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OFFICERS HANDBOOK

VERSION 2024.1



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WE ARE STARFLEET



Starfleet Command (or SFC) is an international non-profit making group of Star Trek, Science Fiction and Space Enthusiasts and one of the largest Star Trek fan clubs in the world.

Originally founded in the United States in 1974, the club is patterned after the Starfleet Command organisation as seen in the Star Trek television series and movies and while still revolving around that universe, has evolved to become a social hub appreciating science fiction of all kinds while supporting the fundamental ideals of peace, unity and acceptance that Star Trek is famed for.

Attracting members from all over the globe, SFC split into separate autonomous entities in the 80's to better serve their local fan communities. **SFC Quadrant 2** is primarily based in the UK and has since spanned all of Europe in a mission to bring fans together in a positive, welcoming and non-restrictive environment.

1.1: Who We Are

Starfleet Command is unique amongst Sci-fi clubs; not only do we have an unparalleled year history of continuous activity world wide, we were also given our start by Gene Roddenberry himself! Legend has it that Starfleet Command's founders approached Gene with the concept of a club based on the Starfleet organisation as seen in the show and asked for his approval. Naturally, they received it; in fact, the original SFC club logo was even seen in a subtly modified form in Star Trek: The Motion Picture!

While the Star Trek franchise went from strength to strength with the jump to motion pictures and the introduction of The Next Generation, Starfleet Command also prospered and spread around the world with the US arm becoming Quadrant One; Quadrant Three being established in Singapore & Australia and here in the UK and Europe, Quadrant 2 becoming it's own autonomous organisation as part of the international reach of SFC.

Each Quadrant is led by an Admiralty Board, assisted by Support Staff; Like everyone else in SFC they are enthusiastic volunteers who do this in their spare time, and so require the full support and backing of the Fleet.

The core of Quadrant 2 lies in our individual Units scattered across the Quadrant. These Units are the real heart of SFC, each one based on a vessel or facility as seen in Star Trek's many incarnations hosting their own unique roster, activities and identity; but each sharing their passion for Star Trek, sci fi and connecting with other people within the greater fan community above all else.

While we are an organisation based on the appreciation of Star Trek, it's ideals and the wider world of science fiction, we take pride in the laid back and accepting community we've developed in our existence. Through both unit operations and fleet wide activities and events, many members have not only made SFC their spiritual home to meet other like minded fans of science fiction, but have found opportunities, connections and in many cases; life long friendships which have lasted beyond the fleet.

1.2: Our Mission

While everyone comes to SFC for a different reason our core aims are to practice the concept of Infinite Diversity in Infinite Combinations (IDIC); To act as a creative and recreational forum for Star Trek, Science Fiction and space exploration enthusiasts and above all else, have fun with an optimistic, positive outlook towards our future.

Further, we affirm our intention to promote and maintain a positive image of Star Trek and Science Fiction fandom, to assist in any endeavours to further that aim as deemed appropriate by Starfleet Regulations and to uphold the philosophy, positive vision and ideas proposed by the creators of Star Trek in all it's incarnations.



Star Trek's message has always been one of understanding each others differences and finding strength in them and each other. We are proud to promote it's message of unity, to find common ground and to accept everyone as an equal.

Going forward we endeavour to be a welcoming safe haven for all as these ideals to continue to bring hope in troubling times.

1.3: How We Use Your Data

Upon sign up we ask for certain information as part of our membership application. The information you provide is not shared with any third party and is kept in secure, encrypted external storage. Your name, address and other personal information is for administrative use and allows our admin officer to send any certificates, special awards or QM Store items you opt in to receiving. Asking for your address also allows us to place you correctly with your nearest unit.

Your name and email address will be shared with our Academy departments and with your unit CO for the purpose of internal communications and services; those with access to this information are strictly prohibited from using these details for any other task out with the needs of your membership within SFC Quadrant 2. Your personal address or phone number will never be shared with a CO or any other member of SFC without your express consent.

For any member joining under the age of 18, you will be asked to provide parental consent to join our Crewman program.

Providing gender information is optional, however we ask as it allows us to address you correctly on any paperwork or certificates.

Quadrant 2 does use all data provided, including age range and locations, to help provide a snapshot of our membership to better serve the overall community. Reports on our findings and a collation of data are published in our quarterly report and contain absolutely no personal information.

We will retain this information for the duration of your membership, however if any member is inactive for 18 months we will automatically cleanse their private information from our database if that member does not respond to reactivation reminders after 28 days.

All incoming members who sign up for SFC Quadrant 2 and our extended account services through the website are automatically enrolled in our MailChimp managed mailing list. By submitting your information and completing the second part of the application process, you are agreeing to receive our important fleet announcements and Q2 Comms publication direct to your provided email address.

If you have any questions on how your personal information is used within SFC's admin, or would like to submit an enquiry on the information provided, you can contact SFC Quadrant 2's administration at any time through your account hub.

1.4: Fandom Doesn't Come At A Premium

Being a fan of a franchise can be an expensive hobby, and many fan organisations do charge a fee for administrative or other purposes. At Quadrant 2 we don't believe fandom comes at a premium and your membership to our organisation won't come with a fee.

All of SFC's membership package and services come free of charge including our Comms subscription, private groups and access to our operational structure. Items from the Quartermasters store may be charged at cost of production, though all items are optional and not required to purchase.

Besides, there's no money in the 24th century, right?

YOUR MEMBERSHIP



Membership in Starfleet Command is open to everyone within our geographical area: the United Kingdom and Europe. Prospective members outside our catchment area will have their application referred to the appropriate Quadrant HQ covering your area. Other Quadrants may charge for Membership, details of which will be available from the Admins covering those areas.

2.1: Enlistment Process

Applying members must complete an initial application process either in digital form through our secure application at sfcq2.com/enlist, or alternatively by completing the corresponding paper membership application from a Unit Commanding officer, representative or member of staff.

Applications are processed directly by our Director of Fleet Administration who will activate your membership once confirming your details. This process can typically take 24-72 hours, but can take up to seven days depending on workload.

Once approved, you will be issued a confirmation email containing;

- ▲ Confirmation of your details, chosen department, brief unit introduction and serial number.
- ▲ Activation of your site account for access to membership services.
- ▲ Invitations to fleet-wide social channels and any listed upcoming events.
- ▲ Information on how to claim & download your membership pack.

If for any reason you do not receive any of these documents or correspondence after the initial 72 hours has, please contact us directly through the site contact form. Alternative contact information is available on request.¹

2.2: Membership Pack

Upon confirmation you will have access to our base membership pack. All membership materials are supplied in an easy to access electronic format and made readily available via our membership hub. Printed copies and alternative formats are available upon request.

In addition to official files and guides, all members registered for the membership hub will have access to all available back issues of Q2 Comms and be able to tweak their membership through the account panel. All members must ensure they are registered a hub account in order to access these files and administrative options.²

2.3: Academy

Acting as an introduction to SFC, Academy is a guide offering information for all new boarding members. The core Academy isn't a test nor a trial, but an information resource to let you get to know us. New members will be assigned to 'Academy' as 'Field Cadet' for the first 3-6 months of membership with an assigned Fleet Contact. Graduation will be automatically gained following that period with the active membership being confirmed as Officer (Active).

For those who prefer immersion, Academy does have an "Advanced Class" available with trivia and knowledge tests. Advanced Class content is available for all members at any time. Content and courses may vary dependant on Academy leadership.³

2.4: Membership Tiers

There's no right or wrong way to be a member of Quadrant 2. Some prefer the social aspect, some prefer just connecting with others, some prefer to just be part of the community from a distance. As such we have several 'tiers' of membership to help ensure you can tailor your membership to suit you.

¹ Applicants under 16 years of age will not be able to access Academy until their sixteenth birthday and will be assigned a limited 'Crewman' tier membership.

² SFCQ2 reserves the right to change or amend the contents of the Membership Package without notice.

³ Academy is not a mandatory testing facility. No one needs to prove themselves worthy of being a fan.



These tiers include:

2.4.1: Cadet (Provisional Members)

Cadets are new members with a provisional membership given time to join in any activities and how they'd prefer to be in terms of membership with Q2. Cadets are welcome to join in and participate in fleet wide events or to sit back and just enjoy being part of the fleet as a whole. Cadet Term is fixed between 3-6 months, after which you'll have the opportunity to continue as an 'Officer' or close/cancel your membership.

2.4.2: Officer (Active/Inactive Members)

Officers are full, confirmed members who have moved on from the provisional Cadet period. Officers are enrolled every quarter and can enjoy all member benefits. Officers make up the bulk of Q2 membership and have access to resources, be able to hold or apply for positions in both Q2 and their assigned unit and more including the ability to apply for their own unit within Quadrant 2.

Officers are typically assigned to a unit/group and listed as Active Member, however those who wish to remain inactive while still having access to services can request assignment to 'Davenport Reserve' as an Inactive Member.

2.4.3: Command (Group Leadership & Support)

For those who like the opportunity to be more involved or take leadership positions, Command tier membership is for officers who feel they have what it takes to lead and to contribute to SFC as a whole. Command is a voluntary position that carries the weight and responsibilities of leadership. Command officers must have a minimum 6-12 time spent within Quadrant 2.⁴

2.4.4: Crewman (Under 18)

Specifically designed for applicants under the age of 16. As we can only submit those with the age of 16 and over to the Academy, crewman is a holding rank so that those not considered legally an adult can enjoy being part of SFC.

Regardless of membership tier or level of rank rewards a member received, all members of Quadrant 2 are considered on equal footing and entitled to the same respect and courtesy regardless of rank, role or position.

2.5: Rights and Responsibilities

As a member of SFC, we ask that you ensure any activities within the club you are involved with or any members you interact with are treated with the utmost respect, compassion and open understanding. You as a member of our organisation also have the right to be treated with the respect any human deserves and the responsibility of ensuring you treat others with the same.

In return, we will endeavour to provide you with an exclusive forum for conversation, the exchange of information and opportunities to meet fans and make new connections across Europe. We will provide appropriate materials including: Newsletters, handbooks, projects and examinations in digital format and Awards in print format wherever possible.⁵

We will constantly endeavour to improve our existing service and will listen to your input and suggestions and where practical will act upon them.

Most importantly, all members in good standing have the right to be as much a part of SFC as any member or any level who's came before. While we do have an organisational structure to support our operations, Ranks and titles are rewards; they may indicate a level of time or contribution a members

⁴ Command Officers will gain Advanced Access which can include Fleet Email & may be required to follow further policies dependant on duties.

⁵ Printed copies of awards can be requested by contacting the Director of Fleet Administration. Please allow 5-7 working days for requests to be processed.



has given SFC, or in several cases seen as leadership positions (such as Unit CO's or Administration) but they do not indicate any real authority.

No officer has the right to issue orders or to push you into doing anything you are not comfortable or secure in doing. Every member has the right to choose their own experience and what they draw from the club; and we as a group effort – and under the leadership of Unit CO's and our command staff – will ensure that your experience and time with us is safe, comfortable and enjoyable.

2.6: Code of conduct

In addition to your membership rights, there are also membership responsibilities that must be considered, and which are equally important. Nowhere else are the responsibilities of membership in Starfleet better outlined than in the ten points of the Starfleet Officer's Code of Conduct.

- ▲ I will always behave in a manner that brings credit to the Fleet, my ship and myself.
- ▲ I will show courtesy to my subordinates, fellow officers, and superior officers at all times.
- ▲ I will never assume, but will always verify.
- ▲ I will be resolute in the performance of my duty and the execution of Fleet policy and regulation.
- ▲ I will always diffuse confrontations, not cause them.
- ▲ I will listen to both sides of a dispute and act upon fact, not innuendo.
- ▲ I will strive for impartiality and fairness in judgement and disqualify myself from decisions where my judgement may be compromised.
- ▲ I will be the first to praise and the last to criticise.
- ▲ I will always strive to be part of the solution, not part of the problem.
- ▲ I will show passion and understanding in my search for a better self and hope for the future.

2.7: Infinite Diversity in Infinite Combinations

In Star Trek canon, IDIC is a Vulcan philosophy and also a prestigious Vulcan award of merit. The phrase in Vulcan is Kol-Ut-Shan. "The glory of creation is in its infinite diversity." "And the ways our differences combine to create meaning and beauty. Over the years the term has been embraced by fans worldwide to mirror Star Trek's collectively varied and diverse cultures all standing together as one and a symbol of the wide spectrum of human differences in all it's forms.

IDIC has become more than a piece of lore in a show bible, for many, it has become an ideal worth striving for. For SFC it's a philosophy proudly rooted in the core of our foundation.

Starfleet may be a fictional organisation, but it is one that has always had ideals that the best of humanity has strived for. Star Trek originated with an ethnically diverse crew to show that one day we can set aside all our differences and fear to accept each other for who and what we are. That ideal became a vital part of the shows ideology; wearing the uniform meant more than serving as an explorer, it was a symbol of peace, unity and acceptance. A sign that one day we would all lay down our arms and truly become a unified global civilisation.

The Admiralty Board and the members of Starfleet Command Quadrant 2 are proud to embrace that ideal, to neither judge nor discriminate by race, creed, disability, gender or orientation. To stand together as one in acceptance, unity and understanding.

We proudly 'wear the uniform' to uphold more than just a fandom, but to uphold an ideal that we believe can and will benefit the world we live in. All members are treated equally and fairly and we believe in creating an inclusive culture for everyone within, and outwith, our fleet.

As such, SFC Q2 has a strict no tolerance policy of any forms of discrimination. Those with an extremist, divisive or discriminatory world view opposing or repressing those ideals we have all appreciated and aspired to through the decades have no place in the fleet.

2.8: Communications

Communication is the lifeblood of the fleet; it bands us together and brings us closer in an exchange of information and conversation. Some members will become lifelong friends while others will just



pass through on their way to other things, but all of us have the right to communicate with our peers and often the best way to gain the most out of your membership is to ensure you're part of the appropriate communication channels for your needs.

All members in good standing will be invited to access social channels including Starbase Europa, Social Media groups and their units chosen communication mediums and will have access to;

- ▲ Active Social Media and Discussion Groups within Q2 or their assigned unit
- ▲ Support Network contacts including, social email, phone and text options.
- ▲ Enrolment in fleet-wide communications including email updates
- ▲ Access to SFCQ2.com Membership Portal & Communications
- ▲ Access to your assigned Fleet Contact & Unit CO/XO.

Members also have the right to access both local and nationwide events and meet ups. Organisational conditions may apply.

All important fleet wide announcements or open discussions will be placed within our fleet channels. All vital communications that effect the operation of the fleet or it's future will be communicated via email in bulk messages. As members of Quadrant 2, it is expected for officers and crew to ensure they have access to those important conversations.

CO's, Support and Administrative members are expected to be available to individual members where appropriate. In addition, Admiralty Board, HQ Staff, Flag Officers and Unit Commanding Officers are expected to be available to each other via email and agreed upon forms of communication.

2.9: Ranks and Achievements

The most common question asked by new members is "How do I get promoted?" The answer is always, very simply, by participating! We will encourage you to take part in activities both at the Fleet level and within your Unit. Take part at any level, in any capacity and your efforts will be recognised and rewarded.

All incoming members are automatically enrolled at the membership tier of Cadet and receive the first rank reward (Ensign) upon confirmation of membership (Officer).

Within Q2 rank rewards/promotions are awarded for service and participation and often awarded for accepting increased responsibility within the organisation. Promotions will typically be one rank at a time, and must be documented by the promoting officer. Further information on ranks and achievements can be found in **Section 5** of this Handbook.

2.10: Complaints Procedure

Although Starfleet Command endeavours to present a service that satisfies all of our members, we recognise that you can't please all of the people all of the time and that on occasion issues do arise.

As such we have a clear and simple procedure for handling complaints in any aspect of SFC. To ensure the complaint is dealt with swiftly, please ensure you first contact the appropriate department;

- ▲ For Unit matters, contact your Unit Department Head or First Officer
- ▲ For Fleet matters, contact the Director of Administration.

Please state your complaint as clearly as possible, avoiding personal insults or inflammatory statements. The officer receiving your complaint will acknowledge receipt and should give you a time frame within which they will report their progress.

In the event that your complaint is not dealt with to your satisfaction, you may appeal the decision to the Director of Operations, Admiralty Board or your assigned contact within the fleet. The procedure for this will be explained when you receive the initial result. In extreme circumstances the Admiralty

Board may appoint an Advocate Officer to investigate the situation who will have final authority to resolve the issue.

All complaints will be dealt with in a serious and sensitive matter whilst treated with the utmost respect.

2.11: Misconduct

We define misconduct as behaviour construed as illegal under British law and/or likely to cause injury and/or affront and such behaviour will not be tolerated under any circumstances.

This includes - but is not limited to - sexual harassment, or harassment based on ethnicity, religion, social or economic status, gender or sexual orientation. Any member - regardless of rank or position - found to be in violation of this regulation will be subject to immediate discipline and possible expulsion.

Further, any member found to be involved in the organisation or incitement, promotion or encouragement of such behaviour will be subject to immediate expulsion.

2.12: Closure of Membership

Membership of Starfleet Command is For Life, and with that membership being free, we think that's a fair bargain! However we understand that people and their interests can change over time and that while we welcome all, sometimes things just don't gel. As such any member may cancel their membership by written request to the Admiralty Board by completing the appropriate form on the Membership Hub or directly to the Director of Administration.

In accordance with The General Data Protection Regulation 2016/679, we will not hold your personal details indefinitely. All outgoing members will have their personal information deleted from our records within a fourteen day cooling off period.



ORGANISATION



At all levels SFC has evolved since its inception to form a solid base of operations to ensure a strong, stable and efficient structure. In comparison to other similar organisations, SFC's structure is fairly straight forward. Operating the day to day tasks and overall organisational structure are the Admiralty Board with a support staff working alongside them to offer administrative support with membership services. With that team handling the administration and services for all, this allows the core of SFC – the fleet itself – to thrive.

Split into local groups, the fleet consists of Starship and Starbase themed units, some local, some spanning large geographical areas. Each unit is led by a nominated Commanding Officer to take responsibility for the members under their 'command'.

3.1: Chain Of Command.

In keeping with the Starfleet scenario, the Chain of Command is the system by which we operate – and long experience has shown it to be the most efficient system. At its simplest, local units govern themselves with a leader (CO) who 'ranks' under SFCHQ while organisation wide issues are dealt with by a separate board (Admiral). CO's will be your first point of contact for group activities while admin tasks fall to Fleet Command or SFCHQ.

3.2: Starfleet Headquarters

While SFC's senior command team are spread out in various regions across the country; collectively our staff will work together to deliver information and awards from the collective virtual office we refer to as 'Starfleet Headquarters'; the collective name for the combined management, service and support structure of Starfleet Command.

HQ is split into two distinct sections: the Admiralty Board, who are responsible for the running of the organisation as a whole and Fleet Support Services, who handle maintaining vital support roles within membership services.⁶

3.3: The Admiralty Board

Made up of some of the longest-serving and highest-ranking active members of SFC the Admiralty Board are responsible for the organisation, direction and day-to-day running of the club in general. The Admiralty holds the responsibility for deciding and implementing the future direction and character of Starfleet Command, guiding and managing the day-to-day administrative operations of Q2. Final responsibility for the operations and activity of the SFC network rests with the Admiralty Board. The Admiralty Board is made up as follows:

3.3.1: Director of Fleet Operations (DOPS)

The most senior role in overall command, DOPS is responsible for the oversight of all sectors and units. The primary duty of DOPS includes the chairing and moderation of the Board; providing guidance and encouragement for both provisional and established units; matters of procedure and any and all matters that have a fleet wide impact.

3.3.2: Director of Fleet Administration (ADMIN/DoFA)

The second in command of Starfleet and is responsible for maintaining the fleet's infrastructure as a whole. This includes administering all records; maintaining and overseeing all databases within the club and various membership services. Admin tasks can vary in overseeing day to day operations. The role is appointed by the Admiralty Board.

3.3.3: Director of Fleet Communications (COMMS/DoFC)

Typically third in command of SFCQ2 responsible for overseeing information handling and publication including our quarterly Comms Update; email distribution lists; online and social media presence and all other aspects of fleet communications. The DoFC is expected to be

⁶ SFCHQ is most often be used as a blanket term to describe the expanded upper administration and can, and positions and 'departments' will, change depending on the needs of the fleet.

responsible not just for disseminating information within the organisation, but outwith. The Director of Communications is appointed by the Admiralty Board.

Typically the Admiralty Board will consist of the three above roles, however the Director of Operations may also consult with advisors or other contacts of which may be inclusively described within the board.⁷

An outgoing DOPS traditionally chooses their successor. When a new Director of Operations is confirmed by the changing of the guard, they have the right to retain their predecessors selection of Admiralty Board or to choose their own team to help manage fleet operations.

3.4: Fleet Support Services

Like the fictional Starfleet, SFC's Units are supported by a support staff who are an essential part of the Star Trek scenario and to the efficient operation of SFC. These departments help to maintain activities, exams and projects for fleet-wide distribution and social interaction.

3.4.1: Starfleet Academy

Led by the Academy Commandant, Academy is the first point of contact for Provisional Members, Academy is a guide to help new members get to know SFC and how we operate. Academy is also responsible for the approval and marking of the Advanced Class courses for immersive membersh.

3.4.2: Starbase Europa

The primary social hub for Starfleet Command, Europa spans social media groups and our hosted forums. Europa is open to all and acts as a perfect introduction to SFC and it's core members. Acting as a vital gateway into SFC membership, Europa keeps all levels of members involved, informed and up to date with the fleet as a whole.

3.5: Fleet Operations

The core of SFC are our units on the ground. Themed around Starships, Starbases and Outposts, units are traditionally the local chapters of the club. Each unit is led by a Commanding Officer who helps to guide their members through activities, events, can help to shape and theme their unit and delegate tasks to willing members.

Each unit follows the structure of a Starfleet ship with an Executive Officer who is responsible for helping with unit activities and membership concerns and often supported with a command staff to help coordinate unit efforts by delegating tasks as appropriate.

Each unit may operate differently however a commanding officer will always mark the respective roles for needs of the unit. Unit members would seek guidance from their commanding officer and executive officer. CO's report directly to the Admiral Board.

3.6: Departmental Roles & Specialisations

Upon entering SFC members can choose which department they'd like to be assigned to. Each unit structure utilises these units to help coordinate efforts in both the units operation. Typically a unit would see assigned department heads to these units with each having their own responsibilities.

SFC's core departments are Communications, Engineering, Medical, Operations, Security and Science. While some have obvious purpose in a real world setting – for example, Communications can assist with distributing information to members, or aiding in the coordination of unit events and a Medical Officer may be the assigned first aider – the level of immersion or duties of any role is at the discretion of the Unit CO or groups membership style. In sync with the utopian vision of Star Trek SFC Quadrant 2 does not support the inclusion of Marines, any department based on the defunct Earth-based MACO's or the shadow organisation Section 31.

⁷ While the current trio of roles are currently in operation, The Admiralty Board Membership & Titles are subject to change and adapt depending on fleet needs and operational decisions.



OPERATIONAL FORCES



The life blood of the fleet, units are active social groups within the fleet that make up the whole. Each of these groups are units based on Starships, Starbases or outposts with their own commanding officer and crew within the overall SFC banner. Not all ships are the same or have the same structure with each having different types, themes and Commanding Officers.

4.1: Ships of the Line

The core of SFC revolves around it's membership. Around the UK and Europe members have the ability to become assigned to their nearest social hub, or create their own by using tried and tested methods developed through decades of operations. Each assignment is different, yet at their core, each based on an element within the world of Starfleet. These include;

4.1.1: Sector Command Starships

Sector Command units are 'catch all' groups that span wider ranges of the UK and can act as support centres for sub-units (detailed in sections 4.13 & 4.14), Officers without a local unit will be assigned to their regions Sector Command Unit. SCS Units are Commissioned solely by order of the the Director of Operations as and when needed. Typically members in the wider EU region would be assigned to Sovereign.

4.1.2: Active Starships

Based around a local area or region, Starship units connect members who live within a reasonable distance to each other. Unlike Sector Command Units, the emphasis is for offline/real-world interaction through a variety of events and meet ups. Active starships can be started by any member who has been an officer for at least six months. Units are subject to a set of minimum requirements including membership numbers, activity standards and other parameters pre-determined upon formation.

4.1.3: Outposts

Designed for small regional hubs that have potential for growth and a limited number of members, Outposts are a looser form of sub-unit. Formed by a small group, an outpost reports to it's Sector Command Unit and works as a team to develop the groundwork for a fully fledged unit. Outposts have a limited time frame of operations and can be upgraded to unit status if and when ready.

4.1.4: Shuttles

Temporary sub-units, shuttles are formed of a small group of members within a larger unit who have the aim of becoming a larger unit. Unlike outposts, shuttles remain part of their local unit until such time they are ready to be upgraded to larger units. Shuttles can also consist of a permanent group who regularly attend events outwith their primary assignment.

Each unit can and will have differences in operating structure developed by the Commanding officer or Command crew. Some may have running themes, specific events they attend or host and may have a different set of rules and requirements for operations developed during formation.

For unit specific operational instructions, please refer to your commanding officer. Those baseline guidelines in unit operations or for information on how to form a new unit, please refer to the documents "*Starting a New Unit*" and "*Unit Revival Project*" as found within your officers pack and downloads archive.

4.2: Fleet Holdings

In addition to Unit Operations, SFC Quadrant 2 offers membership to several other holdings for members. These include;

4.2.1: Starbase Europa

A fleet wide social hub and information where officers and crew of every unit and element of



the fleet are welcome. More information is available on **Section 3.4.2** of this guide.

4.2.2: Clydeside Dockyards

A holding zone for units which have been decommissioned or rendered inactive. Clydeside is a historical archive with an honorary commanding officer.

4.2.3: Quartermasters Stores

Hosting discussion and first access to SFC merchandise, commemorative items and discounts, the QMM store is a fleet wide members hub where members can contribute and gain SFC specific items and memorabilia. The QM store is open to all crew with a minimum access rank of Ensign.

4.2.4: Captains Table

A private forum for all commanding officers of the fleet. The Captains table is designed to create a direct link between CO's and the Admiralty Board, to share information, ideas and to coordinate efforts within the fleet. All Commanding Officers are welcome and certain members of fleet staff can be invited to participate by bringing their knowledge and experience. Discussion is moderated by the Admiralty Board.

4.3: Ship Recognition

By policy, and to avoid headaches, SFC will only accept units with a canon connection to the Prime Timeline of the Star Trek world. These ships are drawn from all era's of the Star Trek timeline from the 22nd century Enterprise Era to late Next Generation era; including prime timeline ship classes introduced in the Kelvin Timeline movies and Star Trek Discovery series.

Several 'semi-canon' ships have also been permitted including some which have appeared in both Star Trek Online and the novel expansions.

Unit classes are defined by membership numbers. Starter units with a small crew may be assigned as an Escort or Light Cruiser and can 'rank up' to larger ships such as a Heavy Cruiser or Science Vanguard as the crew grows in size. For further detailed information, please refer to the more extensive **Starships Recognition Guide**.

4.4: Starting a New Unit

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.

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. 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.

4.4.1: Base Requirements

Starting a new unit within SFC does come with certain requirements. This is not in order for us to impose restrictions or control your mission, but by using experience an history of successes and failures to ensure that a strong enough base of operations is available. These requirements can vary however things taken into account are crew numbers, location, plans for activity and expansion amongst other elements.

4.4.2: Commanding Officer

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. Taking on the responsibility of starting a unit can be hard work. Maintaining it can be

even harder. A prospective commanding officer must be sure in themselves and their abilities before committing to such a project. CO's will always have the backing and support of Admiralty.

4.4.3: Commissioning & Shakedown

Once plans for a new unit are approved by the ADMB And any issues solved or help and advice offered, the unit will be officially launched into a probationary period with a mutually agreed list of objectives. This six month period – a 'Shakedown Cruise' – allows the Captain and crew to adjust, problem solve and ensure unit operations are stable for a long, continuing operation. If the goals and objectives of the unit are met, reasonably achievable or even re-evaluated to ensure a tighter ship, the unit will pass it's shakedown and be officially confirmed as an active part of SFC.

4.5: Decommissioning

While our focus is always on building and maintaining out community, if a unit remains inactive for an extended period of time, it may be decommissioned. The Admiralty Board will only step in to attempt to help revive a unit if it is absolutely necessary, or in the case of a CO leaving without notice.

If the crew decide to disband the unit, or if the unit remains inactive past the point of attempted revival, SFC holds the right to officially close down unit operations. This is not something that is considered lightly and only in extreme cases.

All Decommissioned ships are 'archived' with their records and history for reference and sent to the fictional resting place of all former units; Clydeside Dockyards.



RANKS & REWARDS



Starfleet Command is a meritocracy – that means that we recognise talent and ability and reward it. In practice that means that the more you put in to SFC, the more you'll get out! The most common question asked by new members is "How do I get promoted?" Simply, by participating! We will encourage you to take part in activities both at the Fleet level and within your Unit. Take part at any level, in any capacity and your efforts will be recognised and rewarded.

Throughout its entire existence SFC has grown, evolved and thrived due to the commitment and passion of our officers and crew. Keen members can make a huge difference within their unit or the fleet as a whole, and we like to ensure members are rewarded and recognised for all they bring to the organisation.

5.1: Officer Rank Structure

The most obvious form of rewards comes from our naval-based rank structure. Utilising the same base rank structure seen on screen, SFC takes members through their journey as a Starfleet officer by giving members a chance to rise throughout the ranks from Ensign to Captain.

All incoming members are automatically granted the rank and membership tier of Cadet. After the provisional Cadet term defined in Section 2.4, members will be awarded their first rank reward (Ensign) or on occasions recommended by a CO, Academy or SFCHQ, Lieutenant JG.

Within Starfleet Command further promotions are awarded for service, as a reward, and for accepting increased responsibility within the organisation. Promotions will only be one rank at a time, and must be documented by the promoting officer.

Starfleet Ranks are considered permanent as long as a member remains active and in good standing and final authority for promotion ultimately resides with the Admiralty Board, who necessarily must delegate to various levels within Starfleet in order to recognise those individuals deserving of promotion. Authorised individuals with relevant authority cannot promote themselves.

The rank structure for SFCQ2 is as follows;

5.1.1: Cadets

All successful applicants to SFC are awarded with the rank of Cadet. Upon joining SFC members are given the opportunity to join Starfleet Academy and earn their first rank reward as an officer. Cadet is standard rank and title for any incoming new member; all members receive the rank of ensign following confirmation of active membership within 3-6 months per provisional/cadet policy outlined in section 2.

5.1.2: Crewmen

Strictly reserved for members who have joined before the age of 16. Crewmen have limited roles and responsibilities and may apply for the Academy upon their 16th birthday to join the officer ranks structure.

5.1.3: Line Officers

Officers in SFC begin with the starting rank of Ensign after graduating the Academy or with time-served for those who do not complete the course.

Your promotion to ensign will be confirmed and made official by the Director of Administration along with Duty Orders which will see you officially assigned to your nearest Unit. Once assigned to their unit further promotions are offered by their assigned commanding officer. SFC rewards rank on merit, however Captains may have different requirements to be promoted within the unit.⁸

⁸ Promotions within a unit are recognised fleet wide, but each CO and unit will have their own requirements and methods. Always refer to your CO and unit information for unit awards and recognition.



Issued by Academy (Confirmed by Director of Administration)			
01		Ensign	<i>Rank is confirmed in receipt of Duty Orders</i>
Issued by Commanding Officer			
02		Lieutenant JG	<i>Occasionally be recommended by Academy</i>
03		Lieutenant	
04		Lt Commander	<i>Highest rank awarded by CO's</i>

Commanding officers are able to promote their crew to any rank one below their own up to lieutenant commander. However a CO cannot promote any member to their own rank, or any rank above their own. Promotion to Commander or above must be passed and approved by the Admiralty Board.

For example;

- ▲ if a Unit CO holds the rank of Lieutenant, you can be promoted to Lieutenant Junior Grade.
- ▲ If the CO holds the rank of Commander, they can choose to promote anyone under their command to Lt Commander.
- ▲ If however a CO holds the rank of captain or above, they are still only permitted to promote an officer under their command to Lt Commander.
- ▲ If a CO with the rank of Captain or Higher seeks to promote an officer to Commander, they must file the appropriate request with the Admiralty Board.

Members who wish to be promoted are advised to seek guidance from your unit commanding officer or executive officer.

Issued by Admiralty Board			
05		Commander	<i>CO's can petition for an officer to gain 05 rank</i>
06		Captain	<i>See 5.14 'Captain'</i>
07		Staff Captain	<i>Rare & Often commemorative title</i>

Beyond the first four rank tiers, members can still advance. However all ratings above Lieutenant Commander must be approved by the Admiralty Board.

While some don't take the idea of rank seriously, and to a degree we don't either, officers who have earned the Commander rank award are seen as senior members of the fleet and either by intention, or by accidental default, are seen as representatives of Starfleet Command. As such we have learned over time (as well as through some unfortunate incidents!) to ensure there is a limitation in place and an overall goal to aim for for those who wish to be recognised for their fleet contributions.

CO's of the appropriate rank may apply to promote their officers to the rank of commander however this rank, and any above, requires strict approval by the Admiralty Board.

5.1.4: Captain

As the rank of captain has always been seen as a special status for the world of Starfleet, to uphold this tradition within Quadrant 2 the rank of captain can only be issued directly by the Admiralty Board. Those promoted to the rank of captain are often the pride of the fleet who



have shown the utmost commitment and dedication to bettering their unit and upholding the values of the fleet.⁹

5.1.5: Flag Officers

Flag officer ranks are typically reserved for members serving on the board of directors for ease of delineation between our fleet's ground force and administration. Flag officer ranks are issued strictly by the Director of Operations.

Issued by Director of Operations			
F1		Commodore	<i>First tier of flag officer, may not represent ADMB</i>
F2		Rear Admiral	
F3		Vice Admiral	
F4		Admiral	<i>Typically held by most senior member</i>
F5		Fleet Admiral	<i>Commemorative Rank issued by DOPS</i>

Flag officers are typically administrative members who handle day to day operations. Admiralty ranks are permanent upon completion of their terms of office. Should these officers not complete their term of office, for any reason, the Admiralty Board will determine their appropriate final rank.

Fleet Admiral is a commemorative rank awarded to long serving members who have contributed greatly to SFC's operation and legacy. This rank is issued upon retirement from active duty and is issued at the discretion of the Admiralty Board.

5.2: Returning & Inactive Members

Members who return after a period of inactivity or after leaving the fleet may be reduced in rank upon their re-acceptance. Should an officer return to the fleet after a period of inactivity, regardless of any previous position held including that of Commanding officer or even former Admiralty, the Director of Fleet Operations will review the application to reinstate membership and consult with the board on an appropriate rank appropriate with their new assignment.

Officers who become inactive from a command position or step down from their position may retain their rank. High ranking officers who retain their rank, but not their roles, may retain their previous rank and be designated as an Ambassador.

In either case the final decision on rank retention is at the discretion of the Director of Operations and will be discussed in full with the returning member or outgoing member of staff.

5.3: Recognition Awards

The most common type of reward within SFC, recognition awards allow both unit CO's and Administration to recognise a members efforts and contributions to the fleet. Recognition and contributory awards are specifically tailored to the officer and their achievements and can come from any department of the Admiralty Board, Unit or Fleet.

5.4: Commendations

Reserved for the most valuable player in any team, SFC Commendations and Special Commendations

⁹Clarification: Captain as rank vs Captain as Position The Commanding Officer of a Unit or Station is referred to as Captain, irrespective of rank. A member may transfer from another Unit or return to the Fleet after an absence who outranks the CO. It doesn't matter. The CO is the CO.



are one of the highest marks of respect to those who have been an integral part of their unit or the fleet. Designed to commemorate an act of service or continued dedication at a high level, Commendation awards can be issued by a unit commanding officer, member of the admiralty board or support staff.

5.5: Medals of Distinction

Issued by the Admiralty Board, Medals of Honour or Distinction are awarded to members who have performed above and beyond the call of duty for the betterment of SFC as a whole. The rarest and most significant of awards, the Medals of Distinction are issued at the discretion of DoPS on special occasions.

5.6: Special Ranks & Titles

Members who have retired from active duty after lengthy periods of service or those who have contributed massively to the operation and evolution of Starfleet Command may be awarded with an honorary rank or title to commemorate their service or the work they have done for the betterment of the fleet. These include;

5.6.1: Chief of Staff

An honorary title held for long serving members who have retired from active duty. This title is typically reserved for an outgoing or former Director of Operations after passing on the role to their successor.

5.6.2: Ambassador or Advisor

On occasion officers who have served on the Admiralty Board, Command Staff or as a Commanding Officer may be issued with the title of ambassador or advisor to recognise their continued efforts after stepping down from their primary role. The Director of Operations can offer an ambassador or advisor position at their discretion.

5.6.3: Honorary Positions

As a mark of recognition or respect, SFC will occasionally invite a member of the Star Trek production team or a contributor to science fiction or space exploration to become an honorary member of SFC. Honorary memberships are often marked with both a special rank and position within the fleet.¹⁰

5.7: Promotion Through The Ranks

Just like the Starfleet you have seen in the Star Trek shows, we award rank on merit – so the member who sits back and allows SFC to run on around them is less likely to see promotion than one who joins in and takes part in events and activities. We recognise your involvement and commitment to SFC and will reward you for it – today's Admirals and Unit Captains were once Cadets and Ensigns themselves!

Officers assigned to a unit will receive their promotional rewards through their Unit Commanding Officer. CO's can promote the crew under them to one rank below theirs or up to the rank of Lieutenant Commander, as appropriate. Units are free to develop their own promotion criteria and determine the means by which promotions may be achieved and Unit Department Heads are encouraged and expected to recommend members under their supervision for promotion as and when appropriate.

Please contact your Unit Department Head or Executive Officer for details of your Unit's Promotion guidelines. Some ranks and positions may require the completion of examinations or other tests before they can be made available to candidates.

The rank of Commander or above is given at the discretion of the Admiralty Board. Commanding officers can forward their recommendation to the Admiralty Board at any time.

¹⁰ For example, concept artist and designer Doug Drexler accepted his membership with the rank of Staff Captain and the title of Commanding Officer of the fleets fictional port, Clydeside Shipyards.



The Director of Operations is responsible for all promotions of Unit Commanding Officers and Headquarters staff. This includes promoting the Commanding and Executive Officers of newly commissioned Units, or when a change of command takes place. By Regulation, the Commanding Officer may only be promoted up to the rank of Commander and the Executive Officer to Lieutenant Commander, assuming they do not already hold this rank or higher.

The appropriate paperwork must be submitted and recorded before these promotions will be ratified and in order for a Unit Commanding Officer's rank to remain permanent, they must serve in post for at least six months, unless there are overruling circumstances – in which case, the Commanding Officer or their representative may request permanent rank from the Director of Operations.

The Admiralty Board will *occasionally* offer a promotion to members assigned to a unit for efforts outwith their unit or in recognition of their efforts as a whole, however as their primary contact and the person most likely to be aware of their crews active status, it is a Commanding Officers duty and responsibility to ensure officers receive promotional rewards.

Upon promotion officers will receive a certificate of appointment issued by the Director of Administration recognising their achievement within the fleet. The awarded officer may also receive a separate certificate from their CO depending on the unit regulations.

5.8: Rank Insignia

In official publications and fleet usage, SFC's official rank structure is denoted by the insignia styles used throughout the Next Generation era of Star Trek, as seen in the tables as seen in sections 5.1.3 and 5.1.5.

Members are of course free to use their preferred era's style to denote rank if they so choose.

FURTHER INFORMATION

In addition to our core guidelines and fleet values, further questions you may have regarding your membership, account access and more is available.

6.1: Common Contacts

If you need to get in touch with a member of SFC regarding your membership, or any issues pertaining to Quadrant 2, our most common contacts are always active for use. These include;

Director of Operations

admb@sfcq2.com

Director of Administration

info@sfcq2.com

Director of Communications

comms@sfcq2.com

Starfleet Academy Commandant

academy@sfcq2.com

Quartermasters Stores

qm@sfcq2.com

Media Enquiries & Submissions

media@sfcq2.com

Unit commanding officers can also be contacted via their fleet address. This is typically <unitname>@sfcq2.com. Full and up to date information will be held in the Fleet Contact Sheet available through the membership hub or downloads.

6.2: Common Abbreviations

To aid new members in any fleet jargon that may arise, please refer to the list of accepted and common abbreviations used within the fleet;

ADMB	Admiralty Board
DOPS	Director of Fleet Operations
ADMIN	Director of Fleet Administration
DoFC	Director of Fleet Communication
ACAD / SFA	Starfleet Academy
SFC / SFCQ2	Shorthand for Starfleet Command Quadrant 2
CO	Commanding Officer
XO / 2IC	Executive Officer / First Officer
SFCHQ / HQ	Shorthand for referencing SFC's collective administration

6.3: Service Numbers

Each member of SFC receives an information pack when their membership has been accepted and approved as part of their Acceptance Letter. This includes a unique Service Number. Service numbers allow fleet administration to identify information quickly and easily when filing information and recording membership information in our database.

The current system for service numbers allows us to process who and when your membership was processed and what unit you are registered to.¹¹

6.4: Accessing the Membership Hub

To access administrative features, the Academy Online, Comms, our mailing list and many other features you will require an account with our membership hub. Accounts are created as part of the application process with details emailed to successful applicants upon acceptance.

Members who joined prior to 2016 will have registered themselves directly. Upon confirmation of your membership you should have received a reminder of your username and been informed of account approval in your acceptance email. If you have not, or if you have forgotten your password, please contact Comms for further help or instruction.

¹¹ As of 2020, SN formats as SC (Starfleet Command), two digits representing stardate, two for processor identification. The last three letters represent assigned unit.





6.5: SFC Online & Social Media Groups

Starfleet Command Quadrant 2 has several social media accounts to help distribute news, announcements and information throughout the fleet. You can follow our official channels at;

- ▲ Facebook: <http://facebook.com/SFCQ2>
- ▲ Twitter: http://twitter.com/SFC_Q2
- ▲ Instagram: <http://instagram.com/SFCQ2>
- ▲ Tumblr: <http://sfcq2.tumblr.com>

Registered members are welcome to join our private fleet wide social media platforms and Facebook groups. These groups include;

- ▲ Starbase Europa: <https://facebook.com/groups/starbaseeuropa/>
- ▲ Discovery Spoilers & Discussion: <https://facebook.com/groups/SFCQ2Discovery/>
- ▲ Quartermasters Store: <https://facebook.com/groups/sfcq2qm/> (Officers)
- ▲ Costuming Group: <http://facebook.com/groups/SFCQ2Costumes>
- ▲ Comms Contributors: <http://facebook.com/groups/SFCQ2CommsRelay>
- ▲ SFCQ2 Academy: <http://facebook.com/groups/SFCQ2Academy>

Further groups are available specific to member requirements including Unit Groups. A full list of linked groups for Facebook can be found via the SFCQ2 Facebook page.¹²

6.6: SFCQ2 Logo's & Usage Policy

Logo's and images created for use in Starfleet Command Quadrant 2 – including those used for our fleet, departments, online presence, Comms and other produced works – are an important part of our organisation.

Fleet units are of course permitted to use the fleet logo's however inappropriate use of fleet materials is strictly prohibited. Inappropriate usage includes alternative unsanctioned publicity materials or unapproved materials for public consumption; usage in any way which contradicts our IDIC policy and in any commercial form.

SFCQ2 reserves the right to ask for removal of our logo's on any unsanctioned projects or unaffiliated groups. This policy extends to other membership materials including handbooks, certificates and other intellectual properties produced on behalf of Quadrant 2.

Up to date and current versions of the fleet logo will be retained for use within the membership hub. These can also be provided upon request in high resolution format by contacting the Director of Administration directly.

6.7: Stardates & 'Fleet Era'

While some documentation uses our real world dates, as per fleet tradition SFC documentation, promotion, awards and other official documents use Stardates in accordance with the Next Generation of Star Trek.

For those who enjoy immersion (or just for fun!) SFC has always mirrored our real-world timeline with that of the Star Trek world. Throughout the 80's this often meant SFC was 'based' in the Original Series Movie era, then in 1987 the fleet shifted to the Next Generation era, which remained consistent through to the early 21st century. Despite the Enterprise prequel, Kelvin Timeline formation and Star Trek's current flagship show, Discovery, switching timelines, for consistency (and to avoid confusion!) the fleet still aligns itself with the long served Next Generation timeline and thus, all official materials are dated with the appropriate mirrored stardate.

¹² Groups are subject to change.



For example, DS9's final episode aired in 1999, set in 2375 (52902) and Nemesis was released in 2002 based in 2379 (56844.9). Following the same timeline, dates in 2019 would be dated based on the corresponding year 2395. As of 2024, Quadrant 2 and the TNG era aligned with Star Trek Picard's final season.

Using a stardate calendar, using the current month, day and time but the corresponding post-Nemesis era year dates are converted for official documentation using a stardate Calculator. For example, using the 2019-2395 year, 27th October 2395 (9am) would then become Stardate 72820.2

The Stardate Calculator used by the fleet can be sourced at:

<https://stevepugh.net/fleet/stardate.html>

6.8: Recommended Documentation

Further to this handbook SFC has several other information packs that more extensively cover specific topics and operations. Most of these are optional and only required reading in specific scenarios however are made available for those who require further reading.

Useful companion documentation includes;

- ▲ Starting a New Unit
- ▲ Starship Recognition Guide
- ▲ CO Job Description
- ▲ SFCQ2 Uniform Guidelines
- ▲ SFCQ2 Contact Sheet

Further information and guides may be made available at any time. If there is information you require that isn't available in the SFC Downloads Archive or Membership Hub, please contact the Admiralty Board directly.

SFCQ2 reserves the right to change or remove any part of the pack as required at any time.

NOTES & VERSION HISTORY

**Revision History:**

V2014	01/10/14	2014 Revised Edition. Initial Issue October 2014
V2019.1	17/11/18 04/03/19 10/03/19	Early Draft Revision For Review. Draft Updated & Streamlined Formatting and Information Revisions.
V2024.1	02/08/24 04/08/24	Revised with up to date information. Further Revisions & changes.

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