

- ****Approving in bulk.**** The queue is short precisely so that each decision can be a decision.
- ****Doing the cercle's data entry**** because it is faster than making them do it.
- ****Confirming a payment from a screenshot**** instead of the account statement.
- ****Treating oversight access as a licence to correct records**** rather than to require corrections.
- ****Navigating by URL**** into a cercle outside your province.

13. ESCALATION PATHS

1. Document the exact `id` or `careerNumber` involved.
2. Capture the error state or the disputed screen.
3. Escalate to the national administration. Cercles escalate to you; you escalate upward, with the evidence attached.

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.

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.