

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.

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<h1>FECOFA DIGITAL HUB</h1>

<h2>Provincial Official Manual</h2>

<h3>Role: Provincial League Directors</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 oversight authority for Provincial League Directors within the FECOFA Digital Hub. It covers province-level supervision, escalation control, and compliance monitoring across subordinate Cercles.

3. VISION & POSITIONING

The FECOFA Digital Hub is designed to eradicate fraud, enforce total transparency, and elevate DRC football to global FIFA and CAF standards. Provincial leaders ensure every Cercle in the province advances toward complete coverage, verified identity, and clean competition governance.

4. AUDIENCE DEFINITION

Target Audience: Provincial League Directors

This guide assumes you have been securely provisioned with the appropriate RBAC (Role-Based Access Control) credentials and have passed identity verification.

5. AVAILABLE SURFACES AND ACCESS

Based on your role, you have province-scoped access to the following primary routes:

- **Provincial Dashboard:** province and subordinate Cercle views within your assigned federation scope.
- **Identity & Passports:** `/passport`` for oversight lookup and audit review.
- **Analytics:** `/analytics`` for coverage, registration, and compliance trends.
- **Intradesk:** `/intradesk`` for escalation tracking with Cercles and national administration.

(Note: Routing strictly enforces your provincial boundaries. Attempting to bypass these will flag an immediate security alert.)

6. PERMISSIONS / OPERATIONAL SCOPE

Your mandate includes:

- Monitoring all Cercles under your assigned province.
- Reviewing inactive or empty territories and requiring local remediation.
- Validating escalated identity, payment, medical, and disciplinary cases.
- Coordinating province-level readiness before competitions.
- Reviewing audit evidence from Cercle administrators and club operators.

7. WHAT THIS ROLE CANNOT DO

- **You cannot** alter records outside your assigned geographic or organizational scope.
- **You cannot** create duplicate member identities or bypass identity deduplication.
- **You cannot** approve competition entry when `paymentTxId``, medical clearance, or identity verification is missing.
- **You cannot** alter national sanctions or federation-level policy.
- **You cannot** perform routine club data entry on behalf of local operators except through documented emergency procedure.

8. MAIN SCREENS

1. **Provincial Coverage Dashboard:** Province and Cercle coverage, empty regions, and compliance trends.
2. **Passport Oversight:** Lookup of `careerNumber``, `digitalPassportId``, and identity flags for escalated cases.
3. **Escalation Queue:** Provincial review of unresolved Cercle, payment, medical, and disciplinary blockers.

9. DAILY TASKS & WORKFLOW CYCLE

1. ****Login & Audit:**** Review provincial coverage metrics and inactive Cercles.
2. ****Escalations:**** Check unresolved items from `/intradesk` and subordinate administrators.
3. ****Compliance Review:**** Audit identity, payment, medical, and disciplinary alerts.
4. ****End-of-Day Review:**** Document interventions and notify national leadership when structural blockers remain.

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 oversight access as permission to perform local operator work.
- Allowing inactive Cercles to remain undocumented.
- Overriding escalations without evidence from the local workflow.
- Navigating via raw URLs to regions outside your province.

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.

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