

ADMINISTRATIVE OPERATIONS MANUAL

Cercle Administrator

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: CERCLE ADMINISTRATOR MANUAL

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ABOUT THIS MANUAL

This document serves as the supreme and authoritative operational standard for the Cercle Administrator role within the FECOFA Digital Hub. It establishes the rigorous boundaries, secure permissions, and the daily operational cadence required to govern local footballing entities effectively. This manual transitions operational oversight from legacy, paper-based processes into a secure, sovereign digital ecosystem.

VISION AND AUDIENCE

Vision: The FECOFA Digital Hub empowers local operators to eradicate fraud, enforce absolute transparency, and elevate DRC football administration to elite FIFA and CAF standards. As a Cercle Administrator, you are the cornerstone of this vision-the first line of defense in maintaining the integrity of the national registry.

Audience: This manual is exclusively scoped for active, verified personnel formally appointed as a Cercle Administrator. It assumes you hold the necessary RBAC (Role-Based Access Control) credentials and have passed stringent identity verification.

SURFACES AND ACCESS

Your digital access is strictly geofenced to your designated Cercle within the respective Province.

- **Intradesk & Operational Dashboards:** Secure portal access is locked to your specific jurisdictional slug (e.g., `\/[province_slug]/[cercle_slug]/`).
- **Authentication:** Mandatory secure session validation via digital identity, ensuring all actions are logged and cryptographically bound to your profile.
- **Module Access:** You possess localized access to Identity & Passports, Registration, localized Competition

Management, and localized Analytics.

PERMISSIONS & SCOPE BOUNDARIES

AUTHORIZED CAPABILITIES

- **Local Execution:** Manage, review, and resolve entities (Organizations, Members, Clubs) exclusively within your geographic and administrative Cercle.
- **Registration Verification:** Approve and validate incoming registrations for players and local staff by crossing-checking the `digitalPassportId` against physical documentation.
- **Operational Rigor:** Process localized transfer requests, verify local match reports, and maintain 100% data coverage for your assigned territory.
- **Compliance Monitoring:** Ensure all affiliated clubs in your Cercle maintain current Continuing Professional Education (CPE) metrics and clear any `paymentTxId` mandates before competition entry.

WHAT THIS ROLE CANNOT DO

- **Jurisdictional Breach:** You cannot alter, view, or process records outside your assigned geographic or organizational scope.
- **Identity Forgery:** You cannot bypass mandatory identity verification steps, nor can you create duplicate profiles.
- **Override National Decrees:** You cannot overturn disciplinary bans, medical red-flags, or federation-level sanctions established by the FECOFA National Administration.
- **Data Destruction:** You cannot delete finalized match reports, authorized transfers, or active `careerNumber` assignments.

MAIN SCREENS & DUTIES

1. **The Sovereign Dashboard:** Your primary landing zone. Review pending alerts, regional compliance metrics, and empty data states requiring your immediate intervention.
2. **The Registration Queue:** The clearinghouse for all incoming applications. You must verify identity documents against the provided `nationalId` before authorizing any `careerNumber` generation.
3. **The Interactive Member Grid:** A high-fidelity roster matrix detailing active versus inactive statuses for all players and operational staff within your Cercle.
4. **Daily Duties:** Your operational cycle requires you to log in daily, audit the dashboard for anomalies, clear your verification queue with strict documentary checks, and ensure all match events within your Cercle are logged before the strict 24-hour deadline.

IDENTITY AND PASSPORT GUIDANCE

The FECOFA Identity Model is immutable and built on three structural pillars:

- `careerNumber``:** The permanent, immutable identifier assigned to a member for their entire footballing lifespan.
- `digitalPassportId``:** A dynamic, QR-ready digital token validating current eligibility, medical clearance, and registration status.
- `nationalId``:** The sovereign Congolese identification number linking the sporting profile to legal standing.

Mandate: Never initiate a new registration without first executing a comprehensive search by `nationalId` or `careerNumber` to prevent duplicate records.

COMMON MISTAKES AND KEY ALERTS

- **Blind Approvals:** Approving digital registrations without visually cross-referencing physical or scanned legal documents.
- **Ignoring System Alerts:** Dismissing "Data Mismatch" (identity conflicts) or "Pending Payment" (missing `paymentTxId``) flags.
- **Scope Creep:** Attempting to force-navigate via raw URLs to regions outside your control, which will trigger an "Out of Scope" security audit event.
- **Credential Sharing:** Allowing unauthorized personnel access to your Cercle Administrator dashboard.

ESCALATION PROCEDURES

Should you encounter systemic software blocking, suspected fraudulent registration attempts, or jurisdictional overlaps:

1. Immediately document the specific `id``, `careerNumber``, or `nationalId`` involved.
2. Capture the exact error state or UI warning.
3. Escalate the incident vertically to the Provincial Administrator or National Database Directorate via the internal `/intradesk`` secure ticketing module. Do not attempt unapproved structural workarounds.

DOCUMENTARY GOVERNANCE AND DBG VISION

This manual adheres to the strict sovereign structural principles laid out by FECOFA. Every action you log forms a permanent, immutable part of the national audit record.

DBG Vision: Engineered by DBG SARL, we build resilient, scalable, and sovereign digital infrastructures to eradicate offline corruption and 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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