

SHARED ORIENTATION MANUAL

Shared Overview

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

~~Sublising overview.md~~

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

title: "Shared Overview"
role: "All Users"
version: "2.0 (Premium Edition)"
classification: "CONFIDENTIAL / INTERNAL USE ONLY"

FECOFA DIGITAL HUB: SHARED OVERVIEW

1. NON-DISCLOSURE & CONFIDENTIALITY

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2. ABOUT THIS MANUAL & SOURCE AUTHORITY

This is the manual everyone reads first. It describes the parts of the FECOFA Digital Hub that are the same for every user: how access is decided, how duties are separated, what the three identity numbers mean, and where to find the manual written for your own role.

Every statement in this suite is checked against the code that enforces it. The sources of authority are:

- `lib/auth/permissions.ts` - the permission vocabulary and the exact grant list of each role.
- `lib/auth/rbac.ts` - how a session becomes an identity with permissions.
- `lib/auth/actorScope.ts` - territorial and organizational scope, applied to every action.
- `lib/accounting/sod.ts` - the maker/checker identity rule.
- `lib/navigation/registry.ts` - which screens each role is offered.

If a manual and those files ever disagree, the code is right and the manual is wrong. `tests/manualClaims.test.ts` compares the permission list and the screen list in each role manual against those files on every build, so the disagreement is caught before it reaches you.

3. VISION & POSITIONING

The Hub exists to make a footballer's record durable, portable and hard to falsify: one identity per person, one permanent number, one history that follows them from an academy pitch in a commune to a professional contract. It is built for the country as it is - intermittent power, expensive data, one shared phone at a registration table - and for institutions that must be able to prove, later, who did what.

That second goal is why the Hub feels stricter than a spreadsheet. Nothing here is anonymous: every act is attributed to the person who performed it, and the acts that move money or move a player require two different people.

4. AUDIENCE DEFINITION

Everyone with access to the FECOFA Digital Hub, in either of the two families the platform recognizes:

- **Operators** hold a role assignment (`UserRoleAssignment`) and run the game: federation leadership, provincial officials, cercle administrators, club and academy administrators, technical staff, treasurers and volunteers.
- **Stakeholders** are the football family around a player: the player, a parent, a legal guardian, a manager or representative. They hold no operational role and perform no administrative act.

Read this overview, then read the one manual that matches your role. The Help button at the top left of every screen opens your manual directly.

5. AVAILABLE SURFACES AND ACCESS

These surfaces are open to everyone, including a visitor with no account at all:

- **Public home:** `/` - the federation's public face and the territorial trail.
- **Territories:** `/[province_slug]`, `/[province_slug]/[cercle_slug]`, `/[province_slug]/[cercle_slug]/[org_slug]` - province, cercle and club pages.
- **Cercle mini-sites:** `/c/[country]/[cercleSlug]` and `/c/[country]/[cercleSlug]/[orgSlug]`, where a cercle has published one.
- **Passport lookup:** `/passport/[id]` - a single passport, opened by its `digitalPassportId` or by scanning its QR code. There is no passport index page: without the identifier there is nothing to look up, and that is deliberate.
- **Printable safety sheet:** `/medical-sheet` - a blank responder sheet, as a PDF, with no member data on it. Print it and photocopy it before you have accounts.
- **The manuals:** `/help` and `/help/[slug]` - this suite, read on screen or downloaded as a PDF.
- **Sign in:** `/sign-in` - one door for every account.
- **Forgotten password:** `/account-access/forgot` - "Forgot your password?" under the sign-in form. See section 10.

Everything else requires an account, and what an account may open depends on its role.

6. MAIN SCREENS

1. **Sign in** (`/sign-in`): email and password. There is no self-service registration: accounts are created for you by an authorized operator. A forgotten password is recovered from the same page - see section 10.
2. **Choose your space** (`/select-federation`): shown only if your account holds roles in more than one federation. With one federation it is skipped silently.
3. **Home** (`/my-football`): where sign-in lands. What it shows depends on what you are - see section 10.
4. **Help** (`/help`): every manual in the suite, searchable, with your own manual offered first.
5. **Change your password** (`/account-access/password`): the key icon in the top bar, beside Sign out, once you are signed in. See section 10.

7. HOW ACCESS IS DECIDED

Three independent gates stand between you and any record. All three must pass.

1. ****Do you hold the permission?**** Each role carries a fixed list of permission strings - `create:member`, `approve:finance`, and so on. Your role manual prints your exact list. A missing permission means the action is refused before it runs.
2. ****Is the record inside your territory?**** A permission never grants reach. Actor-scope resolves your allowed cercles and, for club-level roles, your single allowed organization, and every action re-checks the specific record against that scope. This is why a cercle administrator with `create:member` still cannot touch a member in the next cercle.
3. ****Are you a different person from the maker?**** For the acts that move money or move a player, the approver must not be the person who recorded it. See section 8.

An attempt to reach outside your scope does not silently return nothing: it is refused and recorded as a security event.

8. SEPARATION OF DUTIES

Money and player movement are two-person operations. One person records; a different person approves.

| Duty | Recorded by (maker) | Approved by (checker) |

| :--- | :--- | :--- |

| Supplier invoice | Cercle administrator (manage:accounting) | Provincial official (approve:finance) |

| Payroll run | Cercle administrator (manage:accounting) | Provincial official (approve:finance) |

| Budget | Cercle administrator - always saved as a draft | Provincial official (approve:finance) |

| Manual journal entry | - | Provincial official (approve:finance) |

| Player transfer | Cercle administrator requests it (process:transfer); the player does not move | Provincial official approves or rejects (approve:transfer); approval moves the player |

| Licence payment at the guichet | Cercle administrator collects (update:payment) | Provincial official confirms against the account statement (verify:payment) |

Federation leadership holds every permission, including both sides of these pairs. It still cannot approve its own work: the check is on identity, not only on permission, and it compares the approver against the recorded maker inside the approving transaction. Editing an approved budget resets it to draft and clears the approval.

Two more separations matter in daily work:

- ****Capture is not validation.**** A volunteer or a club administrator may create a member record; that record stays PENDING until someone with `verify:registration` validates it, and it is not active until a verified payment says so.
- ****A club does not attest its own documents.**** Sighting a physical identity card (`verify:national\_id`) belongs to the cercle, provincial and federation tiers. Club-level roles deliberately do not hold it.

9. IDENTITY AND PASSPORT GUIDANCE

Three numbers, three jobs. Confusing them is the most common cause of a duplicate record.

- `careerNumber` - the permanent football identity number, issued once by the system and never reissued. It follows the player for life, across clubs and across categories.
- `digitalPassportId` - the eligibility token, QR-ready, that says what the player's current registration and clearance state is. It is the value behind the `/passport/[id]` page.
- `nationalId` - the Congolese national identity number, transcribed from the physical card by an official who has the card in hand. It anchors the football identity to a legal person.

The rule that prevents most damage: search before you create. Search by `nationalId` or `careerNumber` before starting any new registration. A second record for a person who already has one splits their history in two, and merging them afterwards is an administrative act, not a click.

10. SIGNING IN AND WHERE YOU LAND

Sign-in is the same door for everyone: `/sign-in`, email and password. Three things then happen.

1. Your credentials are checked against the database. Repeated failures lock the identity for a period; the lock is on the identity, not on your device, so trying from another phone does not help.
2. Your federation is resolved. One federation is selected silently. Several - or none yet chosen - sends you to `/select-federation` once.
3. You land on `/my-football`, or on the page you originally asked for if you were sent to sign in from somewhere else.

If you have forgotten your password, choose "Forgot your password?" under the sign-in form (`/account-access/forgot`) and type the address your account uses. If an account uses it, a link to choose a new password is emailed to the address on record - never to the one typed, if the two differ. The link works once and for one hour, and asking again cancels the link the last request sent. The page gives the same answer for every address, so it cannot be used to find out who has an account; an address is served three requests an hour. Once the new password is set, a "your password was changed" email goes to the same address - if you ever receive one you did not expect, tell your cercle administrator or the federation at once.

Two exceptions. Federation leadership accounts are not reset this way: the page answers as usual and sends nothing, and a leadership colleague restores access at `/admin/users`. And where this platform cannot yet send email, the page says so instead of offering the form: ask your cercle administrator, who issues a link from the credential desk.

To change a password you still know, sign in and choose the key icon in the top bar, beside Sign out (`/account-access/password`). Type the password you use now, then the new one twice: 8 to 128 characters, and not the same as the old one. Every other phone or computer signed in to your account is signed out at once; the one you are using stays signed in. Links issued earlier to set your password stop working, and where this platform sends email a "your password was changed" message goes to the address on record. Five wrong current passwords close the form for fifteen minutes. This works for every account, federation leadership included, and needs nobody else.

What `/my-football` shows depends on what your account is attached to:

| Your account | What Home shows |

| :--- | :--- |

| Attached to one organization - club administrator, coach or technical staff, treasurer | The club cockpit for that club or academy: roster, tasks and alerts for the one organization you hold a post in, and the quick actions your own role can perform. |

| A territorial role with no organization - federation leadership, provincial official, cercle administrator, volunteer | Your desk: your role, the territory you are scoped to, and every screen your role opens, built from the same navigation registry as your menu. |

| A stakeholder profile - player, parent, guardian, representative | The stakeholder portfolio: your linked players, their eligibility state, consent status and upcoming activities, all read-only. |

| Signed in with no role and no stakeholder profile | An onboarding notice. An account in this state can open almost nothing; ask the operator who created it to attach your role. |

If you land somewhere that looks empty, that is information: it usually means your account holds a role but no scope, or a scope with no data in it yet. It is not a failure of the screen.

11. KEY ALERTS & WARNING SIGNALS

- **"Data Mismatch"** - the identity fields on the record do not agree with the national registry. Stop; do not create a second record.
- **"Pending Payment"** - the member has no confirmed `paymentTxId`. A licence is not active on an operator's word: the payment must be verified.
- **"Out of Scope"** - you attempted an action on a territory or an organization that is not yours. The action was refused and the attempt was recorded.
- **PENDING** - normal for a freshly captured record. It means captured, not validated, and it is cleared by whoever holds the validating duty.
- **"Your role does not open this action"** - your role does not hold the permission this action requires. Ask the tier that does; do not ask for a broader account.

12. COMMON MISTAKES TO AVOID

- **Sharing a login.** Every act is attributed to the account that performed it, and the two-person rules are enforced by comparing user identities. A shared account destroys both, and it is the single most damaging thing anyone can do here.
- **Creating a second record** because the first one still shows PENDING.
- **Typing a `nationalId` from memory** or from a photograph of a photograph, instead of from the card in your hand.
- **Telling a family that a player is registered** when you have only captured them.
- **Editing the URL** to reach a cercle or a club that is not yours.
- **Reading a PENDING mobile-money collection as money received.** It is received when the tier above has verified it against the statement.

13. ESCALATION PATHS

Escalate upward, one tier at a time, with evidence.

1. Note the `careerNumber` (or the names and birth date if no number has been issued yet), the screen, and the exact message shown.
2. Take a photograph or a screenshot of the state you are looking at.
3. Report it to your own tier: a volunteer reports to the cercle desk; a club role reports to its club administrator and then the cercle; a cercle administrator escalates to the provincial official; a provincial official escalates to the national administration.
4. Club-level roles have a document stream and ticket trail at `/intradesk`. Volunteers, stakeholders and territorial roles do not: their escalation path is a person, not a screen.

Never work around a refusal. A refusal is the system telling you that this act belongs to somebody else.

14. DOCUMENTARY GOVERNANCE

This manual adheres to the structural principles laid out in documentation.md. Every manual in this suite is registered in lib/manuals/catalog.ts, is readable at /help, and renders as a PDF from the manual-pdfs route. Sources are kept ASCII-safe until the PDF font stack supports full Unicode.

15. THE MANUAL DIRECTORY

Shared reading:

- [Shared Overview](manuals/00-overview.md) - this document.
- [User Manual Suite Index](USER_MANUAL.md) - the routing index for the whole suite.

Operators:

- [Federation Leadership Manual](manuals/01-federation-leadership.md) - national executives and directors.
- [Provincial Official Manual](manuals/02-provincial-official.md) - provincial league directors; the checker tier.
- [Cercle Administrator Manual](manuals/03-cercle-administrator.md) - the cercle desk; the maker tier.
- [Club Academy Operator Manual](manuals/04-club-academy-operator.md) - one club or academy, its roster and its records.
- [Coach and Technical Staff Manual](manuals/11-coach-technical-staff.md) - training, sporting and medical capture for one club.
- [Treasurer Manual](manuals/12-treasurer.md) - reading the books of one club.
- [Volunteer Manual](manuals/10-volunteer.md) - delegated walk-up capture for one cercle.

Match day:

- [Referee and Match Official Manual](manuals/05-referee-match-official.md) - how officials are named on a match sheet, and who lodges it.

The football family:

- [Player Handbook](manuals/06-player.md)
- [Parent Reference Guide](manuals/07-parent.md)
- [Legal Guardian Guide](manuals/08-legal-guardian.md)
- [Manager Representative Guide](manuals/09-manager-representative.md)

16. 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.

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