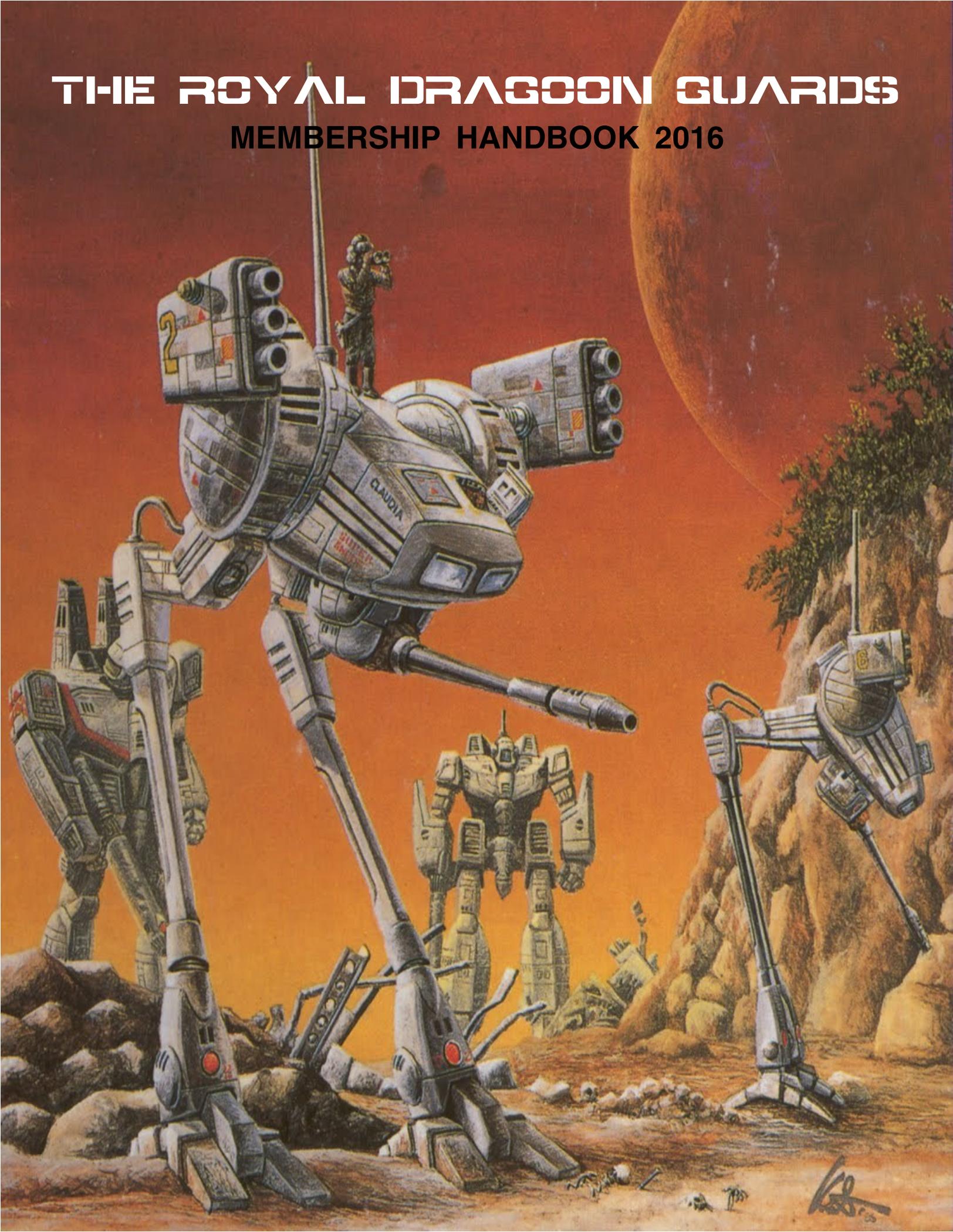


# THE ROYAL DRAGOON GUARDS

## MEMBERSHIP HANDBOOK 2016



# THE ROYAL DRAGOON GUARDS

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## WELCOME TO THE DRAGOONS

The Royal Dragoon Guards traces its lineage in the mundane world to the formation of a gaming group at Round Rock High School in 1989 that had its roots in the love of science fiction and gaming, but specifically Battletech. A group of students created what was at the time a unique mixture of Trek fandom, tabletop gaming, and martial flavor. These three elements have remained core to the group through two decades and many new faces. When the first members of this group graduated, the group made an initial effort to join STARFLEET, the International Star Trek Fan Association, Inc. The Shuttle *Retribution* was not to be, and the group refocused on Battletech alone to form the Caladan Highland Dragoons. During its initial run, the CHD was the largest Battletech club in Texas, and worked with FASA Corporation on the playtest of many official publications including Battletech Master Rules, Technical Readout : 3060, and Mechwarrior Third Edition.

The Dragoons have a rich history of setting the standard as a fandom organization. From the CHD's original campaign and playtesting the Dragoons became part of STARFLEET, and as the 342nd Marine Strike Group aboard USS *Ark Angel* developed a reputation for drill and honor guard activities. During this time, the Dragoons managed to set new bars on charity fundraising and created the Region 3 tradition of Game Day. The Dragoons continue to blaze trails in The Royal Manticoran Army, a division of the Honorverse fan club TRMN. The Dragoons have become the largest Army installation in the organization and can claim to have the first commissioned officers in the Army who were not headquarters personnel. 1SGT Eric Stolle was the first soldier to complete all of the enlisted exams with a perfect score— and had never read a single Honorverse novel at that time. During all of this, the Dragoons raised \$1,500 in charity funds in 2014-2015 benefitting the Children's Miracle Network and The Backpack Coalition.

We are gamers, friends, cosplayers and members of fandom.

Expect gaming, expect fun. Be advised, though—all members are expected and required to pitch in according to their abilities to help the club run. Not everyone can be a Game Master, or a club officer, but everyone can help set up and take down the room during meetings and events. Everyone can give suggestions and feedback to the staff. Everyone can apply their specific skill sets—can you sew? Paint miniatures? Draw? You can help make the organization active and fun.

As a Dragoon you will procure at least the convention minimum uniform. You'll stand to formations for award ceremonies and other occasions. You'll learn the customs and courtesies that are Dragoon traditions. You will become a part of something with a history spanning three decades and a track record of incredible roleplaying and wargaming campaigns. Welcome to the Dragoons.

## 2016 Command Staff

### OFFICER COMMANDING

Major Jeffrey A. Webb, RMA

### EXECUTIVE OFFICER

Captain Bobby S. Dean, RMA

### OPERATIONS OFFICER

First Lieutenant Edward Covarrubias

### COMMANDER, SANDGATE CASTLE HG

First Lieutenant Dennis Sustare, RMA (HG), PhD

### ADMINISTRATIVE OFFICER

VACANT

### SENIOR ENLISTED ADVISOR

First Sergeant Eric Wade Stolle, RMA



## ONE CHAPTER... MANY WORLDS...

The Dragoons exist as a gaming entity that spreads across multiple fictional realities. At times, reality and fiction merge when the RDG becomes part of an external fandom group as an affiliate or chapter.

The basic local organization is the Royal Dragoon Guards, of which every Dragoon is a member. At the very least all members hold membership in the RDG and have an RDG organizational rank within the group.

Members wishing to join the Royal Manticoran Army as part of Fort Shorncliffe may do so. Fort Shorncliffe is the home base of the Dragoon Guards, the RDG's identity in David Weber's Honorverse. The Dragoon Guards are the First Battalion, 342nd Armored Infantry based on the planet Manticore. Being part of the RMA allows members to take advantage of the award and promotion systems outlined by the RMA, and helps boost the efficacy of the Dragoons within that organization.

Members looking for the benefits of RMA membership with a lower-key approach can join the Home Guard. Home Guard members become part of the 28th Regiment of Foote, Home Guard based at Sand-

## IS MEMBERSHIP FOR YOU?

The Royal Dragoon Guards are not a run-of-the-mill chapter of TRMN or the average gaming club. There are customs and traditions the chapter holds as part and parcel of membership that *each member must be willing to observe*.

### Martial Atmosphere: "Shiny"

The RDG opens and closes meetings with by calling the members to attention or falling into formation. Not only does this serve as an effective "Noises Off" moment to ensure that members are paying attention and ready for the day's activities, it helps the members get into the martial mindset of the characters they will portray in some of the chapter's games. *All members* are required to learn the basics of being able to stand to formation, as well as the customs and courtesies associated with the chapter traditions.

What members of the chapter refer to as "Shiny" is the ability of the group to make a sharp, professional impression at events. This requires that all members have some proficiency in the "Shiny" aspects of the group.

### Uniforms/Garb/Cosplay

No matter what it is called, one of the traditions of

gate Castle just down the beach from Fort Shorncliffe. Home Guard members have all the benefits of being RMA members but are not expected to keep as high an operational tempo. Members who are not interested in the full RMA experience are encouraged to join the Home Guard, as being a Guardsman means the member is counted among the TRMN members playing in an individual game for those members who are seeing to earn their gaming "Marksmanship Qualifications." The more members involved, the faster a qualification is earned. Non-TRMN personnel do not count, therefore being in the Home Guard helps fellow Dragoons who are attempting to earn these qualifications.

Either RMA membership is free of charge, and can be procured at [www.trmn.org](http://www.trmn.org).

In addition to the "real world" fandom attachments, the Dragoons find all manner of game worlds worthy of exploring. Battletech, Star Wars, Dungeons & Dragons, Shadowrun... the list goes on. The main activity of the Dragoons is gaming, and that activity is what we pride ourselves upon in any reality.

the chapter is that of attending events in uniform. The basic "Convention Minimum" uniform of the chapter *required of all members* is a simple RDG or RMA t-shirt or collared shirt with black trousers and footwear. This level of garb/uniform is acceptable for basic members. Higher levels of garb, including uniforms or other examples of "period" or genre-specific garb are encouraged. Advancement in organizational rank also requires a uniform above a certain grade.

### Roleplaying/Wargaming

The main recreational activity in the RDG is tabletop war games, as well as roleplaying games, computer games and the like. If these are not activities you enjoy, or would be unwilling to try, the RDG may not be the club for you.

### THE BOTTOM LINE

If the thought of the martial atmosphere, the t-shirt or polo requirement, or gaming is uncomfortable to you, this is not the club for you. If you don't mind falling in a couple of times a year, wearing garb, and tossing dice, this is the place for you.

If you find yourself only grudgingly or half-heartedly in agreement with the customs of the club, you may want to think twice before committing, or visit for a while before joining formally.

# **THE ROYAL DRAGOON GUARDS**

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## **00 - INTENTION OF THIS DOCUMENT**

The Membership Handbook is designed to put into writing the Standard Operating Procedures (SOP) and traditions of the The Royal Dragoon Guards (Refererd to collectively hereafter as “the Dragoons”), Her Majesty’s Fort Shorncliffe and Sandgate Castle and to set the proper expectations of both members and organizational officers. Once adopted, the Handbook will become the governing document of the Dragoons until such time as it is superseded by an amended document.

### **00.01 - Amending This Document**

The Dragoons may amend this Handbook once adopted by presenting any proposed amendments to the membership. The members review the changes, and cast a vote on the same. If 2/3 of the voting members approve the changes to the Handbook, the document is so amended and the changes take effect at the next event.

### **00.02 - Affiliation with The Royal Manticoran Navy, the official Honor Harrington Fan Organization**

The RDG shall have an identity within TRMN as Fort Shorncliffe (342nd Armored Infantry “The Dragoon Guards”) and Sandgate Castle (28th Regiment of Foote, Home Guard) as part of the Royal Manticoran Army. A Naval or Marine detachment may also be created at the desire of members of the RDG who are so inclined. This affiliation exists to further the gaming and recreational aims of both organizations.

The affiliation of the Royal Dragoon Guards with TRMN shall continue at the convenience of TRMN and the Royal Dragoon Guards, and may be terminated through normal TRMN procedure for reasons mentioned in the TRMN Membership Handbook or by the Royal Dragoon Guards by a 3/4 majority vote of those members with TRMN membership.

FORT SHORNCLIFFE shall be the name of the active Royal Manticoran Army portion of the RDG’s TRMN participation. While a member of Fort Shorncliffe, an RDG Member’s TRMN rank will be considered their service rank in the RDG, though they may continue to earn RDG rank and Qualifications as well.

SANDGATE CASTLE, HG shall be the name of the Home Guard formation of TRMN within the RDG. These members are “civilian” personnel serving in the Home Guard in the TRMN club, which is part of the Royal Manticoran Army. This level of membership does not require TRMN garb, or even participation in TRMN promotions or activities above and beyond what the current Home Guard commander requests. This level of membership is perfect for RDG members who wish to participate in the Gaming award system or assist their fellow Dragoons to do so. Home Guard members do “count” for the hour multiplier in the Marksmanship Program game awards, while members who are local RDG only do not.

## 01- INTRODUCTION

### 1.01 What is the RDG?

The RDG is a fan organization designed to appeal to hobbyists with an interest in Battletech, Role-Playing (tabletop or live-action), or more general military science fiction/fantasy fandom. The central activity of the organization is role-playing and wargaming, with several ongoing campaigns being run for members to join.

In addition to tabletop games, the Dragoons may take part in LARPs, video games, lazer tag, and trips to events like overnighting aboard the USS Texas, camping, and visiting MechCorps to play in their Tesla Pod Battletech simulators.

In its capacity as part of The Royal Manticoran Navy, the Dragoons are known as Fort Shorncliffe and Sandgate Castle. These fictional installations are the names by which the Army and Home Guard chapters that the RDG members have created are known.

In keeping with the atmosphere of the organization, genre-specific nomenclature is used for club operations, and certain items of protocol are prescribed for members to maintain the feel and decorum of the group.

### 01.02 Historical Pre-Enactment

The basis of creating a persona in the RDG, and the basis for many of our activities is the concept of "Historical Pre-Enactment." That is, the concept of taking a science fiction universe and treating it with the same gravity as a historical re-enactor treats the period they choose to portray.

The RDG's members strive to help create the worlds in which the unit plays as a living, breathing environment where the story takes place. World building is a key activity in the Dragoons, from fleshing out details of the world for tabletop and LARP storytelling to recreating clothing, props and other items from the universes in which the games take place.

The two most common examples of a fictional universe in which the Dragoons operates are the Battletech universe in an alternate version of the Succession Wars and the Star Wars universe in an alternate Galactic Civil War. These are not the only worlds possible, but they are the two most commonly played by the RDG.

### 01.03 The Atmosphere of the Royal Dragoon Guards

The RDG seeks to create an atmosphere appropriate to its source material, and as such uses many military terms and concepts. Some of these are commonly used in our current year, some are anachronisms from previous time periods and some are educated guesses about what might be common practice during the Battletech, Star Wars and Honorverse timelines. It is important to remember that these terms and traditions are intended to enhance the atmosphere and experience of the RDG and are not intended to imply membership in any real military organization. The RDG will endeavor to differentiate its insignia and garb where possible from any current real-world military organization and to use only those current customs that survive in the source fiction or could be reasonably extrapolated to do so.

In addition to the martial elements of the atmosphere, some other iconic elements of the established universes find their way into the storylines and personae of the RDG members. This includes the concept of nobility returning as a governmental system in the Battletech and Honorverse storylines.

This use of martial atmosphere is intended in the same way as organizations like the Society for Creative Anachronism use terminology like "Duke", "Baron" or "Kingdom." Using this analogy, the use of customs, courtesies and terminology of the RDG is no more unusual as an organizational trait than members of the SCA adhering to period manners and traditions when attending a "noble" court. "Officer Commanding" in the RDG is no more a real-world military officer than a Duke in the SCA is an

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# THE ROYAL DRAGOON GUARDS

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actual noble. In both cases, the title describes the job of Chapter President in nomenclature designed to evoke the feel of the intended period or genre.

## 01.04 The Most Important Rule

The RDG was formed by a group of like-minded friends, and it is intended that all members will become valued members of that family of friends. The Dragoons exist to provide an enjoyable hobby to that group of friends. If that mission is no longer being fulfilled, it is incumbent upon the officers and members of the Royal Dragoons to seek to solve the issues, or disband the organization.

Any organized group will have a certain amount of politics and disagreement. Where this document does not provide guidance, it is incumbent upon the membership to attempt to solve these situations in a friendly, adult manner. While rules exist for the discipline of members, it should be considered a last resort to invoke them as issues should be worked out in the most amicable way possible before resorting to “the rules.”

Members are members because they enjoy their participation in the Dragoons and its activities. The Most Important Rule is: “Have Fun. Don’t be a Jerk.”. We want everyone to enjoy themselves, but we also want each member to be respectful of the organization and their fellow Dragoons.

## 01.05 The Chain of Command of the Royal Dragoon Guards

Like any organization, the RDG has a chain of command. This is both to assist with organizational and administrative issues and to contribute to the atmosphere of the source material universes. It must be made clear that decisions on major issues are made by the entire membership of the RDG, but event planning decisions can be made by the elected and appointed members in leadership or administrative positions. Decisions requiring changes to this document require a vote of the membership.

The Dragoons will have, at minimum, a President, an Vice President, and a Senior Enlisted Advisor. These positions, known as billets, will be defined later in this document and will have titles appropriate to the source material genres and are intended to reflect that genre, not to imply equivalency to any actual military or paramilitary unit, or membership in such a unit. Additional positions can be created as needed, and will be outlined in Appendix II: Billets

Members considered Officers or Non-Commissioned Officers are said to have authority within the organization. This authority extends to the operations of the organization only, and should not be abused outside the paradigm of the organization. This authority is intended to be used to organize the members and ensure that the events and activities of the RDG happen in an efficient manner.

## **02- MEMBERSHIP**

### **02.01 Classes Of Membership**

The RDG has several types of membership. ANY person wishing to associate themselves with the RDG may apply to do so, regardless of their ability to commit time to the organization. If you want to be a Dragoon but cannot commit in person or reliably online, there is always the Inactive membership option to keep your association with the RDG until circumstances change. For members who can attend from time to time, the Reserve classification applies. Active members participate regularly. Any of these three membership types may be located anywhere geographically, outside the Austin metro area where the RDG is headquartered. Members who are too far from Austin to appear in person may either arrange meetups with local Dragoons to their area, or participate in online activities with other RDG members. Any of these alternatives will satisfy requirements for staying “Active.”

#### **Recruit**

New members or members whose membership has lapsed and are returning come back as Recruits. They participate with a 90-day trial period after which the general membership of the Dragoons must vote to allow them to become full members. This vote requires a 2/3 majority to carry. Recruit members may attend events and participate in RDG games and other activities. The initial rank of each recruit will be determined by the command staff, usually E-1 for new members with no previous RDG membership record. A new Recruit so accepted by the membership of the RDG becomes an Active or Reserve member.

#### **Active Member**

Active Members of The RDG are members who are participating regularly in RDG activities. Regularly is defined as participating in events two months out of every three. Members are not required to attend every event in a given month, participation in a single event counts that month for “Active” status. An event can be an in-person event for members living near other members, or an online event for members living remotely. Active members who miss two months in a row will be warned they are about to move to the Reserve list, and moved after the third month of inactivity.

#### **Reserve Member**

Dragoons who are Reserve Members are expected to participate as often as they are able, or willing to participate. This classification includes members who must work on meeting days, are busy due to school or military obligations, or have family obligations to attend to. Reserve Members also apply to members who wish to be part of the RDG but are interested in a non-standard kind of activity—such as museum trips, social games, etc. and not necessarily war games and roleplaying games. These members have no participation requirement over and above maintaining at least quarterly contact with their chain of command and ensuring that the organization is aware of the member’s desire to remain on the Reserve list. Reserve members who fail to communicate with their chain for a six month period are moved to the Inactive list. In the case of family members of other Dragoons who are on the Reserve list, arrangements can be made to have the more active family member communicate on behalf of the Reserve member.

#### **The Inactive List**

Dragoons who have not maintained communication with the RDG, or members who request Inactive status for a time due to life circumstances are placed on the Inactive list. Inactive members will be contacted by the RDG every six months to check their status. Any member who does not return contact with the RDG within twelve months of being put on the Inactive list will be removed from membership altogether. Members wishing to maintain membership but unable or unwilling to participate may remain on the Inactive list indefinitely as long as they communicate their desire to remain affiliated within each 12-month period.

# THE ROYAL DRAGOON GUARDS

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## 02.02 Joining the RDG

Persons wishing to join the RDG should attend an event if possible, or send a written request to a member of the Command Staff. Becoming a member of the Dragoons begins a 90-day probationary period for the new member, during which time the member holds the rank of Private (E-1) and is considered an Recruit. Recruits do not earn the right to vote until the probationary period is over. The Command Staff is not under any obligation to accept a request for membership and may refuse any such request for any reason. The Probationary Period is required for Active, Reserve or Inactive members.

During the probationary period, a prospective member will be assigned to a veteran member, usually an NCO, as a sponsor. This member is tasked with keeping in touch with the prospective member, and teaching that member the necessary information for membership.

At the end of the 90-day Probationary Period, the voting members of the RDG will cast a secret ballot vote on whether to accept the probationary member as a full member of the RDG. If 2/3 of the members participating in the vote approve, the probationary member is now a full Active, Reserve or Inactive member and eligible to vote and be promoted. If the prospective member is not confirmed, the decision indicates that the members have decided that there is sufficient reason to believe the participation of the probationary member in the RDG in the long-term would be detrimental to the organization. In that case the probationary member is thanked for their interest and informed that their request for membership was not approved at this time.

*NOTE: All members are highly encouraged to join the Home Guard portion of the RMA even if they are not currently fans of the Honorverse. Membership costs nothing, and being a member means your presence in games will assist others who are members in achieving their gaming award goals, as well as making you eligible for those gaming awards yourself. It is a good way to pitch in and help those members who are striving for their qualifications without any other obligation to TRMN.*

## 02.03 Rights and Responsibilities of a Royal Dragoon Guards Member

### The Rights of a Member

Each member of the Dragoons is entitled to the following rights:

- ACTIVE or RESERVE may vote in all official Elections.
- Create and play a Persona in the gaming campaigns.
- Participate in the Organizational Rank system.
- Participate in the Awards system.
- Participate in the Qualifications system.
- Participate in any other recreational programs created by the Dragoons.
- Pursue elected or appointed positions as defined by the Dragoons given TRMN Membership.

### Responsibilities of a Member

All members have the following responsibilities:

- Maintain proper decorum at meetings and events, behaving in a manner that brings credit to the Dragoons.
- Respond to Event RSVPs in a timely manner.
- Communicate with their organizational chain of command in a timely manner.
- Learn and practice the Customs and Courtesies of the Dragoons.
- Show courtesy and respect for fellow members at all times.
- Discharge the duties of the billet to which the member belongs.
- Sign the membership agreement and keep a copy on-file with the Command Staff.

### Regimental Code of Conduct

Do the duties described by my billet, from simple participation to running the Unit, recognizing that the RDG functions only when each Dragoon does their part, and only accepting a billet that I am

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# MEMBERSHIP HANDBOOK

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willing and able to fulfill.

Respect my fellow members, the RDG, and the Campaign story we are creating together.

Adherence to SOP helps the RDG efficiently make use of our time. We are here to have fun, but there is no reason we cannot pursue our hobby with professionalism.

Give both sides equal attention and a fair opportunity in any dispute, remembering that the RDG is built on friendship.

Optimism spreads enthusiasm. Pessimism spreads negativity even faster. I will endeavor to spread optimism and enthusiasm.

Observe the Customs and Courtesies of the RDG, knowing that to do so is to show my pride in my Unit and my friends.

Never act on rumor or innuendo, always seek out a person and deal with any issues personally, bearing in mind that we are at heart an organization built upon friendship and mutual respect.

## **02.04 Disciplinary Action and Grievances**

The RDG is, as has been written elsewhere in this document, intended to be a group of friends. It would be ideal if a section on disciplinary actions and grievances did not have to be included. Experience tells us that this is an unrealistic expectation, and even the tightest group of friends may experience a need for a set of rules.

That said- the rules need to be simple, and based on friendship. Members of the Dragoons are required to read this document and sign an acknowledgement that they will abide by the rules and traditions of the RDG. Members found to be acting in a manner inconsistent with this agreement may be censured as follows:

### **Minor Issues**

Minor issues include situations where a member is acting in a manner that is discourteous, disrespectful of fellow members or the organization, or refusing to follow the customs and courtesies of the Dragoons. In the cases of minor issues, a member of the Dragoons in an elected or appointed billet will issue a warning, and make sure that warning is logged with the Command Staff. To be basic, these issues fall under the following statement : "Follow the rules, don't be a jerk."

If the warning proves not to solve the issue, it is up to the Command Staff to decide on one of the following courses of action:

Suspension from meetings for 1-3 events.

Loss of 1-6 months of Time in Grade.

### **Major Issues**

Any issues more serious than the ones above will be handled by the Command Staff under the direct leadership of the Officer Commanding. The OC has the authority to determine if a situation is serious enough to warrant immediate action on the part of the Staff to censure someone who has done something that could have an effect on the harmony of the group, the well-being of one or more other members, or the reputation of the organization. If it is an action that hurts other members, or an action taken publicly or on the internet that might bring discredit to the Dragoons, it falls under this heading.

The Officer Commanding may choose to issue any of the penalties above, and may also do one of the following:

Remove the member from an elected or appointed billet.

Reduce the member in rank.

Suspend the member for up to six months.

### **Removal from the Royal Dragoon Guards**

A member may be removed from the Dragoons if it is felt they have committed an offense requiring this step. If the Officer Commanding decides to invoke this option, he must call a vote on the matter of all current voting members. This vote will be a secret-ballot procedure. If 2/3 of those voting approve the punishment, the member is then removed from the Dragoons and may not reapply for membership for six months.

# **THE ROYAL DRAGOON GUARDS**

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## **03- UNIT ORGANIZATION**

The overall organization is referred to as the Dragoons. This is a common unit type in the Battletech universe referring to a cavalry formation. Several elements make up the RDG, and will be detailed below.

### **03.01 The Command Staff**

The Command Staff is charged with the operations of the RDG- planning events and activities. The Staff consists of the following personnel:

#### **The Officer Commanding**

The Officer Commanding, or OC, is the president of the RDG. The person elected Officer Commanding will be listed as the Officer Commanding of HM Fort Shorncliffe. The Officer Commanding shall hold the rank of Major or Lieutenant Colonel.

#### **The Executive Officer**

The Executive Officer, or XO, assists the CO and Battalion Staff in planning and executing organizational operations. The Executive Officer would take over the organization if the Officer Commanding was unwilling or unable to discharge the duties of that office. The XO will be listed as XO of Fort Shorncliffe. The Executive Officer shall hold the rank of Captain or Major.

#### **The Senior Enlisted Advisor**

The Senior Enlisted Advisor is the senior NCO of the RDG, and as such is responsible for the instruction in and practice of Customs and Courtesies, as well as being responsible to the Officer Commanding for any specific tasks that need to be completed. This post is also referred to as the Command Sergeant Major, or CSM. The CSM is also responsible for ensuring that all other NCOs in the Dragoons are fulfilling their duties properly, and provide assistance and instruction if they require it. The CSM is appointed by the CO and XO and will carry the rank of First Sergeant (E-8) or Command Sergeant Major (E-9) for the duration of the appointment. The CSM will be listed as the NCOIC of HM Fort Shorncliffe. Regardless of their actual rank, the Senior Enlisted Advisor may be addressed or spoken of as "Sergeant Major."

For more information on the tasks of these members, and the requirements to hold the offices see Appendix II: Billets.

### **03.03 The Support Staff**

The CO and XO may appoint members to handle specific tasks in support of the Dragoons, such as online gaming, newsletter publication or other such tasks. These appointments shall hold such rank and title as deemed appropriate by the CO and XO at the time of appointment. In all cases the member reverts to their permanent rank upon leaving the appointment.

It shall be customary, but by no means required, for multiple terms of service in a Staff appointment to result in increased rank associated with staff title. At no time should any staff appointment include an enlisted grade higher than E-8, or an officer grade higher than O-4. All Warrant Officer grades are available for Support Staff appointments.

The creation and deletion of Support Staff titles are at the discretion of the Command Staff, and may be altered at any time to serve the needs of the organization.

### **03.04 The Company/Platoon/Squad**

When it is desirable to have a subdivision of the Dragoons to handle administrative tasks and make it more convenient to handle groups of members within the Dragoons, the Command Staff may create Companies, Platoons or Squads to handle these groups or interests. The Command Staff may create officer or NCO billets to administrate these groups as needed, assigning a billet rank as appropriate. As with all other appointments, the member in one of these billets will revert to their permanent organizational rank when leaving the billet. These billets shall have no officer rank above O-3, and no enlisted grade above E-8. All Warrant Officer grades are available for Company/Platoon/Squad appointments.

## 04- ELECTIONS

Every member of the RDG has a Billet. This is the martial term for a position or job title. Appendix II: Billets covers a description of the billets and the requirements and responsibilities of each.

### 04.01 Elections

The RDG will hold elections yearly. A term—or “tour” - will consist of the twelve-month period between election cycles. A Vote of Confidence may be held midway through the term. If the VoC is failed, a new officer will be elected to finish the remainder of the term. If the CO fails VoC, the XO will take command and a new XO be elected. If both officers fail, a new CO and XO will be elected.

#### The Election Cycle

Each election consists of three events—Intents, Election/Tournament and Change of Command.

The Intents open at the meeting preceding the elections. Members wishing to run for office must announce their intention to do so via written intent during that meeting or in the following week. At midnight one week after the meeting at which intents open, the intents are then closed. An election coordinator will be appointed from the members who are not running for office. This member will announce via the communications channels the list of members eligible to vote, the officers and issues to be voted on, and a phone and email at which the election coordinator may be reached.

The day of the election will also be the day of the Dragoons’ gaming tournament. Absentee votes should be collected by the election coordinator before the election day meeting begins. Absentee votes will be tallied with votes presented in person, and the new officers shall be announced.

The Change of Command ceremony will be planned to welcome the new or returning officers and issue the Dragoons’ awards.

#### Appointed Positions

Appointed positions are at the discretion of the Battalion Commander, Executive Officer and Command Sergeant Major. These positions may be created and retired as necessary to administrate the Dragoons. For positions subordinate to other appointed positions, such as the First Sergeant of a Company, the Company Commander would make the appointment and have it confirmed by the Command Staff.

#### Votes of Confidence

Any Active or Reserve member may initiate a Vote of Confidence. An immediate poll will be taken of the currently active membership by a Command Staff member whose conduct is not being called into question. In the event that the entire Command Staff is being called into question, any member holding at least NCO rank may serve as coordinator for the Vote of Confidence, and must be agreed upon by both the member calling the Vote and a majority of the members whose conduct as Staff members is being called into question.

If the poll shows at least 25% of the active membership feels there is concern about the Command Staff, then a full Vote of Confidence will be called. Every Active and Reserve member of the RDG will be given the opportunity to vote individually on each Staff member in whom the unit’s Confidence is being called into question. If 2/3 of the members voting determine the RDG has lost confidence in that member, the member is removed from their billet. Officers will return to their permanent ranks when removed from a Staff billet.

After a Vote of Confidence has been called, the now empty billets will be filled by the most senior Staff members remaining on order of precedence. If the entire staff has been dismissed, a general election will be held immediately to fill the three essential slots—CO, XO and Senior Enlisted Advisor.

After a Vote of Confidence has been called, another may not be called for another three months, or until the next regular election, whichever occurs first. A VOC that fails to achieve the 25% of Active member threshold does count, so a VOC in which the initial poll finds no actionable fault means no further VOC can be called for the period described above.

# THE ROYAL DRAGOON GUARDS

## APPENDIX I: ORGANIZATIONAL RANK

Members of the RDG carry Organizational Rank. This is honorary title assigned to each member by virtue of their participation and accomplishments within the RDG. These ranks can be said to have authority in that the CO and XO are elected to administrate and lead the RDG, and the officer and non-commissioned officer ranks derive their authority from that of the CO and XO. This authority extends only as far as the RDG and the operations of that organization.

Organizational Ranks fall into several tiers. Officers are elected or appointed to lead and administrate the RDG. Warrant Officers fill important staff assignments as deemed appropriate by the Command Staff. Non-commissioned officers, or NCOs, are leaders and organizers. Enlisted ranks are the grades all members may earn as a reflection of their participation and seniority within the Dragoons, but confer no authority within the Dragoons.

In the event that a member has a rank within TRMN, their TRMN rank takes precedence over their RDG local rank up to and including the grade of E-6. TRMN ranks above E-6 will be reviewed by the Command Staff for members transferring into the RDG. Members who began at E-1 in RDG and TRMN have their RDG rank automatically equivalent to their TRMN rank as they are promoted. If they leave TRMN, they must make up the RDG promotion requirements before they may advance further. TRMN members may of course pursue RDG qualifications such as MechWarrior or Dungeoneer while being in TRMN for entertainment. All current ranks and titles will be shown on [TexMechs.org](http://TexMechs.org)

Grade	Type	Title	Time In Grade
O-6	Officer	Colonel (COL)	18 Months
O-5	Officer	Lieutenant Colonel (LTC)	15 Months
O-4	Officer	Major (MAJ)	12 Months
O-3	Officer	Captain (CPT)	9 Months
O-2	Officer	First Lieutenant (1LT)	6 Months
O-1	Officer	Second Lieutenant (2LT)	6 Months at E-1
W-5	Warrant Officer	Master Chief Warrant Officer	15 Months
W-4	Warrant Officer	Senior Chief Warrant Officer	13 Months
W-3	Warrant Officer	Chief Warrant Officer	11 Months
W-2	Warrant Officer	Warrant Officer Class 2	9 Months
W-1	Warrant Officer	Warrant Officer Class 1	6 Months at E-6
E-9	Non-Commissioned Officer	Sergeant Major (SGM)	19 Months
E-8	Non-Commissioned Officer	First Sergeant (1SG)	15 Months
E-7	Non-Commissioned Officer	Master Sergeant (MSG)/Sergeant First Class (SFC)	13 Months
E-6	Non-Commissioned Officer	Staff Sergeant (SSG)	11 Months
E-6	Enlisted	Master Specialist/MechWarrior (SP6/MMW)	11 Months
E-5	Non-Commissioned Officer	Sergeant (SGT)/Platoon Sergeant (PSG)	9 Months
E-5	Enlisted	Senior Specialist/MechWarrior (SP5/SMW)	9 Months
E-4	Non-Commissioned Officer	Corporal (CPL)	7 Months
E-4	Enlisted	Specialist (SP4)/MechWarrior (MWR)	7 Months
E-3	Non-Commissioned Officer	Lance Corporal (LCPL)	5 Months
E-2	Enlisted	Private First Class (PFC)	3 Months
E-1	Enlisted	Private (PVT)	
E-0	Enlisted	Recruit (RCT)	

**APPENDIX II: BILLETS**

**Elected Billets**

**Officer Commanding - Chapter President**

**ELECTED POSITION**

Billet Rank: Major/Lieutenant Colonel

**DUTIES:**

- Coordinate and Administrate the RDG.
- Responsible for seeing that Game Mastering Duties are done.
- Preparation and Submission of TRMN Monthly Reports.
- Delegation of Staff duties as necessary.

**REQUIREMENTS:**

- Active Member with TRMN membership.
- Knowledge of the game systems necessary.
- Ownership of at least Convention Minimum uniform, and wear of the same at meetings and other events.

**Executive Officer - Chapter Vice President**

**ELECTED POSITION**

Billet Rank: Captain/Major

**DUTIES:**

- Assist the Officer Commanding as necessary.
- Assume the duties of the Officer Commanding when necessary.

**REQUIREMENTS:**

- Active Member with TRMN membership.
- Knowledge of the game systems necessary.
- Ownership of at least Convention Minimum uniform, and wear of the same at meetings and other events.

**Senior Enlisted Advisor - Chapter Administrative NCO**

**APPOINTED POSITION**

Billet Rank: First Sergeant/Sergeant Major

**DUTIES:**

- Assist the CO and XO in Coordinating and Administrating the Dragoons.
- Ensure the Dragoons' records are kept correctly.
- Ensure the traditions, customs and courtesies of the Dragoons are taught and observed.
- Take charge of the areas in which the RDG operates and see to it that they are outfitted as needed for Battalion activities, and returned in better condition than when the RDG arrived.

**REQUIREMENTS:**

- Active Member with TRMN membership.
- Knowledge of the game systems necessary.
- Ownership of at least Convention Minimum uniform, and wear of the same at meetings and other events.

# **THE ROYAL DRAGOON GUARDS**

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## **Battalion Member - Rank-and-file Members of the Organization DEFAULT POSITION**

**Billet Rank: E-1 to E-6 (Occasionally higher with the approval of the Command Staff)**

The Battalion Member is the basic member title for members of the RDG. Each member will hold this billet when they hold no other billet, and it implies basic membership in the RDG.

### **DUTIES:**

Participate as desired or required by membership status in RDG activities.

Show courtesy and respect in event participation. Arrive on time. Depart only after cleanup has been completed.

Have fun!

### **REQUIREMENTS:**

Active, Reserve or Inactive Membership in the Dragoons.

Procure and wear Convention Minimum garb.

Knowledge of Basic Customs and Courtesies and exercise thereof.

Knowledge of Basic D&C and exercise thereof.

## **Promotion for RDG Members**

Members of the RDG seeking promotion to the Enlisted ranks above E-2 must satisfy the Time in Grade requirement listed in Appendix I, and complete the examination for that rank or specialty. TRMN members may request these examinations through the King Roger I Military Academy at <http://www.trmn.org/portal/index.php/academies/course-request-form>. RDG Exams through the Shorncliffe Academy will be made available at [www.texmechs.org](http://www.texmechs.org) as the examinations become available.

Once the exams for a rank are complete and Time in Grade satisfied, members will be eligible for promotion. Most ranks E-4 and below will be promoted as a matter of course as soon as these requirements are met. For ranks E-4 and above the member may be asked to stand before the Promotion Board before a decision is made to promote that member. The Promotion Board shall consist of an odd number of Dragoons of the same or higher rank of that which the candidate seeks promotion. Enlisted and NCO promotions will have Promotion Boards made entirely of NCO personnel if possible, presided over by a senior NCO. Officer promotion boards will be presided over by the CO or XO. TRMN Members will be evaluated by a TRMN promotion board.

# MEMBERSHIP HANDBOOK

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## APPENDIX III: STANDARD MEETING PROCEDURE

### STANDARD MEETING FORMAT

- 1200 First Formation. The Command Sergeant Major or next senior NCO will call the Dragoons to formation. This formally begins the meeting. If space requirements so dictate, or the meeting is in a classroom space, formation may be replaced by calling all hands to attention.
- 1200-1210 Announcements/Upcoming Events/Project Reports
- 1210-1235 Classroom I
- 1235-1300 Classroom II
- 1300-1800 Afternoon Activity/Gaming  
NCOs will pass out cards, character sheets, pencils and other required materials. If an alternate activity is being undertaken, the NCOs will take care of the materials for that activity.
- 1800-1810 Cleanup  
Return the room to the condition it was in before the meeting started.  
The NCOIC is in charge of this operation.  
All RDG materials are packed and stacked near the door for removal to the vehicles.  
Once cleanup is complete, the Dragoons will gather in the room for final announcements and post-meeting destination.  
The unit will be called to formation, and the order to dismiss will be given. The unit will sound off with the Motivational Soundoff and fall out.  
The NCOIC shuts down the lights after the dismissal, and informs the campus staff that the RDG has left.

**NOTE:** First and Final Formations may consist of simply calling the unit to attention at their classroom positions or where they currently stand. Full formations are generally reserved for formal events, such as the Change of Command / Awards ceremony in November. These full formations will occur infrequently, but all hands are, by requirements of membership, expected to stand to formation unless they have a medical reason they cannot do so.

### ATTENDING AN RDG MEETING

Standard meetings in the Austin Metro area are normally held at Austin Community College Cypress Creek Campus on the 1st and 3rd Saturdays of each month unless otherwise noted. The primary calendar will be hosted on [www.texmechs.org](http://www.texmechs.org) and an event invite will be generated on Facebook for each event at least a week in advance of the event. Members are expected and required to RSVP to the Facebook event no later than the Wednesday prior to a Saturday event to allow the Staff time to plan the upcoming activities. If a member has not responded, their chain of command will contact them as a reminder. A member who has to be reminded more than three times in three months may find themselves moved to the Inactive list for failure to communicate. There are three valid excuses an Active or Reserve member can provide for missing or being late to meeting: Work, School, or Family Obligations. If no valid excuse is provided, then the absense is unexcused. No one HAS to attend every event, but for the purposes of being a regular in a campaign, a certain attendance level is required. Failure to commit to a campaign regularly may mean your character is moved to a less prominent role in the story, or that you will be removed from the campaign to make room for a more consistent player.

**Arrive ON TIME.** Snacks and drinks are available from the RDG Commissary at most meetings, the proceeds go to keeping the club running. Let your GM know if you need a bathroom break, having many players go at once is less disruptive than players peeling off one at a time.

First Formation, Final Formation and Classroom are non-negotiable parts of being a member of the RDG. Participation in game events will be prioritized to those members who RSVP, communicate with the RDG, show up on time, and participate in the customs and courtesies of the unit. Members who fail consistently to do these things, or do them with a disruptive or disrespectful attitude can and will be excluded from gaming events or penalized under the rules in section 2.04 of this Membership Handbook.

# THE ROYAL DRAGOON GUARDS

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## APPENDIX IV: CUSTOMS AND COURTESIES

The Customs and Courtesies of the Dragoons serve to set the tone of the organization and assist in the establishment of an authentic atmosphere in emulating personnel in a military science fiction setting. These customs and courtesies apply consistently in-character as well as out-of-character when appropriate. The practice of these rules helps the Dragoons run a smooth, efficient meeting or other event making the best use of our time and showing respect for those members who are doing the work of running the unit.

The practice of these Customs and Courtesies should be done smartly and with enthusiasm. To do less is to show a lack of pride in your membership in the Dragoons and in the Dragoons itself.

### Organizational Courtesies

A courtesy among members of the Dragoons refers to good manners and politeness with a martial “feel” adopted to maintain a respectful atmosphere between members. Most forms of courtesies are analogs or adaptations of normal societal politeness. This form of courtesy is not one-way, from “subordinate” to “superior”. All members of the Dragoons are equals, rank and title simply indicates length of membership or the possession of a title linked to billet. At the end of the day, each member is equal- so courtesies are just as important from Colonel to Recruit as they are from Recruit to Colonel.

### Arrival/Departure of Officers and NCOs

When a senior member or Officer or NCO status arrives in a room, the member noticing the arrival gives the appropriate order to render proper respect. This is only done if no member more senior is already in the room.

If the arriving member is an NCO, the order “At Ease” is given. All members present stand at ease. The NCO should respond “as you were,” “carry on” or “stand easy.”

If the arriving member is an officer, the order “Attention!” is given. All members present stand at attention. The officer should respond as above.

It is not necessary to issue either of these commands if the members present are engaged in eating, or when engaged in work or recreation that would make a call to attention or “at ease” to be impractical.

An officer may inform the members present that they “will be in the area.” This is permission for the members present to forego thus courtesy for that officer for the remains of the day.

When the senior member present departs for the day before the official dismissal, it is proper courtesy to call the unit to attention or “at ease” as appropriate.

### Address of Fellow Dragoons

When addressing fellow members in or out of character in a formal setting – such as a meeting that has been called to order – proper use of courtesies is required unless the event has been explicitly indicated as an informal situation.

Enlisted Ranks are addressed by their rank and last name. “Recruit Smith” or “Private Jones” or “MechWarrior Brown”

Non-Commissioned Officers are addressed by rank and last name. “Corporal Jones” or “Sergeant Smith.” Sergeants Major are *always* addressed as “Sergeant Major” and never simply “Sergeant.”

Officers are addressed as “Sir” or “Ma’am” or by rank and last name. Second and First Lieutenants may be addressed simply as “Lieutenant” unless making a formal introduction. Likewise, Lieutenant Colonels may be addressed simply as “Colonel” unless making a formal introduction.

As a not to both the House Davion tradition and that of the Royal Manticoran Army, the word “Lieutenant” is pronounced “left-tenant”, as in “Second Leftenant” or “Leftenant Colonel”

### The Dragoons Salute

Members exchange salutes as a show of mutual respect between members of the Dragoons. While the subordinate initiates the salute, it is not an expression of servitude but a point of etiquette.

The way you salute says a lot about you as a member. A proud, smart salute shows pride in yourself and your unit and that you are confident in your abilities. A sloppy salute might mean that you’re ashamed of

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# MEMBERSHIP HANDBOOK

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your unit, lack confidence, or at the very least, that you haven't learned how to salute correctly.

In saluting, turn your head and eyes toward the person or flag you are saluting. Bring your hand up to the correct position in one smart motion without any preparatory movement. When dropping the salute, bring your hand directly down to its natural position at your side, without slapping your leg or moving your hand out to the side. Any flourish in the salute is improper.

The proper way to salute when wearing the beret or without headgear is to raise your right hand until the tip of your forefinger touches the outer edge of your right eyebrow (just above and to the right of your right eye). When wearing headgear, the forefinger touches the headgear slightly above and to the right of your right eye. Your fingers are together, straight, and your thumb snug along the hand in line with the fingers. Your hand, wrist, and forearm are straight, forming a straight line from your elbow to your fingertips. Your upper arm (elbow to shoulder) is horizontal to the ground. To terminate the salute, the hand is brought by the shortest route to the side without striking the leg, and lightly clenching the fist on the way down.

## Who and when to Salute

All officers of the Dragoons, and officers of TRMN, and friendly fan organizations.

On ceremonial occasions such as changes of command.

When turning over control of formations (or the classroom.)

When rendering reports.

When in organizational uniform, which is defined by RDG garb or actual uniforms, members are required to salute all officers they recognize as such whether or not the officer is in uniform. This applies at events and on campus for meeting days, but not in obviously social situations such as at the movie theater, or the video arcade. Officers are required to return the salute as a matter of courtesy.

Always accompany a salute-in-passing with the Greeting of the Day, or "Good morning/afternoon/evening sir/ma'am." The officer should reply with the unit's motto.

If your hands are full and you cannot salute, sound off as above- this is considered to be the same as saluting. The officer should return the salute and the greeting.

## Date and Time Format

In communications, the Dragoons uses the 24-hour clock and the International date format.

Time is expressed in four digits without a separator. 5:25AM would be rendered as 0525, while 7:19 PM would be rendered as 1919. 0000 is midnight, 2359 is 11:59PM. Times are pronounced with the hours followed by the minutes, then the word "hours" following. If it is before 1000, the prefix "zero-" or "oh-" is added. Thus, 0730 is rendered "Zero-seven thirty hours." 1900 would be "Nineteen hundred hours."

Dates are expressed with the date (no ordinal "st" or "nd" or "th" needed), the month and then the year. New Year's Day 2915 would be 1 January 2915. When abbreviated, it would appear with the standard three letter month abbreviation in all caps: 1 JAN 2915.

## Signature Blocks

The proper signature block for the Dragoons' official communications consists of no more than 4-5 lines. The first line is the member's name in all caps. The Second line is their organizational rank, followed by "RMA" for Royal Manticoran Army or "RDG" for "Royal Dragoon Guards" depending on context. The third line is their billet or Lance assignment. A fourth line may be added for overall unit designation.

THOMAS ATKINS  
Private First Class, RDG  
Easy Red Lance  
Royal Dragoon Guards

WILLIAM YANK  
Corporal, RMA  
NCOIC, 1PLT E CO  
Royal Dragoon Guards

JONOTHAN REB  
Second Lieutenant, RMA  
Operations Officer  
Fort Shorncliffe

ROSELYN T. RIVETER  
Colonel, RMA  
Officer Commanding  
Fort Shorncliffe

# THE ROYAL DRAGON GUARDS

## CLUB ENLISTMENT FORM

NAME: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

### MEMBERSHIP TYPE DESIRED

- Active—I wish to participate regularly in local or online events.  
 Reserve—I wish to participate on an as-desired or as-able basis.  
 Inactive—I wish to be associated with the RDG but I am unable/unwilling to be Active or Reserve at this time.

### TRMN MEMBERSHIP

- HOME GUARD—I wish to be able to assist my fellow Dragoons with their gaming award goals without any other obligation to TRMN.  
 RMA FORT SHORNCLIFFE—I wish to be an active member of Fort Shorncliffe.  
 LOCAL RDG ONLY

### MEMBERSHIP AGREEMENT

I understand that The Royal Dragoon Guards is at its heart an organization created to further the cause of gaming in all its forms, and that gaming is the main activity of the club. I may participate in as many or as few games as I desire, and I have the right to request or suggest new games to the organization.

I understand that the customs and traditions of the club will require me to learn and use certain terminology and actions that are intended to reinforce the atmosphere of the club, such as saluting, basic drill and formations and that medical issues are the only reason I would not be expected to participate.

I understand that in order to advance in the Royal Dragoon Guards I will be required to procure an RDG or RMA t-shirt or polo as “Convention Minimum” garb. I understand that individual Game Masters may offer in-game incentives for members who choose to garb up further or cosplay characters from their game universes.

I understand that all members of the RDG have a voice regardless of “rank” or position, and that I am welcome at any Staff discussions in person or online if I so choose. I understand that I will be assigned to a group within the RDG to function as a communications conduit, and that group will be my chain of command/communication for events and announcements in addition to the club web site and Facebook page in case I have any questions or concerns.

I understand that the main form of communication for the RDG is Facebook, and will be swift and conscientious about my RSVP status to upcoming events. I understand that I may be moved to Reserve or Inactive status for failure to communicate with the club. I understand this policy is enacted for the Staff and Game Masters who require accurate attendance tallies in order to prepare games and events.

I understand that I am not required to attend any given event, but certain attendance goals may be necessary to maintain a certain level of membership. I understand that if I do choose to attend an event, I am required to attend on time, and wait until the area has been cleaned up and the club is dismissed before leaving. Only work, school, or family obligations may mitigate this, and these must be communicated to my chain before the meeting or event.

I understand that participation in online events such as Play by Post games, cooperative or competitive video games, or virtual tabletop roleplaying games do qualify as “events” for purposes of maintaining Active or Reserve status.

I understand that the roleplaying campaigns are prioritized for members who commit to regular attendance, and that seats at the table will be allocated to those who are regular players first, with any open seats going to members who RSVP/communicate with their chain and arrived on time. I may be required to sit out of a game if I fail to RSVP, fail to arrive on time, skip Classroom or Announcements, or show a poor attitude about Royal Dragoon Guards customs and traditions. Board games, card games, and other entertainment will be made available for all members who are not currently in one of the ongoing campaigns.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date