



SFC Commander's Guide

**For all current and future Unit
Commanders**

Last updated January 2019

Table of Contents

Introduction	3
Starfleet Command Online Resources	3
Requirements of a Captain	3
Types of Ship/Types of Captains	3
Ship Size	4
Ship Positions	4
Unit Activities	4
Meetings	5
Reporting	5
Online Communications	6
Finances	6
Fundraising	7
Charities	7
Promoting Your Members	7
Classifications	8
Transfers	9
Academy	9
New Members & Renewals	9
Recruitment	9
When Things Go Wrong	10
Final Note	10
Possible Positions	11

INTRODUCTION

This manual is designed to assist new captains in building and maintaining local ships. It is expressly intended as a reference and nothing more. Every ship, just as every entity, is unique, with its' own personality, direction, and goals. While there are specific requirements laid out in Starfleet Command's Articles of Federation (**AFEDS**), most of the contents in this manual are intended as suggestions rather than directives. New captains should read the entire manual and decide for themselves what applies to the type of ship they command or wish to command.

Remember, it is your ship and you answer to everyone on the ship. The buck stops with you, so lead in a manner that will motivate the entire ship. You have to be the biggest cheerleader and should never bring personal problems to the meetings.

The terms "Unit Commander", "Commanding Officer", "CO", and similar expressions all refer to the presiding officer of a local unit (starship). The term "Captain" also generally refers to unit commanding officer, no matter his/her actual rank.

STARFLEET COMMAND ONLINE RESOURCES

The Starfleet Command website (www.starfleet-command.com) is an excellent resource for all members, but it is a **must** for all unit CO's. The main page of the website is the portal to resources that a CO cannot function without. It contains the AFEDS, blank SPAR reports, directions for filling out SPARs, documents and links to various departments that can answer any questions they may have.

The Yahoo!Group is "starfleetint" (<http://groups.yahoo.com/group/starfleetint/>)

Starfleet Command Quadrant One has both a Facebook Page (www.facebook.com/sfcq1) and a Facebook Group (www.facebook.com/groups/SFCQ1).

REQUIREMENTS OF A CAPTAIN

Before assuming command of one of SFC's chapters, a Captain must...

- 1) Hold an officer rank (have passed the Officer Candidate School or "OCS" and a departmental exam),
- 2) Have passed the Command Basics exam,
- 3) Be current on all SFC dues, (AFEDs VI .2)
- 4) Be at least 18 years of age.
- 5) Have a valid email address.

➤ AFED. VI .2. The members must pay the necessary renewal dues at the time prescribed to remain a member in good standing. **Failure to pay the necessary renewal dues will result in the loss of whatever position and/or rank the member held.**

TYPES OF SHIPS/TYPES OF CAPTAINS

Although Starfleet Command is set up as a paramilitary organization, it is primarily for chain-of-command. As Commanding Officer of a Unit, your next contact would be your Starbase Commander. Always attempt to use your next closest contact in the chain of command, whenever possible.

Chain of Command: (top to Bottom)

- 1) Fleet Commander FC@SFCQ1.com
- 2) Deputy Fleet Commander DFC@SFCQ1.com
- 3) Command Staff Officers (Found on the website)
- 4) Starbase Commander (Found on the website)
- 5) Captain/Commanding Officer of the Unit

While some local groups prefer a military setting, others resist it. Therefore, each captain must determine which type of ship they will build in order to determine what type of captain they will become. Starfleet Command has many ship types, so it is fairly easy to find an existing ship to model after.

SHIP SIZE

- **AFED. VI -3.** Ship Designations. All ships will be designated by name and Naval Construct Contract (NCC) number as approved by the Fleet Commander. Any variation of ship name or NCC number must be submitted to the Fleet Commander for approval. Outposts and other installations' names are also approved by the Fleet Commander. The Chief of Membership Services maintains a list of all current and inactive names/NCC pairs.

SFCQ1 does permit starships to have less than 5 members; however, a unit **must have at least 5 members** to qualify for **ship** awards at SFCQ1's Annual Awards Meeting. Each ship has a basic type (ex: heavy cruiser) and class (ex: Constitution) relative to its membership size. SFC may require a ship to change its type and class if the ship's size no longer is appropriate for that type/class. (i.e.: a ship with only 1-3 members cannot be a Galaxy-class cruiser.)

# of members	
1-4	Shuttle or Runabout/Outpost
5-14	Small Ship/ Light Cruiser
15-29	Medium Ship / Medium Cruiser
30+	Large Ship/ Heavy Cruiser

SHIP POSITIONS

Depending on the size of your ship, you can fill all the positions you see in the various Star Trek incarnations. You should probably start from the top down. Choose a Captain, a First Officer, and department heads for Communications, Operations, Medical, Science, and if you have enough members, Fleet Marines and Search and Rescue. With enough members, you can have some fun with the positions. Example... Instead of 5 Science Officers, you can have an Asst. Chief Science Officer, Science Officer or crewman, Stellar Cartographer, Language specialist, Biologist, Alien Archeologist, etc. (See last page)

If you have limited membership, the First Officer can do double duty like Spock in TOS. He was First Officer/Chief Science Officer. In TNG, Data was Chief Operations Officer and Executive Officer. Executive Officer is sometime referred to as the First Officer and sometimes referred to as Second Officer under the First Officer. If you only have two members, you really only need a Captain and a First Officer.

UNIT ACTIVITIES

In order for your local ship to be successful, you have to have FUN. If it is not fun, your membership will find something else to do that is fun. What constitutes fun for one ship may be something totally different for another ship. Some ships go to a lot of movies, while others prefer to go out to eat or meet at someone's house for "movie night." These activities are entirely based on the local ship's interests and budget. **Whatever you choose to do, Starfleet Command requires that you document your activities on the SPAR I report**, in your local newsletter and hold regular meetings. This is just good practice, because meetings keep everyone close and years from now, you will be glad you documented all the good times.

- **AFED. VII.1** SFC is designed to allow and encourage the free flow of ideas amongst the membership. Therefore, each individual unit is responsible for maintaining its level of activity. As a minimum, these activities should include the publication of a newsletter, regular meetings for the members, and other social or fan related activities as will maintain the interest of the members.

- **AFED. VII 2.** Unit Commanders are responsible for coordinating the activities of their units. All local activities and projects are sponsored by the local unit. All local activities and projects are approved by the unit Commander. Regional activities are approved and coordinated by the Starbase Commander and coordinated by the Deputy Fleet Commander. Activities and projects that have a Quadrant impact are approved by the Fleet.

7-2 simply states that there are three levels of activities; Local, Regional and Fleet-wide. Local ship activities are your call and you run the show. The Starbase Commander runs the show for all regional activities, such as Starbase picnics, meetings, or awards ceremonies and fleet-wide activities are handled by the Admiralty Board.

- **AFED. VIII-3** states that copies of your newsletter must be sent to the Chief of Fleet Communications; CoC@SFCQ1.com, the Deputy Fleet Commander, DFC@Sfcq1.com and your starbase Commanding Officer. If you do not know who these people are, you can find them on the Starfleet Command website or email membership services CMS@sfcq1.com to get the contact information. Contact and request information from the CoC or webmaster on how to upload your newsletter to the website.

MEETINGS

Informal, family ships can hold simple meetings and ask for a consensus and open forum before making decisions that affect the ship, while military ships can follow Robert's Rules of Order; complete with a bell for the captain and closed voting for all major decisions, if they choose.

While in-person meetings should be held on a regular basis if all members live in proximity to each other, online meetings can also be used to facilitate communication.

The formal **SFCQ1 Awards Meeting** is held **annually** in Indianapolis in **November**. It coincides with the local **Starbase Indy convention**. All Starbase Commanders and chapters are encouraged to attend. The CinC, Fleet Commander, Deputy Fleet Commander and as many of the SFCQ1 Admiralty Board members as possible attend. *Informally*, (and not required per AFEDs) a mid-year meeting is held at the locally-produced INCONvention in Indianapolis, IN. (Usually in late June/Early July)

REPORTING

Unit COs must provide monthly **Ship Periodic Activity Reports** (SPARs) to their Starbase Commander (SBCO) by midnight the 15th of every month. The Starbase Commanders make their reports via SPARII to the Deputy Fleet Commander by midnight on the LAST day of each month. The SPAR forms, along with more details, reporting and the penalties of late/missing reports, can be found on the Documents page of the SFCQ1 website. (Procedures & Documents Guide)

- **AFED. VII-3.** The implementing and reporting of the results of such activities and projects shall be through the Chain of Command. Individual units should make monthly reports in the form of SPARI's to their Starbase Commander, who in turn must make monthly reports to the Office of the Deputy Fleet Commander. Commanding Officers should also send items/articles of interest to the Chief of Fleet Communications (COC) for inclusion in the national newsletter.
- **AFED. VII-4.** Commanders who regularly fail to submit timely reports or exceed 90 days between reports may be subject to disciplinary action up to and including removal from Command. Guidelines and milestones for submitting reports are contained in the Procedure & Reporting Manual.

ONLINE COMMUNICATIONS

This covers two very separate areas. Websites publicize your ship and “mass communication method” refers to a list serve, message board or social media page so all your members can stay in touch and have input on decisions that require fast action.

The easiest mass communication tool is a Yahoo!Group or Facebook Group. These are simple to create and free. Once you create your unit’s social media group, you can invite all your members and when you send out one email to the group, it goes to all the members. This is great for an open discussion because when anyone replies, everyone gets a copy. This way everyone is on the same page.

An older communication device is a message board. Message boards are a little more complicated, but they *offer added benefits*. Postings stay there forever, so members can go back and see what they have missed or forgotten. If you have a large ship, there are levels of security for access and the message board can be made invisible to the general public. Members can be notified through email when new postings are added or files are uploaded. Invisionfree (IF) and forumotion.com offer a really good free message board. Both services offer calendars for inputting important events, dates, and birthdays, and sending out reminders.

- **AFED. VIII-5** also suggests developing chat rooms and instant messaging for faster communication, but that can get complicated. **Starfleet Command no longer offers a free bare bones website** to any ships that do not already have one. If there is someone on your ship who is fairly computer literate, or willing to learn, you can appoint him or her as Ship’s Webmaster. They can create a free website using a number of other free web hosting sites such as Wix.com. These sites come with free tutorials and templates. After your Webmaster is proficient, and if you have the budget, you can purchase an ad- free domain with limitless options for a small monthly fee.

- **AFED. VIII. 4.A** states that **the main page of your website needs to include the official SFC banner with a link to the SFC website.**

FINANCES

Local ships run independently of Starfleet Command. All funds must be raised under the name of the local ship only. Also, the money raised can only be used for the club. No one can be paid to do work for this organization, but they may be reimbursed for something purchased and intended for furthering this fan organization’s purpose(s). *See AFEDS - General Information.* **All reimbursement items should be approved by the Commanding Officer and Treasurer before anything is purchased** because one member can go crazy and buy way too much and leave the club with the bill.

➤ **AFED. IX Local Treasuries**

- 9-1.** Neither SFC nor any unit within SFC will operate on a for-profit basis, nor may any member of SFC accept funds from any treasury within SFC as wages or salary.
- 9-2.** All units are empowered to establish and operate their own individual treasuries. All funds collected for said treasuries must be used for the purpose of providing additional membership materials, newsletters, or other expenses directly connected to the operation of the unit.
- 9-3.** The unit Commander or their designated representative will be responsible for the collection of, and disbursement of said funds. Sources of income may include, but are not limited to additional dues, donations, or funds raised through unit activities.
- 9-4.** Fund-raising activities by units within SFC must be conducted in such a manner that said activities do not give the appearance of being endorsed by SFC or CBS/Paramount Studios, unless such endorsement has been received, in writing, before the activity is conducted.

Local units can set up non-profit checking accounts at a local bank. The requirements for such an account may vary from bank to bank. You will need to present your commissioning certificate and perhaps additional documentation (such as a copy of your ship’s handbook or bylaws.) Your checking account should have signers from two different families if at all possible.

- **AFED. X-7** Members serving as unit commanding officers, or in positions of responsibility requiring handling of monetary funds, must be of legal age as prescribed by local law, US codes, and international agreements. In most jurisdictions, the legal age is 18. Any exceptions must have the approval of the Fleet Commander and parental consent, in writing (notarized).

Communicate with the Chief of Financial Management (cfm@sfcq1.com) with questions or if in need of advice.

FUNDRAISING

When planning a fundraiser, always weigh the initial cost against the potential income. You must also decide if the initial cost will be reimbursed before the “profit” is given to charity. An example would be a bake sale where the crew buy the ingredients and bake goods to be sold. If a cake costs \$3.50 for the ingredients and sells for \$5, the actual profit is only \$1.50. If the club does decide to reimburse members for supplies, make sure all sales are approved before purchasing.

Sometimes you can find other groups having fundraisers who are willing to make it a joint effort with your group. If so, it should be advertised as such. Also, be careful. If you have too many fundraisers without fun events, your members will look at the ship as a job instead of a club. If they lose interest, you lose members.

CHARITIES

The phrase “Think globally and act locally,” is good common sense to follow. One individual or small group cannot change the world, but they can make a difference. So, if enough like-minded individuals contribute to society, they can make a big difference. Starfleet Command is filled with small ships that contribute in their own way to a variety of charities. Therefore, their total contribution is substantial.

Charities you wish to help can be determined by two criteria. Ask yourself and your crew two questions. 1) What organizations do we feel strongly about their cause? and, 2) How can we help them? The first question may be obvious if you have a member who either personally or has a family member with autism, cancer, or heart disease. You may also have members who feel strongly about the homeless situation or teen pregnancy. Whatever your group chooses, make sure it is something they feel strongly about or you will not get enough crew support to make a difference and eventually the charity will not benefit from your group due to lack of interest.

The second question usually goes one of two ways. Either you can support an organization through funds, or through volunteers. Funds can come from personal donations or by organizing fundraisers. Volunteering can be done individually, or as a group. When it is done as a group, it is more rewarding. Organizations also seem to appreciate it more.

Local ships may conduct charity fundraisers. **For these fundraisers, 100% of the profits must go to the specified charity.** The ship may reimburse its self for any expenses.

PROMOTING YOUR MEMBERS

Most people feel that rank should mean more than just a representation of time served. It should signify dedication, effort, and commitment. Some ships work on a point system where points are earned for attending meetings, heading committees, attending events, fund raisers, or conventions, or promoting the ship. Some ships give promotions solely at the discretion of the captain, while others take a vote from the local membership.

Promotions will **not be effective** until **after** Membership Services has approved and processed the request from the Starbase CO/Unit CO, and the documents have been completed.

SFCQ1 has some very basic promotion requirements. They are summarized as follows

- Members must have at least 6 months’ time in grade **before being considered** for promotion.
- The Unit CO may promote others up to one rank below his/her own rank, and not to exceed the rank of Captain.
- Only the Admiralty Board may approve promotions to the rank of Fleet Captain or higher.
- Promotions must be in accordance with Article X and Appendix B of the current AFEDS.

Email your promotion requests to your Starbase Commander and CC the Chief of Membership Services via the **Promotion Request Form**.

No members will be granted a promotion until they have met the 6 month in rank criteria. Promotions can NOT be set up in advance.

Do remember that ranks are supposed to be fun and fictional. While higher-ranking members may be in charge of lower-ranking ones, senior members should not “boss around” those with lower ranks.

- AFED. X-1. All non-flag ranks (Fleet Captain/Brigadier Colonel or below) within SFC are considered permanent in nature unless otherwise designated.
- ❖ Once a rank is attained, the member will retain that rank as long as they remain an active member in good standing.

CLASSIFICATION of RANK

The Unit Commander is the command authority on the ship, regardless of rank. If an Admiralty Board member is also a local member of that ship, the Board member is still subject to the command authority of the Unit Commander, regardless of the CO's rank.

Starfleet Command has 3 classifications of rank.

- 1) Midshipmen. This is anyone under 10 years of age. At age 10, they are promoted to a Non-Commissioned Crewman rank of Recruit or Private, depending on their departmental choice. They are not allowed to become Officer's until age 16, when they can take the Officer exams. They are allowed to take any of the other exams at the academy.
- 2) NCO = Non Commissioned Crewman = Starfleet or Marine crew members who **do not** go to the academy and take the exams, age 10 and up. These crewmen are a vital part to each ship, but may NOT hold an Officers position. They are eligible for promotion as an enlisted or NCO crew member. Those positions include: (Starfleet/Marine) Recruit/Private; Specialist/Corporal; Petty Officer/Sergeant; Chief Petty Officer/Staff Sergeant on so forth.
- 3) CO = Commissioned Officers= Starfleet personnel or a Marine (age 16 or up) who has attended the SFC Academy and taken and passed both the OCS & Departmental exam for their areas. These members are allowed to hold OFFICER Positions with ranks such as Ensign/2nd LT; LTJG/ 1st LT; LT/Marine CAPT; Commander/LT Colonel and so forth.

(Please note: Fleet Marines have different rank for their enlisted crewmen and officers, but have no other differentiation in SFCQ1. Fleet Marines may command or be a First Officer in any SFC chapter. To hold Chief positions, they must also take that departmental exam.)

Members, who are at least 16 years old and wish to hold an officer rank, must pass the Starfleet Academy's **OCS Core and one of (8) Departmental exams**. Officers, who wish to change departments, must first attend the academy and take the exam for the department they wish to join. Example: The Engineer wishes to change to Medical, he must first take the Medical exam and pass before being transferred to that department.

Enlisted Crewmen wishing to transfer to a different department only need let membership services know of the change. It will be noted on the database, without further documentation.

The Starbase Commander is responsible for promoting the local unit commander.

TRANSFERS

All SFCQ1 adult members wanting to transfer to a new ship must submit their request in writing to Membership Services. Membership Services will, in turn, get permission from the new CO **before** processing the transfer. Members can only be assigned to **one** ship at a time. A transfer request form can be found on the website.

ACADEMY

Academy Exams are no longer mailed to new members with the New Member Packet. Members must contact the Commandant at the Academy and request the exams they wish to take. Academy@SFCQ1.com

All new members will be placed on a ship as Recruits or Privates, with the exception of those under 10 years of age. Member's age 10 to 16 yrs. may take departmental or provisional exams. These exams do not carry a rank promotion after passing, but can be viewed by Commanding Officers as grounds for promotion in the enlisted ranks. Any member, 16 yrs. or older, regardless of time in grade or time in service, may take the Officer Exams. Passing the OCS & Departmental exam (via notification from the Academy) will result in an immediate promotion to an Officer's rank.

To Command a Unit a Commissioned Officer, 18 yrs. of age, must also attend the Academy, take and PASS the Command Basics exam.

NEW MEMBERS & RENEWALS

New members who joined in the first half of the year will need to pay renewal dues the next January. New members who joined July 1st or later do not have to pay dues for the upcoming calendar year.

All other members need to renew every January. COs who do not renew, risk forfeiture of their command. If no members on a given ship renew, the ship will be decommissioned.

A yearly **Family/Household membership** is set up by the purchaser/head of household and for a few dollars more; anyone living at the same residence can be added as family/household member. The Purchaser/Head of house must renew annually and any member who moves to a new residence must assume responsibility for their own membership dues.

Life-time memberships are granted to the purchaser/Member. For a few dollars more anyone living at the same residence can be added under the same membership. If a member moves to a new residence, they lose the lifetime benefit and must be responsible for their own membership dues. Life-time memberships cannot be bequeathed/inherited, exchanged or given to another individual or group. Upon divorce, death, revocation or the termination of membership of the purchaser/Member, the life time membership becomes null and void and all members listed on the plan become responsible for their own membership dues.

RECRUITMENT

There are no tried-and-true recruitment techniques. The best advice is **keep on pluggin'**. You can contact fan message boards, search through Trek Space and Facebook for fans in your area that do not belong to fan clubs and set up a recruiting table at local conventions. These are just a few ideas to help you find like-minded people who may enjoy celebrating their love of Sci-fi together. *You MAY NOT recruit from other chapters with in SFC.*

One of the greatest recruitment tools is to have fun and let others know how much fun you are having. Plan fun events and invite friends and family and allow guest attendance. Some examples might be: a pitch-in picnic, movie night at someone's house, an outing to a museum or planetarium, or a costume party. There are millions of other possibilities. Whatever the event, remember to always have a stack of enlistment papers with you. You can download them from the documents section of the SFC website and print out a bunch of copies.

Advertising your ship is crucial to ship growth. It is hard to recruit if no one knows about you or your ship. If your ship plans any activities that could be related to the community, it is the perfect opportunity to advertise.

Most newspapers have an announcement section for upcoming events and they publish them for free. Also, local radio talk shows are always on the lookout for human-interest stories.

If you can spin your event to sound really important, local newspapers may even do a full-page article in their Lifestyles Section. Also, consider Trek Space and Facebook as sources.

Designate one person on the ship as your Chief Archives officer. Of course, you have to make sure they have a digital camera. That person's sole job is to attend every activity and event and take lots of pictures. The photos can be saved at photobucket.com for free and they will be invaluable for promoting the ship, building a website, or making a scrapbook that you can take to conventions.

Join the Facebook and the yahoo groups provided by Starfleet Command and announce all your events and fundraisers. You may get other ships that want to contribute to your efforts. If nothing else, it lets all of Starfleet Command know how active you are.

WHEN THINGS GO WRONG

There will be times when something goes wrong. It may be an activity that didn't work as you planned. It may be a personality conflict between members on your ship. Take a deep breath and defuse the situation with as much diplomacy as possible. **Formal boards of inquiry and courts-martial should be used as a last resort.** AFEDs Article XI covers Boards of Inquiry and Courts Martial.

FINAL NOTE

Remember, you are never alone and no problem is totally unique. If a situation arises where you are unsure of what to do, you have a vast amount of experience at your fingertips.

The entire Admiralty Board, along with your Starbase Commanding Officer, is more than happy to answer any questions you may have. We love to correspond and odds are we have had the same question at one time or another.

If you need to know about protocol, ask your Starbase CO or the Deputy Fleet Commander.

If you have a question about your membership, crew size or renewals, contact the Chief of Membership Services (cms@sfcq1.com).

If you want something published in the Newsletter, fleet-wide, contact **the Chief of Fleet Communications** (CoC@sfcq1.com).

If you wish to request an exam, contact the Commandant at SFC Academy. (Academy@sfcq1.com)

The Admirals and Starbase Commanding Officers are located on the website along with their contact information. We are here to assist you.

Possible Ship Positions

Command:

Captain-
XO or Executive Officers-
Second Officers-
Chief of the Boat-
Mission Advisor-
Morale Officer-

Operations Ops-

Flight Operations:

Chief Flight Control Officer-
Asst. Chief Flight Control Officer-
Flight Control Officer-
Shuttle/runabout pilot-

Strategic Operations:

Chief Strategic Operations Officer-
Strategic operations officer-

Operations:

Chief Operations Officer-
Asst. Chief-
Operations Officer or Crewman
Quartermaster-

Security & Tactical

Chief Security Officer
Chief Tactical Officer
Asst. Chief Security Officer
Asst. Chief Tact. Officer
Security Officer or Crewman
Tactical Officer or Crewman.
Security Investigations Officer
Master at Arms
Brig Officer
Gunners Mate

Engineering

Chief Engineering Officer
Asst. Chief Engin. Officer
Engineering Officer or Crewman
Transporter Chief
Communication Officer

Computer system Specialists
Propulsion Specialist
Phaser Specialist
Torpedo Specialist
Damage Central Specialist
Structural /Environmental Specialist
Matter / Energy Specialist

Medical

Chief Medical Officer
Asst. Chief Med. Officer
Counselor
Medical Officer or Crewman
Nurse

Science

Chief Science Officer
Asst. Chief Science Officer
Science Officer or crewman
Stellar cartographer
Language specialist
Biologist
Alien Archeologist

Intelligence

Chief Intelligence Officer
Intelligence Officer
Infiltration specialist
Encryption Specialist

Marine Detachment

Marine Officer
Marine Crewman

Civilians

Teacher-
Head Bar Tender-
Bar Tender-
Head Cook-
Cook-
Arboreal Specialist-