

ADMINISTRATIVE OPERATIONS MANUAL

Federation Leadership

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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<h1>FECOFA DIGITAL HUB</h1>

<h2>Federation Leadership Manual</h2>

<h3>Role: National Executives & Directors</h3>

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CONFIDENTIALITY AND NON-DISCLOSURE

This document is classified as strictly confidential and is restricted to the highest echelons of FECOFA governance. The strategic workflows, data models, and architectural insights detailed within constitute proprietary intellectual property of the FECOFA Digital Hub and DBG SARL. Unauthorized distribution, reproduction, or sharing is strictly prohibited under DRC data protection laws. As Federation Leadership, your mandate includes the supreme safeguarding of the national sovereign football data registry.

ABOUT THIS MANUAL

This manual serves as the definitive executive doctrine for National Executives & Directors within the FECOFA Digital Hub. It provides the architectural context and authoritative governance required to oversee the national hierarchy. Unlike operational manuals, this document is focused on macroscopic oversight, structural integrity, and enforcing the "100% Coverage" mandate across all 26 Provinces and 145 Territories.

VISION AND AUDIENCE

Target Audience: FECOFA President, General Secretary, National Executive Committee Members, and National Directors.

Vision: Our vision relies on sovereign technological supremacy to elevate DRC football to global FIFA/CAF elite standards. The Hub is built to eradicate identity fraud, enforce total transparency, and completely digitize the footballing lifecycle. You are the ultimate custodians of this vision. Your oversight guarantees the integrity of every

metric, sanction, and identity processed within the ecosystem.

SURFACES AND ACCESS

As Federation Leadership, your digital footprint spans the highest panoramic views of the Next.js architectural hierarchy. Your access encompasses:

- **National Dashboard:** ``/`` (Global macroscopic view of the entire DRC, tracking all 26 Provinces and 145 Territories)
- **Executive Analytics & TMS:** ``/tms`` and ``/analytics`` (National aggregate metrics, cross-border TMS integrations, and financial tracking)
- **National Disciplinary & Sanctions:** ``/admin/sanctions`` (Global oversight of federation sanctions and regulatory overrides)
- **Identity & Passports:** ``/passport`` (Unrestricted read-access to every digitized entity in the national registry)

NOTE

Your Next.js session is elevated with absolute macroscopic read privileges, allowing you to traverse any `[provinceslug]/[cercleslug]` dynamically.

PERMISSIONS & SCOPE BOUNDARIES

AUTHORIZED CAPABILITIES

- **Macroscopic Oversight:** Monitor real-time compliance metrics, registration totals, and fee aggregations at the national level.
- **Strategic Overrides:** Apply and lift national-level ``federationSanctionId`` blocks on leagues, cercles, or specific clubs.
- **National Approvals:** Serve as the final escalation and approval authority for international transfers, high-profile registrations, and structural DB seeding.
- **Systemic Auditing:** Review the immutable audit logs for all lower-level operations to ensure local entities are strictly enforcing FIFA mandates (e.g., verifying ``cpeRecords``).

WHAT THIS ROLE CANNOT DO

- **You cannot** perform daily low-level data entry (e.g., uploading standard medical certificates); this compromises the SoD (Segregation of Duties).
- **You cannot** bypass the core architectural logic gates, such as allowing competition entry without a valid ``paymentTxId`` or a verified ``digitalPassportId``.
- **You cannot** alter the structural DTO bindings mapping Territories to Provinces without DBG engineering escalation.

MAIN SCREENS & DUTIES

1. THE NATIONAL DASHBOARD

The core executive command center. It visualizes the entire structural mapping of the country. It highlights "empty" states (inactive Cercles) and tracks national compliance percentages to provoke strategic interventions.

2. THE EXECUTIVE ANALYTICS SUITE

A centralized intelligence hub leveraging Recharts to present financial health, national registration velocity, and TMS activity. Duty: Use these metrics to report to FIFA/CAF and internal stakeholders.

3. THE SANCTIONS COMMAND

The interface for applying overarching regulatory blocks. Duty: Ensure bad actors are universally blacklisted across all localized /registration and /match-reports routes.

IDENTITY AND PASSPORT GUIDANCE

The FECOFA Identity Model is non-negotiable and forms the bedrock of our digital sovereignty:

- `nationalId`: The foundational Congolese governmental identifier linking the digital profile to a physical citizen.
- `careerNumber`: The immutable, lifespan identifier generated uniquely for each participant.
- `digitalPassportId`: The finalized, verified digital token signifying a player is completely legal, medically cleared, and sanctioned to participate.

Leadership Mandate: Enforce the absolute requirement that no entity bypasses this trifecta. The integrity of the DRC on the global stage depends on a zero-tolerance policy for duplicate or falsified identities.

COMMON MISTAKES AND KEY ALERTS

- **Ignoring Dashboard Voids:** Failing to investigate massive regions showing 0 active registrations.
- **Overriding Without Documentation:** Lifting sanctions without ensuring the requisite offline judiciary paperwork is archived in the Hub.
- **Session Delegation:** Allowing subordinates to operate under Executive credentials, destroying the integrity of the RBAC audit logs.

ESCALATION PROCEDURES

When systemic architectural failures, massive data discrepancies, or critical security breaches are detected:

1. Immediately document the anomaly, isolating the specific `/admin` route or `careerNumber` cluster.
2. Do not attempt to forcefully alter the database via irregular workflows.
3. Escalate directly to the DBG Engineering Command via emergency channels for immediate triage and remediation.

DOCUMENTARY GOVERNANCE AND DBG VISION

FECOFA PREMIUM MANUAL

Federation identity • DBG owner / publisher • AU atmosphere restrained • CAF/FIFA contextual references

This executive manual represents the supreme operational standard, tightly coupled with the foundational structural directives in documentation.md. Every strategic action taken by the Federation Leadership is logged immutably, ensuring complete institutional memory.

DBG Vision: Powered by DBG SARL. We engineer the sovereign, scalable, and immutable digital frameworks required to immortalize African sporting excellence. We provide the infrastructure; you provide the authoritative governance.



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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