



CONTENTS

STARTING A NEW UNIT

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INTRODUCTION	PAGE 2
UNIT CLASSIFICATION	PAGE 3
STARSHIP	PAGE 4
FLAGSHIP	PAGE 6
SHUTTLE	PAGE 7
OUTPOST	PAGE 9
NAMING CONVENTIONS	PAGE 11
COMMANDING OFFICERS: RESPONSIBILITIES & EXPECTATIONS	PAGE 13
USS DARING — A CAUTIONARY TALE	PAGE 14
APPLICATION PROCESS	PAGE 15
NOTES & REVISION HISTORY	PAGE 16



INTRODUCTION

Every Star Trek fans dreams of being the captain of their own Starship. Although running an SFC Quadrant 2 Unit is (probably) easier than commanding a starship, both roles require commitment and dedication.

Unit's are, and always will be, the core of SFC. It is within them that members can indulge in their shared interests for Star Trek and science fiction while enjoying the company of fellow fans and like minded people. At their best, units are a unique and welcoming social group that can be as rewarding as they are challenging.

This document contains further information on unit structures and options for any prospective CO or group to consider if interested in beginning a new unit.

Things to Consider

Opening a new unit can be hard work, particularly in the planning stages. All applying CO's should be aware of the work and energy required to start up a unit. When fully active it can be a rewarding experience, however it does require dedication, effort and is not an easy pass to rank up.

Each unit classification and Commanding Officer role have their own expectations, responsibilities and requirements. These requirements have been developed through experience of success and failure from decades of SFC being in operation. Please keep in mind that these aren't designed as a manner of control, but simply to help steer you into success.

This document includes a full list of responsibilities and expectations for both unit classifications and for all CO's.

Units versus Sub Units

In 2015 SFC went through a major overhaul when several high profile units, for a variety of reasons, began to become inactive or struggled to function as a social hub. Unit activity and organisation can sometimes become a struggle, particularly when starting a new unit.

For this reason Quadrant 2 has developed a variety of options for those who want to engage in an offline unit. For those who are confident in their operation and future, a Starship Unit would be your best option.

For those who are uncertain or require more groundwork in order to build a stable base for a full Active Unit, you may want to consider Sub-Unit status with one of the available alternatives.

Application Procedure

Prospective CO's should contact the Director of Operations (DOPS) to discuss starting a new unit. Applications for a new unit will be reviewed on a case by case basis on consultation with the Admiralty Board.

UNIT CLASSIFICATION



As a result of the 2015 Fleetwide consultation and reorganisation of Quadrant Two, our unit structure has been modified with further restrictions for active unit start ups.

These restrictions have also helped to encourage the redevelopment of 'sub units' to offer further support to those interested in proposing a new unit who may not feel they are ready and would like to instead begin laying the foundations to allow a unit to grow naturally.

When planning the formation of a unit, a potential CO should be aware of the options available to them.

Active Units:

▲ Starship

An active social unit within a town, city, or close regional area. Starships should have at least six officers engaging in regular meet ups, activities and/or events and encourage a diverse, open, fulfilling and welcoming social experience in which members can enjoy their sci fi fandom as a group. Starships are the core of SFC with their Commanding Officer expected to be active in leading their members.

▲ Flagship

An offline 'catch all' unit spanning large regions using the internet to connect members. Flagship units are specially commissioned only on the directive of the Admiralty Board if and when required.

Active Sub Units:

▲ Shuttle

Offshoots of a flagship unit in which small groups of members regularly attend events/conventions together. Shuttles allow small active groups within a Flagship unit to be recognised for their away team organisation and offer potential to break off into their own starship unit if there is growth of interest in more regular meetups.

▲ Outpost

A prequel to a unit, Outposts are a developmental process for local regions with more casual requirements than active units. Outposts are intended for area's with the potential for an active unit to help gather steam and welcome new recruits in order to upgrade to a Starship.

Note: Inactive Units:

Any unit, regardless of classification, which becomes inactive will be marked as an Inactive Unit. Upon being labelled as inactive, the unit is 'dry docked' for six months. Within this six month period, help and assistance is offered to revive the unit's active status. If this cannot be completed, a unit will be decommissioned and the crew transferred to their parent flagship unit.

STARFLEET COMMAND QUADRANT 2

STARTING A NEW UNIT



The standard operational unit of SFC since its inception, units are individual groups that often have their own distinct identity, organise their own meetings and events as well as take part in the wider fan community.

They will not necessarily be limited to Trek-themed events and may be involved in their local community or even charity activity. It might be expected for a Unit to have its own communications methods – be they a website, a Facebook page or separate discussion forum – as well as being part of the SFC Comms network. Many Units even produce their own Newsletters, fanzines and even merchandise such as T-shirts that reflect their identity and personality.

Requirements:

- ▲ Each new unit must successfully complete a probationary period in order to be confirmed and commissioned.
- ▲ Whether spearheaded by an individual, or as a group, a new unit must have selected an assigned Commanding Officer to lead and coordinate unit efforts and liaise with Q2. The nominated CO should take note of our code of conduct and expectations for the role.
- ▲ A new Unit should have a minimum of six willing and active members, including the prospective CO. Although some of these may come from an existing Unit, it is not appropriate to leave the existing Unit undermanned.
- ▲ The new Unit will be expected to double their initial membership within the first 6-12 months (their Shakedown cruise).
- ▲ All crew will be expected to have graduated Starfleet Academy. As per standard procedures, inactive crew will be transferred to Starbase Europa or their flagship region.

Probationary Period.

Once a unit proposal has been submitted and accepted by the ADMB, it will have 6 months to gain full Unit status and be commissioned.

- ▲ Upon proposal a new unit, whether led by an individual or as a group effort, should agree in coordination with DOPS a name, classification and if able, organisational structure of a unit. Planning ahead isn't always necessary, but is advisable to ensure longevity.
- ▲ A new Unit will usually be temporarily assigned as a Sub-Unit of the nearest outpost, Flagship or Starbase Europa. However, on most occasions, a new Unit may come under the direct responsibility of the ADMB - usually, the Director of Fleet Operations (DOPs)
- ▲ If no preference has been agreed, the Director of Fleet Administration (DoA) will issue an NX number for the ship. This will be changed to an NCC prefix when the ship is commissioned. DoA will ensure that the NX/NCC number has not been previously used in SFC



STARFLEET COMMAND QUADRANT 2

STARTING A NEW UNIT

- ▲ The new CO will report regularly to DOPs or agreed contact on Unit activity and discuss any problems. A The new CO will be granted access to the Captains Tables areas on the Forums and Facebook
- ▲ If at the end of the probationary period, the sub-Unit is not granted full Unit status, the crew will be transferred to their parent Unit or another suitable Unit. All ranks will be retained
- ▲ The final decision to commission a new Unit lies with the Director of Fleet Operations. Any appeal must be submitted to the ADMB within 28 days of DOPs decision.

Starship Class

Starship units are built around several tiers to represent the size of your unit. These tiers aren't representative of the importance of your unit or mean that a larger ship will 'out rank' a smaller ship. This is simply a logical way to mirror the size and scale of your unit and to set goals for growth and development.

With each growth, you can choose to expand your starship to the next tier, or remain with your current ship class. The tiers and requirements to meet them are as follows:

Tier	Type	Class	Min Crew	CO Rank
One	Frigate Corvette Escort	Centaur Deadalus Defiant Nova New Orleans	5	Lieutenant
Two	Cruiser Destroyer	Crossfield Einsten Intrepid Miranda	10	
Three	Heavy Cruiser	Akira Ambassador Constellation Constitution	20	
Four		Galaxy Olympic Sovereign	30	

Summary:

Fully active Starship units are the core of SFC, and also the most difficult to form due to the social and organisational demands they require on both the CO or the membership. A potential CO should only apply to open a Starship unit when they are confident they have the active numbers and planning to support them.

If there are any doubts as to whether your potential unit could meet these requirements, you may want to consider a sub-unit such as an Outpost or a Shuttle.

STARFLEET COMMAND QUADRANT 2

STARTING A NEW UNIT



Covering a vast geographical range, flagship units are larger correspondence based units to offer a home to members that don't have their own local unit.

Flagship units are specially commissioned by the Admiralty Board if and when required and can span huge areas of the UK and Europe.

Currently there are two units within this classification; the **USS Churchill** which is a catch-all unit for the South of England and Wales, while the **USS Sovereign** is home to members in the Midlands, North England, Scotland and Ireland. Sovereign also acts as home to members elsewhere in Europe.

Interaction within flagship units are typically held to online forums such as unit Facebook groups due to the vast areas they cover. Flagships operate in a similar structure to Starship units but with less opportunity for offline interactive meetups.

Summary:

No member of SFC Quadrant 2 may apply for a Flagship unit at this time. These units are strictly commissioned or decommissioned as and when required on the authority of the Admiralty Board.

If and when a new Flagship unit is created or being reorganised, alerts will be posted to all members within that catchment area with applications open to the position.

Flagship Commanding Officers are commissioned by the discretion of the Admiralty Board.

STARFLEET COMMAND QUADRANT 2

STARTING A NEW UNIT



Ideal for small groups within a larger unit, particularly a flagship unit, who regularly travel and meet at conventions locally or across the country.

Classified as a sub-unit, shuttle teams would remain as part of their larger unit reporting to their CO, but have their own 'team leader' who'd act as a point of contact and take point in organising trips and event planning.

A more casual and therefore less restrictive set up, shuttles assigned to flagship units would only be active during events and event planning and would not constitute a solid unit.

The day to day admin, operation and support would fall to the parent CO with the shuttle team leader focused on their local events with the team acting as an offshoot of the parent unit.

Goals & Objectives

Shuttles are an ideal solution to members who wish to attend events together whilst representing SFC and their parent unit whilst still retaining an interest in creating a fully functional active unit down the line.

The long term goal of a shuttle's away team should be to begin planting a seed from which a full unit would grow; to evolve their core members base through meeting potential new members at events.

At it's core, however, shuttles are designed to allow local members of large flagship or internet units a chance to socialise, meet meet and recruit new members and gain a unique identity.

Requirements:

- ▲ In order to establish a shuttle team, a minimum of 3-5 registered SFC members must agree to meet the targets of attending local events together as a group. The shuttle would only officially become active during these events.
- ▲ The founding member and nominated team leader must have graduated from the Academy and held the position of an officer in good standing for at least six months in order to act as a representative of SFC Quadrant 2.
- ▲ Due to the sub-unit status of a shuttle, all members will remain as part of their parent or flagship unit. For example, a London shuttle's members would be listed as an 'away team' as part of the USS Churchill. The parent resources and groups would also be available to the shuttle members as members of that parent unit.
- ▲ As standard with all versions of an SFC unit, the shuttle formation will be confirmed upon the first event attended as a group.

**Limitations:**

Unlike Starships and Outposts, Shuttles have caveats when it comes to their organisational structures and operations. While other units would have their own firm identity, such as their own patch, graphics and packages, shuttles, while gaining their own group name and mission, would retain the identity of it's parent unit.

While the shuttle would have it's own team leader as a point of contact, as a sub-unit, the team would report to their parent unit CO. No change of rank or position is granted automatically upon confirmation of the role.

Summary:

As an auxiliary craft attached to a parent unit, shuttles are ideal for ether;

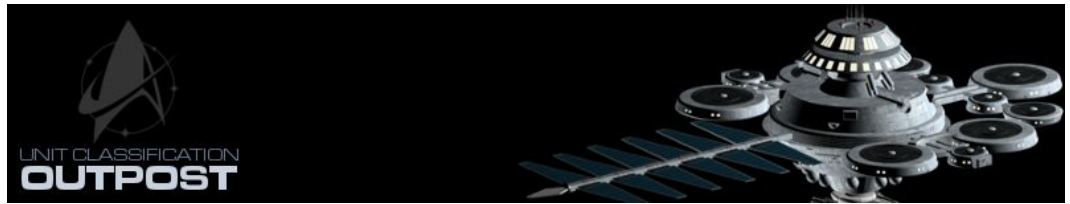
- a) small groups of members who regularly attend events together who still want to remain as part of a parent unit, or
- b) For small groups who with an interest in starting a unit but aren't quite ready to make the jump yet.

Shuttles are ideal as a temporary or long term project as part of a unit, however they aren't suited for those looking to become a CO or lead year-round regular social gatherings.

Those who have a large group already in place should consider a Starship Unit, while those seeking to create a fully functional active unit should consider applying for Outpost Status.

STARFLEET COMMAND QUADRANT 2

STARTING A NEW UNIT



Before the 2015/16 Reorganisation of Quadrant 2, the UK had several physical units across the UK with members who would meet regularly, socially and at events, and build friendship through fandom with each other and with new recruits being brought into the fold.

Outposts have been designed to revive that structure, planting a seed in which a formal, active offline unit can grow from.

While reporting to and being part of their flagship unit (currently Sovereign or Churchill) or Starbase Europa, outposts are encouraged to begin the building blocks of establishing themselves as part of the wider SFC network with their own social groups, private forums on the SFC site and to create their own identity.

In essence, a unit is one part a sub-unit and one part a prequel to establishing it's own presence as a starship unit.

Goals of an Outpost

The goals behind establishing an outpost are threefold;

1. To establish a local base for offline, real world social activity in which to expand the local groups interests and membership; bringing in new members to the fold.
2. Laying the foundations for a fully fledged unit; starting small in managing the base and building slowly and carefully from a small offshoot to a complete, functional and enjoyable community to enhance your enjoyment of our network.
3. Focusing exactly what this club was built on; People having fun.

Requirements

In comparison to creating a unit, an outpost is slightly less regulated with a smaller number of base requirements.

- ▲ In order to establish an outpost, a group of 3-5 registered SFC members must agree to act as founders of the group. The members must be local to each other and be able to travel an average limit of 45 minutes to a joint meeting point.
- ▲ The founding members must have graduated from the Academy and held the position of an officer in good standing for at least six months.
- ▲ The outpost must select a representative to act as liaison between their group and their region. Quarterly progress reports should be filed with Starbase Europa via the Admiralty Board. The selected CO or project leader would have access to Captains Table for any further help or

STARFLEET COMMAND QUADRANT 2

STARTING A NEW UNIT



advice.

- ▲ To remain consistent as an SFC Outpost, incoming members must register with SFC within 7 days of joining the outpost. Incoming members should be reminded of member benefits including the wider social network to enhance their experience as a member of the overall Quadrant 2 club.
- ▲ As standard with all versions of an SFC unit, the outpost will be confirmed and officially titled upon the first meeting of the group whether at an independently booked venue, homestead, event or other avenue. Outposts and units are designed as social entities; go forth and be merry!

If the outpost grows....

If and when the outpost grows beyond its capacity through recruitment or other methods, it can apply to upgrade to its own fully fledged Starship-based unit. The requirements for units are a little heftier, but by establishing an outpost you're most of the way there.

Some outposts may remain in play if the membership splits in two. For example, if two cities were within its catchment area and the internal members wished to create, and were able to, create two units from that hub, one unit may be formed with members from City A, while City B could retain their outpost status for a secondary unit when ready.

Summary:

Outposts are ideal for developing areas or for members living in close proximity who's numbers don't quite meet Starship requirements, but are eager to begin developing a base to work from.

The Outpost Sub Unit also allows for a more casual build up where members may want to start a unit, but aren't confident that all expectations will be required or haven't nominated a permanent CO.

Most of us dream of being captain of the Enterprise more than Deep Space Nine, but for those who want to build their base, and their confidence, or those who don't want to rush ahead of themselves, the Outpost sub-unit is your perfect option in maintaining a relaxed, informal command to prepare the entire crew for Starship service.

If there are enough founding members to create a fully functional starship (six or more) and other requirements are, or can be, easily met for a full active unit, you may prefer the Starship option; particularly in situations where your collective group already has a socially active core.

NAMING CONVENTIONS



Finding a name for a unit can be more problematic than you can imagine. With a huge amount of options available and many ideas to draw inspiration from, the name you eventually settle on will not only represent your group overall, but the entire club. Your unit name will be the first port of call for new members and mirror your hope and goals for the unit.

In the decades SFC has been active, we have developed a tradition of naming vessels with a British feel. Many ship names were either named after Napoleons Era Royal Navy Ships, or names lifted directly from Franz Joseph's venerable Starfleet Technical Manual.

More recently the Star Trek franchise has focused on aviation pioneers or astronauts, including Crossfield, Gagarin and Glenn.

Other Options

All names listed below are former SFC units.

- ▲ Famous Royal Navy ships or commanders; USS Collingwood, USS Broadsword USS Invincible
- ▲ Named after local areas; USS Northumberland. However try to avoid being too local or you may never end up recruiting beyond your post code.
- ▲ A mythological feel; USS Pendragon, Exalibur Station
- ▲ A Royal feel; USS Monarch, USS Sovereign; USS Victoria
- ▲ A Trek feel; Outpost 84, Station K1

USS Juno was named after the Normandy beach where the CO's father landed on D-Day.

It should be noted that by necessity the Royal Navy used a lot of names during World War One and World War Two that they wouldn't normally approve, and many names used in WW2 don't really fit within the Navy's own naming traditions but were used regardless. Such as HMS Bouncer, Delight, Attacker & Charity

Of course, no disrespect is intended to these fine vessels and their brave crews.

Some names are considered unsuitable

Certain names have been restricted from use for a variety of reasons., including;

- ▲ Names already used within SFC, unless there is a direct link to the previous unit.
- ▲ Notable hero ships within the Star Trek films or episode including Enterprise, Defiant, Stargazer etc.
- ▲ Actor names, such as USS DeForest Kelly.
- ▲ Cross franchise naming including USS Gallifrey, USS Xavier etc. One former CO Wanted to name his ship after a vessel in the Halo franchise.

This list is not exhaustive.

STARFLEET COMMAND QUADRANT 2

STARTING A NEW UNIT



Unfortunate Choices

Some names may incur nicknames and you may wish to consider this when choosing a unit name. Some examples include;

- ▲ Some years ago a returning CO proposed the name of his new Yorkshire based unit as the USS White Rose. It promptly became nicknamed "The Waitrose" and the idea was promptly dropped.
- ▲ The fledgling USS Indefatigable was known to the fleet as the Unpronounceable or the Dirigible.
- ▲ The USS Ribble Valley was immortalised as the tongue twisting Riverribble.
- ▲ A certain CO who should have known better christened his yacht "The Tiddler". Hilarity ensued.
- ▲ The Royal Navy carrier HMS Illustrious earned the unfortunate nickname 'Lusty'.

Further Information

With more than 30 years of Quadrant 2's independence, over 40 years of SFC Internationally, a lot of unit names have been used. If your chosen or preferred name clashes with one already in SFC's records, you will of course be informed immediately.

If you are struggling to come up with a suitable name for your unit, you can discuss further options with the Admiralty Board.

As your unit will not only represent your area, but be included on the overall fleet's advertising and recruitment materials, DOPs reserves the right to reject any names that are inappropriate, offensive or undesirable.



COMMANDING OFFICERS DUTIES & EXPECTATIONS

While the Admiralty Board don't direct how you run your unit or burden you with overbearing demands, a CO is the backbone of any unit and due to the title and post, a representative of SFCQ2.

As such we do try to maintain as strong a support network as possible with some base expectations that will help a unit and it's CO in their successful future and coordination with the fleet as a whole.

- ▲ Unit CO's have the authority to promote crew under their command to one rank below themselves. For example a Lieutenant can promote crew to Lieutenant Junior Grade. However, the maximum rank is Lieutenant Commander (LTCDR). Promotions to the rank of Commander or above, must be approved by DOPs.
- ▲ The Unit CO's title is Captain. This is irrespective of their rank
- ▲ The CO is responsible for ensuring that all new crew pass through Starfleet Academy. Crew who do not graduate Starfleet Academy, without prior arrangement, will be transferred to holding, as per standard procedures.
- ▲ Due to it's massive distribution in the modern world, If not already in motion, the CO should set up a Unit Facebook group and begin inviting their crew. It is strongly recommended that the group only contain the Units crew, the Admiralty and Command Support Staff. However, some Units have two groups – one open to anyone and the other for their SFC crew only.
- ▲ If someone joins the Unit FB group, you are expected to recruit them to SFC.
- ▲ Quarterly reports to the Starbase Review should be submitted on the dates laid down by the Starbase CO or Director of Fleet Communications. Reports should include Unit activities/events, crew promotions, crew changes etc. Unit reports can be delegated to one of the Units Command Staff.
- ▲ By becoming a Unit CO, you are undertaking not only a commitment to your own crew but to the wider club membership as a whole. CO's will be expected to participate in discussions about Fleet activities and procedures. These discussions will normally take place in the Captains Table of the Forums or the Captains Table Facebook group.
- ▲ It is strongly recommended that CO's of new Units, do not automatically promote their crew or place them in Command Staff positions. Ranks should be earned and many CO's have learned the folly of promoting the first volunteer to a Department Head position and then had to remove them a few short months later.

Ore comprehensive information is available in the Commanding Officers Duties & Responsibilities pack.

USS DARING- A CAUTIONARY TALE



In December 2013, an SFC member in Glasgow, assigned to the Sovereign, enquired about starting a local Unit. In January, USS Daring was issued an NX number and started the path to becoming a commissioned Unit.

The Facebook group seemed active with 33 members, the CO was reporting regularly and joining in numerous threads on the Forums, albeit occasionally intermittently. More than once he'd start a conversation and then disappear, never responding to the replies. Nevertheless, the Unit seemed well on its way to Commissioning.

However...

On the 18th August, the CO announced via Facebook "I CO of USS Daring, hereby relinquish command due to family commitments. Goodbye and good luck" He promptly deleted all links to SFC, all FB 'friends' within SFC and removed himself from the Daring FB group.

After finally getting Admin rights to the FB group, we were able to see what had been going on. Or more accurately, not been going on. Of the 33 members, virtually none were members of SFC assigned to the Unit. Comparing the FB list to the crew list of registered members in the catchment area supplied by DoA, they didn't match. It would appear the CO never bothered to contact anyone on the list from DoA.

Many of the members have lost interest after being assigned to the Unit then, effectively, being ignored by the CO. The status of the Daring lay in limbo to try and salvage the ship, but by that point the damage was done. Only one of those 33 people remained as part of SFC.

In the time Daring was in development, three units disappeared or failed shortly before or directly after commissioning with one, USS Avon, breaking contact immediately after the procedure.

Setting up a new SFC Unit involves a lot of work – and not just from the Captain and crew. The Admiralty and Support Staff spend a lot of time and effort helping with a new Unit.

As a direct result, the ADMB, in association with SFC's Unit Commanding Officers felt it necessary to ensure that the process for starting new Units is more rigorous and eventually more worthwhile to members.



APPLICATION

If you feel that you're able to meet the demands and needs of a new start up unit or sub unit, and have sufficiently prepared for it's formation, you can contact the Director of Operations to make a Unit or Sub-Unit Formation Proposal.

DOPS can be contacted at dops@starfleet-command.co.uk, through the available contact form on the SFCQ2 website or through any direct line of communication made available.

Before making an application it's advisable to begin planning out your unit, your plans and forming your goals and ambitions for both your role as a CO as well as for your potential unit and it's future as part of SFC and the wider fan community.

Essential Information

Upon making the proposal, it's advisable to have prepared the basic information required in order to proceed. When submitting your proposal, please ensure to include the following information;

- ▲ Full name and contact information of prospective unit CO or Project Leader (if not yourself)
- ▲ City, Town or Region in which the unit would be active; either as a wider region or multiple towns within close proximity.
- ▲ Unit or Sub Unit Designation (Starship, Shuttle or Outpost)
- ▲ Initial Crew List; names of all founding members. All crew must be registered members of SFC Quadrant 2 and within your selected region.

Optional Information

While not entirely essential, sometimes the best first step forward is to hold a conversation with founding members to prepare in advance. This can help both gauge interest in their involvement moving forward and also ensure you have already begun to create a 'complete package'. This could include, but is not limited to;

- ▲ Preferred unit name and classification if already discussed within the founding members.
- ▲ Links to groups, lists or other infrastructure already established.
- ▲ Any events or meetups planned if already previously established to be added to the calendar or issued to incoming members in your region.
- ▲ Mission statement: Does your prospective unit have a theme or a goal such as an end-goal of weekly meetups or community engagement?

What Happens Next?

Once your application is submitted, DOPS will reply in due course after discussion with the Admiralty Board. No two units are the same, so there's no strict time scale or process for completion. However we always aim to ensure a swift and informed process from application to activation.

NOTES



Revision History:

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03/12/17 Draft Revision.

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