

ADMINISTRATIVE OPERATIONS MANUAL

Referee / Match Official

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

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

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FECOFA DIGITAL HUB: REFEREE AND MATCH OFFICIAL MANUAL

1. NON-DISCLOSURE & CONFIDENTIALITY

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2. ABOUT THIS MANUAL & SOURCE AUTHORITY

This manual covers match day: how a referee and a match delegate exist in the FECOFA Digital Hub, and how the official record of a match gets into it.

Read this first, because it is the fact that shapes everything else: there is no referee account. The Hub has seven operational roles (lib/auth/permissions.ts), and none of them is a referee. A referee is a person on the register - a member whose role is REFEREE - not a login. The match sheet is lodged by an operator holding submit:match_report: a cercle administrator, a provincial official, or federation leadership.

So this manual has two readers, and both need it:

- **The official** - what the Hub records about you, what your name on a sheet means, and what you must hand over after the whistle.
- **The desk** - the operator who lodges the sheet, and who is accountable for what it says.

3. VISION & POSITIONING

A match that is not recorded did not happen, as far as a player's history is concerned. Goals, cards and minutes are what turn a season into a career record, and the officials' report is where they come from. The Hub is built so that record survives a pitch with no electricity: the match sheet works offline and syncs when the phone finds a signal.

4. AUDIENCE DEFINITION

- **Referees and assistant referees** registered as members with the REFEREE role, in one of the official categories: main referee, first or second assistant, fourth official, or video assistant.
- **Match delegates**, registered as staff members with the delegate category.

- **Operators who lodge match sheets** - the holders of `submit:match_report`.

5. AVAILABLE SURFACES AND ACCESS

As a referee or a delegate you have no operator surfaces, because you have no operator account. What concerns you is public or handed to you by the desk:

- **Passport lookup:** `/passport/[id]` - public, opened by a passport identifier or a QR scan.
- **The manuals:** `/help` and `/help/[slug]` - this suite.
- **Public territory pages:** `/`, `/[province_slug]`, `/[province_slug]/[cercle_slug]` - fixtures and results as they are published.

The desk that lodges your report works on:

- **Match sheet desk:** `/referees` - the offline-capable final-score form.
- **Match reports:** `/match-reports` - the report list and the submission form.
- **Match sheet detail:** `/match-reports/[matchId]` - the minute-by-minute event log.

6. PERMISSIONS / OPERATIONAL SCOPE

There is no referee permission set, because there is no referee role. The permission that matters here is `submit:match_report`, and exactly three roles hold it: cercle administrator, provincial official and federation leadership. Club administrators, technical staff, treasurers and volunteers do not.

What the code checks when a sheet is lodged:

- The named **referee** must be a registered member whose role is REFEREE.
- The named **delegate** must be a staff member with the delegate category.
- At least one of the two teams must sit inside the operator's own cercle scope; federation leadership is exempt from that clamp.
- Every event added afterwards - goal, card, substitution - must name a member inside the same scope.

7. WHAT THIS ROLE CANNOT DO

- **A referee cannot sign in.** There is no referee account to sign in with, and no screen will accept one. If you have been promised a referee login, it does not exist yet.
- **A referee cannot submit, edit or approve a report.** The desk lodges it, under the operator's own identity.
- **A referee cannot approve registrations, transfers, medical or payment states.**
- **The desk cannot lodge a sheet for a match with no team in its own cercle.**
- **Nobody can currently approve a match report.** The permission `approve:match_report` exists in the vocabulary and is granted to federation leadership, but no screen and no action calls it: a lodged report is the record as it stands. Do not tell a club that a report is "awaiting national approval"; nothing is waiting.

8. MAIN SCREENS

1. **Match sheet desk** (`/referees`): eight fields and nothing else - match date and time, competition, home team, away team, home final score, away final score, match referee, match delegate. The two official dropdowns list only members in the operator's scope. It works offline: a submission made with no signal is queued on the device and sent when the connection returns.
2. **Match reports** (`/match-reports`): the same submission from the desktop shell, plus the list of what has already been lodged.
3. **Match sheet detail** (`/match-reports/[matchId]`): the event log. Goals, cards and substitutions are added here, each against a named member, in the order they happened.

9. MATCH DAY CYCLE

Before kickoff, the official: confirms the fixture, the teams and the venue with the desk, and inspects the players' passports as the competition rules require - on paper, or by scanning a QR code that opens `/passport/[id]`.

During the match, the official: keeps the record as they always have, on the physical sheet. There is no live referee screen.

After the whistle, the official: signs the sheet and hands it to the desk with the final score, the scorers and the disciplinary actions, so it can be lodged the same day.

The desk: lodges the sheet at `/referees`, checks the queue actually drained if the phone was offline, then opens the match detail and enters the events. There is no deadline enforced by the software - the deadline is the federation's rule, and the software will accept a late sheet without complaint. That is precisely why the desk must not leave it until tomorrow.

10. KEY ALERTS & WARNING SIGNALS

- **The offline queue has not drained.** A submission the server refused is dropped from the queue rather than retried forever. If a match is missing after a sync, it was refused - most often because a team sits outside the desk's cercle - and it must be lodged again by an operator who has the scope.
- **A player on the sheet who is not on the register.** Do not invent them: the record must name a real member. Take it to the cercle.
- **An official who does not appear in the dropdown** is not registered as a referee or delegate member. That registration is a cercle act, and it has to happen before the sheet can name them.
- **Eligibility is not enforced at match time.** The Hub computes and displays whether a player's licence is active, their payment confirmed and their identity evidenced, but nothing in the match path blocks an ineligible player from being listed. Checking eligibility remains the officials' and the clubs' job, exactly as it was on paper.

11. IDENTITY AND PASSPORT GUIDANCE

- **careerNumber** - the permanent identity number of the player in front of you.
- **digitalPassportId** - the value behind `/passport/[id]`; a QR scan opens that page and shows the passport as the federation holds it.
- **nationalId** - the legal anchor. It is redacted on the public passport page, deliberately: the page proves who

somebody is without publishing their national identity number.

When a passport page will not open, the identifier is wrong or the passport does not exist. Treat that as an eligibility question for the clubs and the cercle, not as a fault to work around.

12. COMMON MISTAKES TO AVOID

- **Waiting for a referee login.** There is none; give your sheet to the desk.
- **Lodging a sheet from memory** hours later, with a score somebody recalled.
- **Naming the wrong official** because two members share a name - check the career number.
- **Assuming the report will be reviewed.** No approval step exists; what is lodged is the record.
- **Assuming an offline submission arrived.** Confirm the match appears in the list once you have signal.

13. ESCALATION PATHS

1. Document the match: date, competition, both teams, and the `careerNumber`` of anyone disputed.
2. Capture the exact refusal or error the desk saw.
3. Officials escalate to the cercle administrator; the cercle escalates to the provincial official; the province escalates to the national administration. Incidents of a disciplinary nature follow the federation's own procedure, on paper, in parallel - the Hub records the match, it does not judge it.

14. DOCUMENTARY GOVERNANCE

This manual adheres to the structural principles laid out in `documentation.md`. The route names in it are checked against `lib/navigation/registry.ts` by `tests/manualClaims.test.ts`, so a screen this manual promises cannot quietly stop existing.

15. DBG VISION

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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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