

ADMINISTRATIVE OPERATIONS MANUAL

Referee / Match Official

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

Source: `governs/05-referee-match-official.md`

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

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role: "Referees & Officials"

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<h1>FECOFA DIGITAL HUB</h1>

<h2>Referee & Match Official Manual</h2>

<h3>Role: Referees & Officials</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 governs officials assigned to matches, match reports, rosters, incidents, and post-match validation. It does not grant club management, transfer approval, or registration authority.

3. VISION & POSITIONING

Referees and match officials protect competition integrity by recording accurate match events and escalating eligibility or disciplinary concerns.

4. AUDIENCE DEFINITION

Target Audience: Referees & Officials

This guide assumes you are a verified official assigned to one or more fixtures.

5. AVAILABLE SURFACES AND ACCESS

- **Match Reports:** `/match-reports`` for assigned match entry and submission.
- **Identity & Passports:** `/passport`` for roster eligibility checks when authorized.
- **Intradesk:** `/intradesk`` for incident escalation and technical support.
- **Competition Context:** Local competition views for assigned matches only.

6. PERMISSIONS / OPERATIONAL SCOPE

Your mandate includes:

- Confirming match details, teams, venue, and kickoff data.
- Validating submitted rosters against visible passport status.
- Recording goals, cards, substitutions, incidents, and final score.
- Submitting reports within the required deadline.
- Escalating severe incidents, eligibility disputes, or blocked submissions.

7. WHAT THIS ROLE CANNOT DO

- **You cannot** approve player registration or transfers.
- **You cannot** edit club rosters outside match reporting workflows.
- **You cannot** clear medical, payment, or disciplinary flags.
- **You cannot** submit a report for a match you were not assigned to officiate.

8. MAIN SCREENS

1. **Match Report Form:** The official event and score submission interface.
2. **Passport Viewer:** Permitted eligibility confirmation for listed participants.
3. **Incident Escalation:** Support path for disputes and blocked submissions.

9. DAILY TASKS & WORKFLOW CYCLE

1. Open the assigned match before kickoff and confirm fixture metadata.
2. Review roster eligibility signals and document disputes.
3. Record match events in chronological order.
4. Submit the official report within the federation deadline.

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

- Blindly approving registrations without cross-referencing physical documents.
- Sharing your operator credentials.
- Navigating via raw URLs to regions you do not control.
- Ignoring standard alert toast notifications during data entry.

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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