

ADMINISTRATIVE OPERATIONS MANUAL

Club / Academy Operator

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

Source: `publishing/operational/club-academy-operator.md`

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

title: "Club Academy Operator Manual"

role: "Club Managers & Academy Staff"

version: "1.2 (Premium Edition)"

classification: "CONFIDENTIAL / INTERNAL USE ONLY"

<div align="center">

<h1>FECOFA DIGITAL HUB</h1>

<h2>Club Academy Operator Manual</h2>

<h3>Role: Club Managers & Academy Staff</h3>

<p>Published by DBG SARL - Societe Debonhomme SARL</p>

<p>Siege social : 44, Avenue du Livre, Gombe, Kinshasa, DRC</p>

<hr/>

</div>

CONFIDENTIALITY AND NON-DISCLOSURE

This document is classified as strictly confidential. Its contents constitute proprietary intellectual property of the FECOFA Digital Hub and DBG. Unauthorized distribution, reproduction, or sharing is strictly prohibited under DRC data protection laws and FECOFA internal governance. As a Club or Academy Operator, you handle personal data of local players, coaches, and staff; protecting this sovereign data is your primary legal directive.

ABOUT THIS MANUAL

This manual serves as the definitive operational doctrine for the Club/Academy Operator role within the FECOFA Digital Hub. It establishes the strict functional boundaries, localized permissions, and daily roster management cycles required to interface securely with the national FECOFA architecture. It replaces all legacy paper-based club management guidelines.

VISION AND AUDIENCE

Target Audience: Club Managers, Academy Directors, and assigned operational staff.

Vision: Our vision is to empower local clubs and academies with precise digital tools for sovereign structural oversight. The FECOFA Digital Hub eradicates identity fraud, ensures total player tracking from academy level to professional leagues, and enforces the "100% Coverage" FIFA mandate. You are the vanguard of accurate data entry at the grassroots and club level.

SURFACES AND ACCESS

Your daily operations are seamlessly tied to the Next.js dynamic routing structure specifically scoped to your club/ASBL mapping:

- **Club Dashboard:** `[/province_slug]/[cercle_slug]/[club_slug]/`
- **Roster & Registration:** `/registration`` (Localized to your club only)
- **Identity & Passports:** `/passport`` (Viewing your squad digital ID statuses)
- **Medical & CPE:** `/medical`` (Uploading mandatory fitness/education records)
- **Intradesk & Ticketing:** `/intradesk`` (For club-level support requests)

NOTE

Your Next.js session enforces strict geographical and structural boundaries mapped to your configured Club DTO.

PERMISSIONS & SCOPE BOUNDARIES

AUTHORIZED CAPABILITIES

- **Daily Roster Management:** Register new players/coaches and manage your active roster matrix.
- **Contract & Transfer Initiation:** Initiate local transfer requests via the TMS module linked to your club.
- **Data Compliance Updates:** Upload medical clearance certificates and ensure 100% compliance on `cpeRecords``.
- **Match Roster Submission:** Submit official starting XIs and match day squads prior to kickoff (if authorized by match commissioners).

WHAT THIS ROLE CANNOT DO

- **You cannot** register a player without a valid `nationalId`` or bypass identity deduplication.
- **You cannot** approve a transfer; you can only initiate it (approval routes upwards).
- **You cannot** alter sanctions, medical flags, or disciplinary records.
- **You cannot** access or view data of rival clubs or structural entities outside your assigned ASBL.
- **You cannot** process registrations if your club federation fee `paymentTxId`` is missing or invalid.

MAIN SCREENS & DUTIES

1. THE CLUB DASHBOARD

Visualizes your club overall compliance. Highlights missing digitalPassportId entries, unpaid fees, and roster gaps. It is your duty to resolve these issues actively.

2. THE ROSTER MATRIX

An interactive grid detailing your active vs. inactive members. Prune inactive players and ensure active players maintain medical standings.

3. REGISTRATION & TMS MODULES

The core intake interface where you digitize new academy recruits or initiate transfers. Carefully verify physical documents before digitizing them.

IDENTITY AND PASSPORT GUIDANCE

The integrity of DRC football starts at your club. The Hub relies on:

- `nationalId`: The sovereign Congolese identifier required for all new entries.
- `careerNumber`: The immutable footballing identifier generated upon first successful registration.
- `digitalPassportId`: The verified digital asset reflecting a player clearance to play.

Mandate: Always utilize exhaustive search functionality assessing nationalId or careerNumber before initiating any new registration.

COMMON MISTAKES AND KEY ALERTS

- **Creating Duplicates:** Failing to search for an existing `careerNumber` when signing a player.
- **Ignoring Compliance Flags:** Attempting to field a player whose dashboard clearly flags missing medical clearance.
- **Session Sharing:** Sharing your operator credentials with unauthorized staff.
- **Incomplete Uploads:** Uploading blurry images of physical identity documents during registration.

ESCALATION PROCEDURES

When you encounter systemic blockers or suspect data contamination:

1. Do not attempt URL manipulation or workarounds.
2. Note the specific `careerNumber` or transaction ID involved.
3. Capture the exact error toast notification or state.
4. Escalate immediately to your Cercle Administrator via the internal `/intradesk` ticketing module.

DOCUMENTARY GOVERNANCE AND DBG VISION

This manual adheres to the structural principles laid out in the FECOFA documentation.md. All operational workflows logged by your account form part of the permanent, immutable audit record tracked by the FECOFA Hub.

DBG Vision: Powered by DBG SARL. We build immutable, scalable, and sovereign digital infrastructure to

empower African sporting excellence, starting at the club and academy level.



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.

DBG SARL - Societe Debonhomme SARL

Siege social : 44, Avenue du Livre, Gombe, Kinshasa, Republique Democratique du Congo

All rights reserved.

