



MANDALORIAN MERCS COSTUME CLUB

“Member Policy and Procedure Book”

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1 Introduction

The Mandalorian Mercs Costume Club is the third largest *STAR WARS*™ themed costuming organization on the planet, and is recognized by Lucasfilm LTD. for being the “Elite Mandalorian Costuming Organization”. Inside this manual, you will learn what the Mercs expects of you and what you can expect of the Mercs. In the following pages, you will find policies, procedures and tools that have been available in various forms on the Mercs website and forum.

2 History

(As told by Tom Hutchens, Founder of the Mandalorian Mercs)

The history of how the Mandalorian Mercs formed as a community began with the game “*Star Wars Galaxies*”. In 2004, a small group of players and I formed the guild “Mandalorian Mercenaries” and role-played as a small Mandalorian force for-hire.

September of 2006 would be my first experience with custom Mandalorian costumes at DragonCon in Atlanta, Georgia, USA. Before this time, I really had no experience with Star Wars costuming, or any real desire to do it. I spoke to several of the individuals in custom Mandalorian armor, as a “Mando” fan it was interesting to me.

I spent the next few weeks wrestling with the idea of making my own set of armor and whether there was enough interest in a Mandalorian-based costume organization. Once I decided to go through with making the armor, I checked everyone online for help putting my armor together. I found two online forum resources: *Heroes Villains and Mandalorians*, and *The Dented Helmet*. Whilst building my armor, I began to conceptualize and write down the structure for an organization for custom Mandalorian costumes that would become the Mandalorian Mercs.

The organization’s structure would be written out in our founding document we know as the Mandalorian Mercs Codex, named after the Super Commando Codex written about in Star Wars lore.

The Codex defined membership requirements, member roles, command offices, chapter details/Officers and the general running of the organization. While trying to stay as close to EU canon as I could, I broke the organization down into 3 levels; International (Council), Regional (Regional Command), and Local (Clan/Stronghold).

The name Mandalorian Mercs was derived from two sources. First, the previously mentioned Star Wars Galaxies group and the second came from the **Star Wars Insider #80** article titled "*Mandalorians 101*" by Able Pena. In April of 2007, a small makeshift website was launched along with a small forum. By June of 2007, four of us would gather at AdventureCon in Knoxville TN for our first "official invasion".

In Star Wars canon, Mandalorians do not have a legislative body and there were examples of issues in other Star Wars-based groups that steered me away from that ideal. I concluded that having a mid-level legislative body for Mercs was not in the best interest of the organization. However, Mercs does have a "Clan Roundtable" and "Commander Conclave" for Clan, Regional and Command Officers to come together for discussion on various topics and policies that impact both the local and international levels.

In 2008 we noticed that small pockets of Mandalorian costumers were popping up in places that either had very little population or very little interest in Mandalorian costuming. Due to the adaptive nature of the organization's structure, the Mercs could adopt a smaller local chapter concept for areas that had less than the required number for a full-fledged Clan. We called these Strongholds and each Stronghold is a chapter unto itself. Many Strongholds have grown to become full-fledged chapters. In 2015, we adapted the Strongholds into Strongholds to better serve both the wide-reaching and new membership in developing countries.

2010 saw the new concept of "Brigades" launched in the Mercs. It was recognized that people had specific goals and ideals but had issues visualizing them or getting the "feeling" right. Brigades give upcoming members and Official Members a step-up and a set of goals for their armor building by defining a profession-specific look within the organization. Heavy Infantry/Assault, Medics, Pilots, Mechanics, and Snipers are just a few of the professions that can be found within the Brigades.

In late 2011 the first Regional Commanders and Freelancers Guild came online. Both new programs helped the organizational command Council spread out the work load, and support Clans with more available PR, CRL compliance, and leadership support. Both programs also introduced an elected position within Mercs that sits above the Clan/Stronghold leader positions.

Lastly, in May of 2012 MMCC became a 501(c)(4) non-profit "Civic Organization" within the USA and the first recognized non-profit costume organization based around "Star Wars" fandom.

Well, that about sums up the history of Mandalorian Mercs. If you've made it this far, I assure you that it only gets better. Mercs is an organization that gives back exactly what you put into it, nothing is given here...everything is earned.

Tom Hutchens

Mandalore the Uniter

Founder of the Mandalorian Mercs

3 Mission

The Mandalorian Mercs Costume Club (a.k.a MMCC) is a 501(c)(4) civic organization based around Star Wars and Mandalorian fandom. Our mission is to celebrate our love for *STAR WARS*[™] and Mandalorian character/culture through the wearing of costumes, the pursuit of personal growth through fellowship, and to aid the local, national, and international communities through charity and volunteer work.

Mandalorian Mercs Costume Club (and its members) recognizes that it holds no claim over the costumes and characters it portrays. The members of the MMCC acknowledge and accept that, while in costume, we represent the *STAR WARS*[™] brand and will do so professionally and responsibly at all time.

While fun and entertainment are a key part of being a member of the MMCC, so is responsibility and duty and all members are expected to uphold the values of the club, camaraderie and each other with maturity and dignity. We term this “the Spirit of the Mercs”.

4 Organizational Structure

Mandalorian Mercs is organized in the following manner:

- International (MMCC)
 - Mandalore
 - Command Council
 - Regional Conclave
- Local (Clan/Stronghold)
 - Clan Officers
 - Stronghold Leader

4.1 Mercs Command Council

The Mercs Council is the chief administrative and management group of the Mandalorian Mercs. Its duties are encompassed by the members, elected by the Council to its offices:

- Mand'alor (Mandalore)- Permanent
- Alor – Appointed by the Mandalore
- Archivist (AR)– Elected by the Council
- Brigadier (BR) – Elected by the Council
- Clan Administration Officer (CAO) – Elected by the Council
- Conclave Minister (CM) – Elected by Clans, on a 3 year term basis
- Council Advisor (CA) - Appointed by the Mandalore
- Personnel Officer (PersO) – Elected by the Council
- Public Relations Officer (PRO) – Elected by the Council
- Quartermaster (QM) – Elected by the Council
- Technology Officer (TechO) – Elected by the Council

4.1.1 Council Officers Explained

Mandalore (Mand'alor) – The Mandalore is the Chief Executive Officer of the Mandalorian Mercs and approves or vetoes changes on global MMCC policy or budget. Mandalore is the global figurehead and is responsible for guiding the vision of the MMCC. Mandalore retains a seat on all MMCC committees either directly or by-proxy, and votes in General or Emergency Assemblies as a tie breaker only. Mandalore is responsible for appointing the “Alor” or MMCC President.

Alor – The Alor is the MMCC President and Chief Operating Officer of the MMCC Command Council. Alor oversees day-to-day Command Council business and the Judicial Office.

Archivist (AR) – Responsible for the MMCC's day-to-day administrative duties. Acts as MMCC Treasurer, working with Mandalore and Command Council to create, implement, and enforce the annual budget. Coordinates and manages special committees within the MMCC, and administrates Command Council voting.

Brigadier (BR)– Responsible for coordinating and managing the Brigade program. Responsible for submitting new Brigade divisions to the Council for approval as necessary. Approves requirement lists for Brigade membership.

Clan Administration Officer (CAO) – Responsible for helping create new Regions, Clans, and Strongholds in areas where the creation of such organizational entities are required. The CAO also administrates all Region/Clan/Stronghold level statistics related to the Mercs and, when necessary, aids Region/Clans/Strongholds in Officer voting procedures.

Conclave Minister (CM) – Directly responsible for the Regional Conclave, communication between Council/Conclave, and aids Regional Commanders in administrative issues as-needed.

Council Advisor (CA) - Acts in an advisory role to the Council. (Non-voting)

Personnel Officer (PersO) – Responsible for all items membership related, including the approval of new members. The PersO is also tasked with periodically evaluating costume requirements and presenting changes in those requirements to the Command Council.

Public Relations Officer (PRO) – Responsible for the public face of Mercs and oversees publications, media and art. The PRO is responsible for celebrity, charity, press, and fan group relations.

Quartermaster (QM) - Manages and maintains the Mandalorian Mercs brand as it relates to club merchandise, outside use of the Mercs images, logos, and material. The QM also approves, monitors, and oversees the creation, sale, or distribution of Mercs branded merchandise including region/Clan/Stronghold merchandise.

Technology Officer (TechO) – Coordinates, manages and supports the Mercs website, forum, internet presence, creates relevant policies for those items, and develops new projects to continue the Mercs forwards.

4.2 Regional Command Staff

The Regional Commander is an elected position that serves both the Council and the Clans/Strongholds represented within their region of coverage. Regional Commanders are responsible for aiding Clans and Strongholds in managing their members, ensuring CRL compliance and working alongside Public Relations on a Regional level. Regional Commanders are elected to 2 year terms by the Clan Leaders within their regions and have a vote on issues that pertain to Codex, Bylaw, and policy changes.

Responsibilities

Regional Commanders are responsible for the following duties:

- 1) Appointing and overseeing the Ver'sol for the respective region
- 2) Monitoring the activity of the Ruus'sol for the respective region
- 3) Overseeing Alor'ad elections within their region
- 4) Acting Commanding Officer for Strongholds within their region
- 5) Aiding Strongholds in the creation of Clans within the respective region
- 6) Nominating Tribunal Magisters
- 7) Nominating the Conclave Minister seat on the Command Council
- 8) Voting on MMCC Bylaw amendments and operational changes
- 9) Overseeing Clan-level sanction appeals
- 10) Aiding Command Council with Regional issues as tasked by the Command Council.

4.2.1 Regional Officers Explained

The Regional Ver'sol is appointed by the Regional Commander, and is responsible for being a liaison between Clans/Strongholds and Quartermaster and Public Relations. Ver'sol are also responsible for the proper training of Clan/Stronghold staff in merchandizing and public relations.

The Regional Ruus'sol is appointed by the Personnel Officer and monitored by the Regional Commander, and is responsible for being a liaison between Clans/Strongholds and the Personnel Office. Ruus'sol are also responsible for training Clan/Stronghold staff in MMCC costume standards, and pre-application checks within their regions.

4.3 Clans and Strongholds

Clans are the local community units that group individual members by geographical location and are responsible for maintaining the Mercs' reputation when attending events at the local level.

Strongholds are a larger, more general area in which MMCC Official Members reside, but no Clans are present. Strongholds are designed to give these MMCC members the ability to seek guidance in growing the MMCC presence within their area and become a Clan, as well as a means by which to purchase MMCC promo materials to help in growing the MMCC presence. Strongholds may and will have several Clans within its borders.

Clans are staffed by locally elected Officers and their appointed staff.

- Alor'ad- Elected by Clan members.
- Ver'alor –Appointed by Alor'ad
- Ruus'alor –Appointed by Alor'ad

4.3.1 Clan Officers Explained

Alor'ad – Commanding Officer and chief policy-maker within the Clan.

Ver'alor – Assists the Alor'ad, coordinates activities and members of the Clan and ensures that the Clan's public image is in line with the organization's goals.

Ruus'alor – Primary contact for new members at the Clan level. The Ruus'alor also ensures all Clan members' costumes are within current Mercs approved standards.

Strongholds are staffed by the Regional Commander office under which they reside.

4.4 MMCC Brigades

The MMCC Brigade system introduces groups based on popular profession-oriented costumes in Mercs. Only Official Members of Mercs can join a Brigade.

Joining a Brigade is entirely voluntary: Members are not required to join a Brigade.

To join a Brigade, you must first be an Official Member with a Mercs approved set of armor. Official Members can apply to any Brigade if they meet the requirements of the desired Brigade and are not presently members of another Brigade with the same armor. You can find out more about Brigades at the Mandalorian Mercs website: <http://mandalorianmercs.org/get-involved/brigades/>

4.5 Honorary Members

Honorary Members are individuals who have helped create the Star Wars Universe, or individuals who have had a great influence on the Star Wars Universe. While the MMCC is proud to honor all Star Wars personalities with honorary membership, it should be noted that MMCC primarily targets individuals whose Star Wars influence has been Mandalorian-centric. Honorary Members must be nominated by an Official Member of the MMCC and must be handled by the clan Ver'alor who will make the request in their Ver'alor specific board.

4.5.1 Clan Honorary Members

Clan Honorary Members are exclusively offered by each Clan. The Clan members, administered by the Alor'ad, will agree if a person is eligible to be inducted as a Clan Honorary Member. Celebrities, friends who have helped, sick and underprivileged members of the public and even other Clan members are eligible to be honored by a Clan.

4.6 MMCC Allies

MMCC Allies are individuals or organizations who may not have specifically worked for Lucasfilm Ltd, but who have shown tremendous support of the Mandalorian Mercs and Star Wars fandom. MMCC Allies must be nominated by an Official Member of the MMCC.

5 Joining the Mercs

5.1 Getting Started

5.1.1 Membership Tiers

Because the MMCC is a tax-exempt Civic Organization, our levels of membership are determined by your personal investment as a member. To accommodate this, we work on a “Membership Tier” system.

Tier 0 (Forum): Free basic membership which gives limited access to MMCC website/forums and MMCC merchandise.

Tier 1 (Supporter): Membership acquired through support donation (money) to the MMCC. Opens more website/forum areas, and increased access to MMCC merchandise.

Tier 2 (Auxiliary): Membership acquired through annual subscription to the MMCC website/forum. Opens all non-Tier 3 website/forum areas, access to special MMCC Auxiliary merchandise, and access to special offers/programs/benefits within the MMCC.

Tier 3 (Official Member): Membership acquired through costume application/approval. Opens all non-staff areas of MMCC website/forum. Confers rights to represent, vote, and hold office within MMCC. Grants access to all MMCC merchandise. Gives access to all offers/programs/benefits within the MMCC.

5.1.2 Becoming an Official Member

When joining the Mandalorian Mercs Costume Club, your first step should be research.

Unlike other Star Wars costume groups, the MMCC offers a more creative and open approach to what is accepted as an approvable costume. There are many tools and references available which include: *STAR WARS: The Clone Wars*, *STAR WARS: Rebels*, “Legends” and “Expanded Universe” books/comics, video and table top games, and of course the movies.

The first two resources you should acquaint yourself with are the Costume Requirement List (CRL) and the Mandalorian Mercs Forum.

The Costume Requirement List (CRL) is a list of required parts, accessories, configurations and visual quality based on your armor’s era (time-line in Star Wars).

The CRLs are maintained at the Mercs website: <http://mandalorianmercs.org/get-involved/costume-requirements/>

Please be aware that the CRLs cover an ever-evolving list of eras and characters, just because you don't see your favorite Expanded Universe or The Clone Wars cartoon series on the list doesn't mean your idea is not approvable. It merely means that no one has submitted that costume for approval, or the CRL for that costume is currently being compiled.

For the first-time costumer, it is recommended that you start with a "Modern Era" set of Mandalorian armor. This is the Mercs' staple style of armor, and one in which you will find an abundance of resources. If you are a more seasoned costumer, then try your hand at building a "Canon" set of armor such as Boba or Jango Fett.

5.2 Membership Requirements

If you own a high-quality costume that follows the Costume Requirement List (CRL) for that era of character, follow the steps below. There is no fee for joining the Mandalorian Mercs, and the only requirements pertain to age and costume quality. The Mandalorian Mercs is a fun, all-volunteer fraternal organization made up of fans honoring the Mandalorian characters and culture within the *STAR WARS*™ Universe.

For information regarding our mission, please refer to **Article II** of the Mandalorian Mercs Codex. <http://mandalorianmercs.org/who-we-are/club-charter/mercs-codex/#2>

5.2.1 Do you qualify for Official Membership?

- Do you own a professional quality costume representing a Mandalorian warrior from the Star Wars Universe?
- Are you at least 18 years old, or have a parent who is an official Mercs member?

Note: Imperial/Villain costumers should join the 501st Legion (www.501st.com) and Rebel or Jedi costumers should join the Rebel Legion (www.rebellegion.com). Canon/Custom Sith characters can join The Dark Empire (www.thedarkempire.org).

Star Wars costumes that are commercially available may not be acceptable for membership! Please contact the Mandalorian Mercs Personnel Officer, or contact a Clan/Stronghold Officer in your area before purchasing a retail costume.

Apply now by going to the Mandalorian Mercs website: [Join The Mercs](#)

Question: What are the “Eras” of Mandalorian costumes?

Answer: The “Eras” of Mandalorian costumes are the points throughout the Star Wars Universe time-line where visual references can be found for Mercs’ Costume Requirement Lists. The “Eras” are as follows: Early Crusader, Late Crusader, Neo Crusader, Modern, and Canon

Question: Does the MMCC accept costumes from the movies, television, and expanded universe?

Answer: Yes. Mercs accepts all Mandalorian costumes from the movies, television, expanded universe and Legends if enough visual evidence and documentation exists to make the costume approvable.

5.2.2 Applying for Official Membership:

Fill out the Mandalorian Mercs online membership application found at the Mandalorian Mercs Costume Club website: (<http://mandalorianmercs.org/forum/index.php?action=form;n=3>). All information submitted will be kept confidential and will be used only by the MMCC for registration and communication purposes.

Character Name

Your “Character name” is your identification within the Mercs. It will come to be your name while doing anything related specifically to Mandalorian Mercs. It is suggested that you choose a name that sounds as if it could be a name in the Star Wars Universe. Remember: Members of the Mercs will know you by this name, so choose carefully. Note: Your forum username and your character name do not have to match. If you would like them to match, a name change request can be made [here](#).

Armor Type

Armor types are broken down into 3 groups: Light, Medium and Heavy. Light armor is armor that provides minimal coverage of your body. A good example of Light armor is Boba Fett. Medium armor is armor that covers roughly 50% of your body. Jango Fett is a great example of Medium armor. Heavy armor is armor that covers greater than 50% of your body.

Work in Progress

We strongly suggest that you use our forums to create a “Work in Progress” (WIP) thread within the armor building section to chronicle your armor build. This way, experienced MMCC Official Members can give you opinions, ideas and tips that can help you build your armor in a shorter amount of time and prevent potential mistakes that may prolong your application process. Your armor will be approved at the International level, not the local level, so a WIP will allow the Applications Team to monitor your progress. We have found that a well-documented WIP with photographs and stages of work goes a long way to help you to pass application first time.

Application Photographs

Your application photographs are the most important part of the application process. Good photographs can make the difference between getting approved as an Official Member and bad photographs will likely get you sent back for more work on your costume. Because Mercs approves ALL new members at the International level, there is no possible deviation in CRL or quality interpretation. It is suggested that your photos be taken against a neutral background and in good light so that all details can be seen during approval. Your application photographs will consist of 6 separate photos: Front, Back, Left side, Right side, Front with helmet off, and weapon(s). If necessary, have someone help take your application photographs.

NOTE: Applicants are asked to sign an honesty clause, which in effect gives your word your kit is how the Applications Team would see it if they were personally inspecting it. Tricks such as Photoshopping pictures or swapping parts out usually get found out and can lead to dismissal from the club or permanent application refusal. Please do not be tempted to try cheat the system.

5.2.3 Waiting for Communication from the Mandalorian Mercs Personnel Officer

If your application is approved, you will receive a confirmation letter via email. Your character name will be added to the Member Catalogue as an active member of Mercs. You will also receive the Official Membership forum tag on the Mercs forum, as well as special access to “Members Only” areas on the website. Typically, applications take approximately 2 – 4 weeks to complete the approval process. However, we ask that you allow for a maximum of 4 weeks before contacting the Personnel Officer on the status of your application.

If your application is put into “pending” status, then the Applications Team has found enough errors in your costume to not approve you, but feels the errors are minor enough to be corrected within 10 days. If errors are not fixed within the 10-day time allotment, then your current application will be denied.

If your application is not approved for membership, the Personnel Officer and Applicant Team will be happy to assist with recommendations and resources for improving your costume to meet Mercs requirements.

Please be aware that in the process of fixing any found errors, it is possible to create new errors that may be found by the Applicant Team during further application attempts. You are urged to meet and overcome these obstacles, because Mandalorians never surrender!

Finally, our Applications Team are volunteers to take time out of their day to inspect and approve all applications, they are selected by the Personnel Officer for their keen eye for detail or expert knowledge of Mandalorian Costuming. They do not deserve to be abused in any media and applicants found to be abusing the Applications Team may lead to refusal to process your application.

Always remember: The MMCC values a member's attitude above their ability to make a costume.

6 Membership

6.1 Membership Expectations

As an Official Member, Mandalorian Mercs Costume Club expects you:

- To take a positive, active role in the organization.
- To present yourself in a professional manner at all times during events.
- To remember that you are an ambassador of **STAR WARS™** the Mercs and your Region/Clan/Stronghold.
- To always keep your Mandalorian Armor within the clubs Costume Requirement List.
- To stay in contact with your Region/Clan/Stronghold Officers or immediate Commanding Officer.
- To take an active role in your local Region/Clan/Stronghold.

As an Official Member, you can expect:

- To be part of an elite, world-wide organization of fellow fans and enthusiasts.
- To be allowed access to special events and activities only official Mercs members partake in.
- To be eligible for Officer and staff positions at the Region/Clan/Stronghold, and International level.
- To be allowed to purchase special “member’s only” items unavailable to anyone else.
- To be treated as part of the “MMCC Family” of **STAR WARS™** fans.

Part of being in the MMCC family also means that at times you may be subjected to squabbles, disagreements, and tension. As a member of Mercs, you will need to remember that we are all “adults in costume, portraying a character we love for the public’s enjoyment”. You will always treat your fellow Mercs member with respect at all times, and Mercs expects no less of you as an Official Member.

Sometimes it’s necessary to remind ourselves of why you joined the Mercs and that your reasons and goals may not be the same as everyone else’s. Respect, accountability, and integrity are “must have” qualities if you plan on enjoying your career in the Mercs.

7 Invasions

7.1 What is an “Invasion”?

“Invasions” are the MMCC’s label for events. In comparison, the 501st Legion and Rebel Legion, events are labeled as “Troops”. An invasion can be any event ranging from a single member appearing at the local comic book store, to several Clans and Strongholds appearing for a parade. Invasions only differ in the nature of “Official” or “Unofficial”.

7.2 Official and Unofficial Invasions

There are two types of invasions in Mercs: Official and Unofficial.

Official invasions are classified as events where “Official Members” only can attend in their Mercs officially approved armor costume. These are normally events where Official Members are **invited or requested** by a fellow costume group, charity entity, public/business entity, or any event where mass-media coverage is possible. Any event that represents the MMCC organization internationally, nationally, or locally may be considered an Official Invasion.

Your Alor’ad also has power to declare an Invasion Official should they deem the utmost professional behavior is necessary.

Unofficial invasions are classified as events where “Official Members” and non-members (forum members) may attend in armor costumes that may not be approved by the Mandalorian Mercs (within reason) And not representing MMCC at any level.

Any event you attend as a member of the Mandalorian Mercs requires a professional attitude, and attention to detail. Remember that you’re representing not only the Mercs, but also **STAR WARS™**.

A detailed instruction guide on conducting and participating in Invasions is included within this manual as **“Training Manual Appendix 1.b: Invasion Preparedness Guide”**.

7.3 Handlers

As with any invasion, a trooping force is only as good as its support corps. Handlers are Official Members and forum members who are unarmored during an event to support the Official Members who are armored for the event. Handlers make events much easier for the armored troops, and should be considered part of the invasion force at any event. Below is a short list of duties commonly assumed by a Handler:

- Helps Official Members into, and out of armor costumes.
- Help man a Clan/Stronghold event table.
- Help keep troops hydrated.
- Pick up dropped armor/props/items.
- Help ensure the safety of the troops.
- Take pictures for invasion reports.

As you can see just by the short list above, the job of a Handler is extraordinarily important to having a successful invasion. Always make sure to treat your handler(s) with the same respect that you would an Official Member in armor.

Remember that a Handler is also promoting the Mandalorian Mercs Costume Club and should take their role seriously; it is strongly recommended that Handlers wear official Mandalorian Mercs T-shirts (or, if available, Clan/Stronghold T-Shirts) or wearable merchandise to advertise the club and look “in uniform”.

Don't be afraid to offer prospective Official Members a taste of what life is like as a Mandalorian Merc in the form of working as a Handler. It is a positive experience that Clans can offer, which can encourage prospective members to work towards their goal of becoming a member.

8 Organizational Rules

As with any large group of people, rules must exist to manage the way people act while representing the group during events. While rules are not meant to be restrictive, they do illustrate the type of professional behavior we expect in our Official Members. Rules for MMCC consist of Organizational Rules set forth by our organizational Charter (“Codex”) and Bylaws, and Local Rules or “Bylaws” set forth by each Clan/Stronghold.

8.1 Codex/Bylaw Violations

While all rules are important within Mercs, the most important rules are set forth in the MMCC Codex/Bylaws. These rules are here to protect both Mercs the organization, and the members. Codex or Bylaw Violations are serious offences, and require serious consequences if they are broken. Below are **examples** of conduct that may be considered “Codex/Bylaw Violations”.

- 1.) Foul language, obscene gestures, and use of alcohol or tobacco are NOT ALLOWED while in costume in view of the public (ESPECIALLY CHILDREN) as they jeopardize the club's image. Any convention or gathering where adult content is prevalent can be considered a private venue and a non-Mercs event and behavioral standards are relaxed.
- 2.) Acting in a threatening or violent manner, sexual harassment or misconduct, theft and illegal substance abuse are all prohibited as they are unacceptable behavior. This applies to members in or out of costume at Mercs events or otherwise.
- 3.) Any misconduct not specifically covered by rule 1 or 2, but sets a bad example within the organization and could cause damage to the reputation of the organization either internally or externally.
- 4.) Theft, Embezzlement, fraud and/or breaking of forum rules and policies, either numerous or grossly in nature that would cause a member to be banned.
- 5.) Creating and distributing unauthorized merchandise which contains the “Mandalorian Mercs” name or logo is forbidden.
- 6.) Mandalorian Mercs is strongly against and prohibits the use of "Functional Projectile and Edged/Tipped Bladed Weapons" or of any variety at any event. The Mercs defines "Functional Projectile and Edged/Tipped Bladed Weapons" as: Any toy, prop, costume part,

or costume accessory that launches projectiles of any nature and/or uses a spring and/or projectile mechanism to eject projectiles from forward from housing. Any toy, prop, costume part, or costume accessory of a bladed/pointed variety that may cause a lacerating and/or puncture wound.

Members found using functional projectile weapons or edged/pointed weapons are subject to punishment up to/including dismissal from the organization.

7.) Official Members must carry prop weapons considered "legal" within the country, state, or province to which they are taking part in events. Any Official Member asked to remove their prop weapon from an event MUST do so immediately and without question. Official Members who fail to do so may be punished up to and including removal from the Mandalorian Mercs.

8.) Mandalorian Mercs Officers and members will not discriminate based on race, nationality, creed, color, gender, disability, or sexual orientation.

Members who engage in such conduct may be subject to disciplinary action, including expulsion from the Mandalorian Mercs. This code is meant to give fair warning and not restrict freedom. Out of costume, members are still required to observe reasonable behavioral standards towards fellow club members and the public.

Punishment for violating the Codex, Bylaws, or Handbook can range from a short suspension from club events, to being terminated from the club. We hope that you, as a professional-minded member will always work towards being the best example of the MMCC.

9 Final Orders

As you can tell after having gone through this guide, Mandalorian Mercs expects the very best out of our Official Members. We also expect our members to have fun, because at the end of the day we're all doing this because it's fun. We, here in the Mercs, hope that you will take the information you've read here and apply it to your life in the Mandalorian Mercs as an Official Member.

Remember to always use your Chain of Command, and always know that the chain is here to ensure you and every other member of Mercs is having fun, staying safe, and following the proper procedures.

OYA!!

Additions/Corrections may be submitted to: archivist@mandalorianmercs.com
Rev 3.1 Nov 2016

Training Manual Appendix 1.a

Clan/Stronghold Officers Handbook

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Chapter 1: Clan and Stronghold Definition

The Codex defines a *Mandalorian Mercs Official Clan* as:

“Clans are the local representative body of Mandalorian Mercs within the club’s regions and consists of 7 [or more] Official Members. Clans are responsible for providing members with events, administering organization votes throughout their membership, and carrying out the policy prescribed in the Mandalorian Mercs Codex and those passed down by the Command Council and Mandalore.”

Clans are tasked with the following:

- 1.) Provide yearly official events for their membership.
- 2.) Administer Clan and Organizational votes when necessary.
- 3.) Create Sigil/Standards for the Clan.
- 4.) Help create or organize public events.
- 5.) Create local Clan promotional media as approved by the MMCC PR Officer or Art Lead.
- 6.) Create Clan merchandise as approved by the MMCC Quartermaster.
- 6.) Provide assistance for any organizational level events in their area of coverage.
- 7.) Representation within the “Clan Roundtable”

The Codex defines a *Mandalorian Mercs Official Stronghold* as:

“Strongholds are the local representative body of Mandalorian Mercs within the club’s regions where less than the minimum for Clan creation do not yet exist. Strongholds fall under the command of the Regional Commander and their staff. The Regional Commander and staff are responsible for ensuring the members of the Stronghold are carrying out the policy proscribed in the Mandalorian Mercs Codex and those passed down by the Command Council and Mandalore.”

Strongholds are tasked with the following:

- 1.) Each Official MMCC Member must attend at least one Invasion event each calendar year.
- 2.) Take **JOINT** responsibility for growing the MMCC presence within their area.
- 3.) Help create or organize public events.
- 4.) Request assistance from the Regional Command Staff to gain access to general MMCC promotional media.
- 5.) Maintain a presence on the MMCC forums and provide assistance for any MMCC members and MMCC events in their area of coverage.
- 6.) Representation within the “Clan Roundtable”

Chapter 2: Clan/Stronghold Officers

Clans and Strongholds cannot function without leadership, and it falls to the Clan Officers, and the Regional Command Staff, to provide that leadership. The primary duties of all Clan Officers, and the Regional Command Staff for the Strongholds, is to carry out the policies set forth by the Command Council, and ensure all members within the Clan/Stronghold abide by the Codex while present at events.

As a Clan Officer, your primary goals should always revolve around providing a fun, inviting, and family-like atmosphere for your members. Personal events like armor parties, camp outs, and dinners are great ways to instill a certain attitude into your members, as well as giving you the ability to meet new members in a more controlled setting.

Along with Officer Rank, Clan Officers have the right to wear OPTIONAL shoulder ropes to denote rank within the Clan:

1. Alor'ad = Black/Silver
2. Ver'alor = Green
3. Ruus'alor = Blue

Rank ropes must be worn on the right shoulder, attached under the shoulder bell so the rope encircles the arm.

Clan Officers also take part in the "Clan Roundtable"; an advisory body that aids the Command Council in critical decisions as well as discusses/debates organizational topics. Each Clan reserves 1 seat per Officer.

The following pages outline each rank of Clan Officers, and their responsibilities.

2.1: Alor'ad

The Alor'ad is the highest ranking person within an official Mandalorian Mercs Clan, and is the chief decision-maker for the Clan. The Alor'ad is typically elected by Clan members, but can sometimes be chosen by the Council/Mand'alor if circumstances deem it necessary.

Responsibilities:

1. Ultimately responsible for ALL members of his/her Clan, and their actions at Mercs events and related events.

2. Appointing a Ver'alor to aid him/her in administrative duties and Clan governance.
3. Appointing a number of Ruus'alor to ensure Clan member CRL compliance, and aid in administration. A good rule of thumb is one Ruus'alor for every 10 members.
4. Reporting any and all Code of Conduct violations by Clan members to the Judicial Officer.
5. Moderation of the Clan's forum board(s).
6. Handling "Level 1 and level 2" codex, bylaw, policy, and procedure violations and administrating sanctions as-necessary.
7. Creating/maintaining a positive working relationship with other local clubs.
8. Ensures Clan Officers are doing their jobs, both prescribed and delegated.

The Alor'ad is responsible for reporting the following on a regular basis:

1. Invasion reports/invasion attendance
2. Quarterly & annual reports
3. Charity Fundraising
4. "Level 1 & 2" infractions/punishments.

The Alor'ad is also responsible for reporting the following on a yearly basis:

1. Official member count.
2. Official event count.
3. New member count
4. Members NOT in CRL compliance.
5. Charity funds raised, and hours spent for charity.

Alor'ad MAY delegate duties from the above list(s) to the Ver'alor and Ruus'alor as-needed.

The Alor'ad is empowered to deal with infractions to the MMCC Code of Conduct up to Level 2 in nature.

1. Alor'ad shall investigate all claims of a breach in MMCC Code of Conduct by local Clan Members.
2. Unless immediately apparent as a Level 3 violation, all infractions shall be handled based on a scale of Level 1 or Level 2, as described in **Chapter 3:2** of this document.
3. Infractions concerning Ver'alor and Ruus'alor are subject to investigation and judgment by the Alor'ad.
4. All warnings, infractions and judgments must be reported to the Judicial Officer through the Infraction Report Form on the MMCC official forums.

2.2: Ver'alor

The Ver'alor is the second highest ranking member within an official Mandalorian Mercs Clan, and is mainly tasked with aiding the Alor'ad in administrative duties and event coordination within the Clan. The Ver'alor is typically appointed by the Alor'ad, but may also be elected if a Clan so chooses. The Ver'alor may also act as an interim Alor'ad if circumstances deem it necessary.

Responsibilities:

1. Acting Alor'ad when actual Alor'ad is unavailable for an extended amount of time.
2. Aiding Alor'ad in administrative duties as delegated.
3. Helping promote the "family" atmosphere of Mercs.
4. Educating new members
5. Moderation of the Clan's forum board(s)
6. Aiding the Alor'ad in maintaining positive relationships with other local clubs (501st/RL).
7. Aiding in the coordination of events.
8. Ensures Clan members are following the MMCC codex, bylaws, policies, and procedures.
9. Responsible for the creation and sales of Clan Merchandise, and liaising with the Quartermaster on Clan Merchandise issues.
10. Liaising with the PR Officer on matters pertaining to Clan PR.
11. Liaising with the Tech Officer on matters pertaining to the MMCC official forums, questions about social media, or Clan website questions.

2.3: Ruus'alor

The Ruus'alor is the third highest ranking member within an official Mandalorian Mercs Clan. The Ruus'alor is tasked with ensuring ALL official Clan members' costumes are within CRL requirements. The Ruus'alor is also responsible for reporting to the Alor'ad if any official Clan members have fallen out of compliance for a length of time that would place the member on "inactive" status. Typically, the Ruus'alor is appointed by the Alor'ad, but the position may also be elected if a Clan so chooses.

Ruus'alor may also be tasked with additional duties by the Alor'ad. It is also possible for a Clan to have multiple Ruus'alor positions if the Clan is of sufficient size in both members and geographical area (usually 1 per 10 Official Members as rule of thumb).

2.4: Stronghold Chain of Command

The Regional Commander, and their staff, is the highest ranking person within an official Mandalorian Mercs Stronghold.

Responsibilities:

1. Ultimately responsible for ALL members of the Stronghold, and their actions at Mercs events and related events.
2. Reporting any/all Code of Conduct violations by Clan members to the Judicial Officer.
3. Moderation of the Stronghold's forum board(s).
4. Handling "Level 1 & 2" CoC violations and sanctions.
5. Creating/maintaining a positive working relationship with other local clubs.

The Regional Command is responsible for reporting the following on a regular basis:

1. Invasion reports/invasion attendance
2. Charity Fundraising
3. "Level 1 & 2" infractions/sanctions.

The Regional Commander is also responsible for reporting the following on a yearly basis:

1. Official member count.
2. Official event count.
3. New member count
4. Members NOT in CRL compliance.
5. Charity funds raised and hours spent to charity.

2.5 Clan Officer Knowledge base

1. Questions about merchandise should be directed to the **Quartermaster**.
2. Questions about Public Relations, Social Media, or news should be directed to the **PR Officer**.
3. Questions about applicant approval should be directed to your **Regional Ruus'sol**.
4. Questions about member infractions should be direction to your **Regional Commander**.
5. Questions about Clan finances should be directed to the **Archivist**.
6. Questions about Clan elections, Clan statistics, and member status should be directed to the **Clan Administration Officer**.
7. Questions about the MMCC official forums and Clan websites should be direction to the **Tech Officer**.

Chapter 3: CoC Infraction Reporting and Trials

Statement of intent

The intent of this chapter is to establish a method of reporting incidents that occur within a Clan or Stronghold in a timely manner to the Alor, that they may be documented for future actions if necessary. The Command Council understands that many issues may be considered minor and there be no need to bring forward for our review but as already stated, the cumulative issues that may be considered minor and not documented could prove a much larger problem in the future.

Terms & Definitions

This section will cover the definition of terms used within this chapter.

A: Incident: An incident for purposes of this chapter is defined as any issue that arises within a Clan where disciplinary action is taken by the Clan Command Staff beyond that of a single admonishment in passing.

B: Alor'ad Discretion: The ability of the Alor'ad to handle issues within his/her Clan without needing to report to the Council. However, all Incidents must be reported to the Alor. This section may seem to hinder Alor'ad discretion but the Council believed that there is still sufficient discretion given to minor incidents where a basic action taken by the Alor'ad or others of the Clan command staff is sufficient to handle the incident. What is listed later in this chapter is above and beyond Alor'ad Discretion.

C: Scope of the Organization: Scope of the Organization is defined as any activity or gathering where the main focus of the event is the Mandalorian Mercs. These would include armor parties, private parties where only or mostly Mercs members are invited or troops of an official or unofficial nature in which official armor is worn. While the Council understands that there may be times when members of the Clan will be together outside of the Scope of the Organization, any incidents while they can be noted for reference to behavior will not be allowed as direct evidence on transgressions due to their nature outside the group's scope of influence. Friendly gatherings of a non-Mercs focus are considered outside the Scope of the Organization, even if a majority of attendees are members.

D: Acceptable Time Frames: Time frames used to report incidents to the Alor.

- 1: Immediate: 1-2 days after incident.
- 2: Reasonable: 1-2 Weeks after incident.
- 3: Acceptable: Up to 1 month after incident.
- 4: Unacceptable: any time frame beyond 1 month of incident unless a level 3 incident.
 - a. A report beyond the 3-month time frame may be considered depending on the circumstances of the incident.
 - b. Incidents reported in an Unacceptable time frame can be used as evidence of continuing issues however stand-alone reports will not be given as strong of priority.

E: **Gag Order:** An order issued by the Tribunal to all parties involved in an incident that will require them to have no contact with each other until such time as a decision by the Tribunal is made on the incident in question. It also requires no conversations on the forums or other social media about the incident or members involved.

3.1: Levels of incidents and Examples.

In this section, the levels of incidents and examples will be listed but will not be considered “set in stone”. All incidents reported may be amended by the Judicial Officer or Tribunal at their discretion after looking into the incident in question. We understand that real life will always take precedence over costuming and the club in general, however as a leader within this organization, the Council expects that incident reports be done as quickly as possible.

Warning: Clan Officers have the ability to give a member a verbal warning about their behavior, which does not accrue any form of punishment. Alor’ads may use this to help correct a member and lead them onto a more mature and level path. A warning should be taken with the utmost seriousness as this will be reported to the Judicial Officer and may be taken into account if further issues arise from the member.

Level 1: For the purposes of this chapter, a Level 1 incident or Infraction will be defined as any action of a minor sort that would negatively impact the Clan/Stronghold. These infraction level offenses are within Alor’ad discretion. Level 1 incident will be handled by the Alor’ad or Regional Commander. Level 1 incident should be reported within an acceptable time frame after the event.

Please note: All examples are not limited to those stated. As a rule of thumb anything that is considered by the Alor’ad to be beyond the “Spirit of the Mercs” (Proper, mature, civilized and decent behavior) could be construed as infractions. Please DO NOT assume that just because an offense is not written down, it does not apply.

Examples of Infraction Level offenses: Arriving intoxicated to an event. Foul language or lewd gestures within earshot of the public. Graphic or direct comments of a sexual nature to other members or members of the public. Arguing to an uncomfortable level within earshot of the public. Official members showing up to an event in sub-par kit (missing pieces, looking shabby) without making proper attempts to fix themselves as soon as issues are spotted.

Level 2: Any actions of a moderate sort that would negatively impact the Clan/Stronghold, and MMCC organization OR continued level 1 incidents after warnings and punishments have been issued. Level 2 incidents will be handled by the Alor’ad or Regional Commander unless circumstances arise that deem it necessary to include the Judicial Officer.

Examples: Badmouthing other clubs within earshot of members of that club. Performing any level 1 offense while manning the MMCC table at an event. Drinking alcoholic beverages while in costume at any event in which it is deemed to be a family environment i.e. not restricted to legal drinking age only. (See 4.2 for more).

Level 3: Any major action that would put member(s) of the MMCC or general public at risk or fearful of physical/psychological injury OR gross actions of a nature unbecoming an official Mandalorian Mercs member OR multiple incidents of a level 1 or 2 nature after warnings have been issued. Level 3 hearings will be handled by the Tribunal; Level 3 incidents must be reported to the Judicial Officer/Tribunal immediately.

Examples: Purposfully attacking or acting in a violent manner towards another member or member of the public while in costume. Threatening or intimidating other members into a course of action. Badmouthing other clubs on their own turf (forums, tables), and/or undermining other club's activities. Overt and unwanted sexual actions towards other MMCC members or members of the general public beyond comments. Theft of MMCC member and/or Clan monies or property.

3.2 Adult Only Events.

Definition: Adult only events will be considered any event in which the scope of the event is aimed towards adults where children under the age of 18, or the legal drinking age for the location in question are not allowed to attend.

A: Events include but not limited to, any event that may be held at a bar or club in which alcohol is sold or drank, Adult oriented clubs, After Con evening activities focused on the 18 or 21+ crowd.

B: While we cannot deny adult members of the Mandalorian Mercs the ability to attend and take part in Adult Only Events, the Council strongly suggests that it be up to the Clan/Stronghold command staff to regulate these activities through the Clan/Stronghold code of conduct and limit exposure to these events for the betterment of the club.

C: Partaking of alcoholic beverages while in an officially sanctioned costume while not prohibited in an Adult Only Environment, is frowned upon by the Council. While in armor, no matter where you are, you are representing the Mandalorian Mercs and as much Lucasfilm Ltd. property.

1. Any incidents that occur during such activities must be reported immediately with a full report of the incident including location and any witnesses.

D: The Council understands the desire by many adult members to partake of alcoholic beverages while at events. While acceptable to do so, it is strongly suggested that before drinking in a public setting no matter the age limit, those members remove armor or other items that would signify they are representing the MMCC in an official capacity. MMCC/Clan apparel are fine for such events.

E: Members are reminded that photographs of members on Social Media using or by proxy advertising is also frowned upon by the MMCC and may lead to an infraction. The reason for this is due to the Core Principles given to us by LFL/Disney regarding the behavior they would prefer.

Keep it safe: do not place photographs of yourself drinking in kit at any time on any Social Media platform.

3.3 Reporting Procedures for Level 1/Level 2 incidents

- A. Level 1 incidents and Warnings must be reported in Clan Quarterly Reports during the time-span for which the report is being filed.
- B. Level 2 incidents must be reported in Clan Quarterly Reports during the time-span for which the report is being filed. An incident report must also be filed with the respective Regional Commander. The incident report should include a description of the incident, reference to the rule that was broken, and corrective action(s) taken by the Alor'ad.
- C. In the case of Warnings/Level 1/Level 2 incidents concerning members of a Stronghold, Regional Commanders will file an incident report with the Conclave Minister,
- D. Warnings/Level 1/Level 2 Incident reports will be filed through the MMCC online forums, either by Private Message or on a board within the Regional Conclave.

3.4 Reporting Procedures for Level 3 incidents.

A: While there are levels of time allowed within this chapter, it is requested by the Alor that any incidents reported be done so as soon as possible to facilitate a fast and efficient investigation and decision. Remember, the longer it takes to be reported, the less accurate memories will be and less weight will be placed on statements of a more vague or unclear nature.

B: Once an incident occurs, a report must be filed as soon as possible after the event via Incident Report form on the MMCC official forums. This report should include a detailed review of the incident including date, time, location, event, names of all parties involved as well as non-involved witnesses, actions taken by the command staff to stop the issue at the time of the incident, and any statements made by the offending parties no matter how vulgar or graphic.

1. The Alor'ad or reporting Officer should also include a recommendation of punishments. And any and all circumstances that may have lead up to the incident. This recommendation should take into account the issue in question but should not be given to simply "Get Back At" or as a "wake up call" for a member. It is a serious recommendation by the leader of the Clan. If the Tribunal determines there are ulterior motives to the recommendation, they will also be factored into the final decision.

C: Once the report has been filed, the Tribunal will initiate an investigation and will issue a case number (CASE # 0000000). Any additional communication to the Tribunal and Regional Commander concerning this incident should include the Case Number for reference.

D: After a review of the report, the Tribunal will issue a statement of investigation that will be addressed to the Alor'ad and/or reporting Clan Officer/Regional Commander, and the offending party(s). At that time the Tribunal will decide if it is necessary that all parties involved will be required to cease communication with each other for the duration of the investigation.

2. If a gag order is issued to the members of the Clan or Stronghold, any contact between members made by offending or offended parties will be considered a level 1 incident in itself and proper documentation and sanctions will be handed down. Gag orders are always issued by the Tribunal's Council Magister (MMCC Alor), and must be observed at all levels.

E: It will also be at the Tribunal's discretion if an order of temporary suspension will be issued to the offending party(s) that will suspend them from being involved in any Clan/Stronghold events for the course of the investigation. Failure to adhere to a suspension order will result in a level 2 or 3 incident on its own and will be factored into the final decision.

1: Investigation Phase

A: Please be aware that the investigation process may be different for every case. The Tribunal wants to ensure complete fairness in all judgments, not to mention this organization is staffed by volunteers who are giving their time. We will be diligent in the investigation/deliberation process, but you must give us adequate time to process all issue requests.

B: During the Investigation phase, it may be necessary to separate a member(s) from his/her home Clan/Stronghold temporarily. **ONLY THE COMMAND COUNCIL/MANDALORE HAS THE POWER TO SEPARATE MEMBERS FROM CLAN/STRONGHOLD AFFILIATION.** Such recommendations may be offered by the Clan staff for the good of the Clan but at no time will an Alor'ad make such a decision arbitrarily. Members temporarily separated from their home-Clan will become wards of their respective Regional Command.

C: During the Investigation phase, the member(s) under investigation WILL still be treated as an Official Member with the proper and common Official Member privileges unless expressly limited by the Tribunal.

D: Public discussion regarding an issue brought to the Tribunal will be frowned upon, all parties are informed by the Tribunal of the process and public discussion may harm or delay the investigation. It is the duty of the Alor'ad or presiding Officer to make sure this is not an issue.

E: The Tribunal reserves the right to increase or decrease the severity of the charge as they see fit after all information is submitted.

F: All depositions must be submitted with a statement of truth of the witness and will be treated as the truth. Experts will be treated as suppliers of factual truth. Any member proven to be lying will be subject to disciplinary action (See Section 3 below).

G: Magistrates will only consider the evidence submitted to them. If new information comes to light, then late evidence submitted to the Magistrate will only be considered if the Magistrate agrees that the information is pertinent to their investigation.

2: Incidents involving Clan/Regional Command Staff

There may come a time in which a member(s) of a Clan/Regional command staff are involved directly in an incident. These issues are very serious due to the leadership factor of the person in question and will be treated on a case by case basis depending on the incident at hand.

A: If a member of the Clan/Regional command staff is involved as a party of interest but not the offending party of the incident, the Alor'ad in command of the Clan where the incident has taken place will be responsible for reporting the incident as laid out in this chapter immediately.

B: If the Alor'ad himself is involved directly but is not the offending party, the Ver'alor or Ruus'alor will be responsible for issuing this report as the Alor'ad will be deemed "too close" to the incident to render an accurate and impartial report.

C: If a member of the Clan/Regional command staff is involved directly as the offending party, the next highest ranking member will be considered responsible for reporting the incident immediately.

1. In Clan-level incidents, the Alor'ad will always be the reporting party unless he/she is involved. Then the Ver'alor will be responsible, followed by the Ruus'alor if the others are both involved. If the entire command staff is involved the issue must be reported by an Official Member.
2. Incidents involving Regional Command Staff may be reported by other Regional Command Staff or Clan Command Staff. Official Members within a Stronghold may report incidents committed by Regional Command.

D: In the case that a member of the command staff is involved directly as the offender in an incident, the Tribunal may find it necessary for the member to be temporarily placed on suspension of command until the investigation is complete and the issue resolved. The next Officer in line will be promoted to the position on a temporary basis until final action is taken or a leadership vote is required.

1. If a Regional Commander is involved as the offender, the Tribunal may issue a suspension of command for the duration of the case. A petition to issue a suspension of command must be communicated to the Tribunal via the Archivist.
2. If two (2) or more of the Clan Command Staff are involved directly as offending parties in an incident. The Clan will be placed under the direct control of the Clan Administration Officer for the duration of the case, and elections for new Clan leadership are held if necessary.

3: Falsifying Evidence

If a member is found to be falsifying evidence in any way that would benefit a specific side of an investigation, then that member will be punished accordingly as if they had committed a level 2 or level 3 infractions. If a Clan/Stronghold Officer is found to be falsifying evidence, then that Officer will be stripped of rank and a new Officer appointed/elected. If more than one Clan/Stronghold Officer is found to have falsified evidence in an investigation, the Clan will be placed under the direct control of the Clan Administration Officer until proper elections can be held.

4: Trial and Judgement Phases

Upon the conclusion of the Investigation Phase, the Tribunal will determine the need for escalation to a trial and final judgment.

1. The Trial Phase shall consist of the submission of collected evidence, and testimony from accusing and accused parties. At the Tribunal's conclusion of the Trial Phase, Judgment Phase shall commence,
2. The Judgment Phase shall consist of discussion and deliberation by the Tribunal on all evidence and testimony presented during the Trial Phase. Once discussion and deliberation are completed, a judgment will be rendered along with a sentence if applicable.
3. Upon completion of sentencing, the offending party may apply for a revision in Judgment by the Tribunal if sufficient evidence or testimony exists that may warrant a revision.

3.5 Appeals for Level 1 and Level 2 incident sanctions.

- A. Members reported and sanctioned for Level 1 or Level 2 incidents may appeal the report and sanction within Thirty (30) days from the date sanctions were rendered.
- B. Clan Members requesting an appeals shall submit the request to their respective Regional Commander through the MMCC forum Private Message system. Requests should include the incident, Clan involved in the incident, level of the incident and sanctions rendered as concluded by the presiding Alor'ad.
- C. If a conflict of interest resides between the Regional Commander and party requesting an appeal, the Regional Commander shall hand the appeal off to a Regional Commander of a different region.
- D. Stronghold Members requesting appeals shall follow the instructions laid down in Chapter 3:5 paragraph B of the MMCC Policy and Procedure Manual and shall submit the appeal requests to the Conclave Minister.
- E. Any Regional Commander or Conclave Minister considering an appeal shall render a decision within fourteen (14) days of receipt of the appeal request.
- F. Appeal decisions rendered by a Regional Commander or Conclave Minister is final and will close the incident.
- G. If a punishment is given by a member of the Council and/or the Judicial Staff then appeal requests should be sent to the Mandalore.

3.6 Appeals for Level 3 Sanctions

- A. Members found guilty of and sanctioned for a Level 3 incident and reasonably upheld by a revision of judgment may request an appeal on the sanction within 30 days from the date judgment revision hearing for that case has concluded.
- B. Members requesting an appeal shall follow the instructions laid down in Chapter 3:5 paragraph B MMCC Policy and Procedure Manual and shall submit the appeal request to the Mandalore.
- C. The Mandalore reserves the right to refuse an appeal request and shall make the notification of refusal to the requesting party and chain of command. Should the Mandalore accept an appeal request, similar notification will be made to the requesting party and chain of command.
- D. The Mandalore shall consult with the Command Council during the deliberation of any accepted appeal request. Deliberation shall last fourteen (14) days from the point of request acceptance notification.
- E. The Mandalore shall notify the requesting party and chain of command with a revised judgment and/or revised sentence. Receipt of this notification shall conclude the appeal.

3.7 Executive Right of Removal (Dar'manda)

- A. In the case of a Level 3 infraction causing or creating the perception of irreparable harm to MMCC, the Mandalore may exercise the right of executive removal (Dar'manda) as granted in Article 4 of the MMCC Codex.
- B. There are no appeals process for Executive removal from MMCC. Notification of Executive removal considers the case closed.

Chapter 4: Costume Requirements

Costume Requirement List (CRLs)

Although this reference is for use primarily as a printed medium, it is accessible via computer and online as well. Below is pertinent CRL information to help you with costume builds.

This link will take you to the “Costume Requirement List (CRL)”, which applies to all other CRLs in addition to what is written specifically, a list of Do’s and Don’ts and the application for Official Membership itself. Each era has a section on this page, and near the bottom you can find a collapsible section with links to that era’s canon costume CRLs.

<http://mandalorianmercs.org/get-involved/costume-requirements/>

Changes to CRLs are always posted for the public to see. However, they are also posted in the **Clan Round table** forum prior to going active to give members of Clan/Stronghold Level Leadership (henceforth referred to as “C/SLL” in this chapter) the opportunity to receive clarification and gain understanding of changes prior to going public. This, in and of itself makes it imperative for C/SLL to check the Alor’ad Roundtable frequently. When the changes are posted, the Clan Administration Officer (CAO) will notify C/SLL via PM/Email to report to the Alor’ad Roundtable, and to read and acknowledge the changes.

CRL’s will be open for Command Council review and potential addition, subtraction or other changes once per year at the Fall/Winter General Assembly. When the time for the meeting comes near, the Personnel Officer will notify C/SLL via the Alor’ad Roundtable where C/SLL may offer opinions on changes, or remaining unaltered, for the CRL’s. Any opinions given will be considered as will the general feelings of the C/SLL. They will be weighed against the Command Council’s feelings on needs and the desire to remain the MMCC’s distinct atmosphere and inclusive ideals. Although all are considered, they may or may not be included in any future CRL changes.

4.1: Clan Level Responsibility

The Clan level is the forefront of quality control for the MMCC. Members of the Command Council, the Personnel Officer and members of the Application Approval Team be it individually or in unison cannot be at every event, all the time and cannot review every photo in detail of every event or photo shoot posted on the club website or various social networking sites. This is where C/SLL comes into play to maintain the quality of the members of the MMCC.

As Strongholds are smaller groups and have only 1 member in a leadership role, it is the responsibility of the Regional Commander, and their staff, to perform these duties.

The Ruus'ador is the Officer responsible for Clan CRL compliance. This is the Ruus'ador's primary function within the Clan and the club; all other duties are auxiliary to this. The Clan Alor'ad and Ver'ador will look to the Ruus'ador when CRL compliance questions arise, and if necessary defer judgment to the Ruus'ador on CRL issues.

Members selected for Ruus'ador should have a strong working knowledge of the CRL's and the ability to quickly access them for review. The Ruus'ador needs to lead costuming by example and the answer "Do as I say, not as I do" will never be an acceptable answer for a Ruus'ador to give another member. This does not mean the Ruus'ador needs to have the greatest costume in the Clan but they should have a costume that meets all CRL's and is above average in appearance.

Good candidates for Ruus'ador, whether assigned or voted for, should have the following qualities:

1. A strong working understanding of the CRL's, a desire to learn more and the ability to access the CRL's for review.
2. While they don't have to be the Clan member with the finest armor, their armor should be an embodiment of MMCC costume standards. Their costume must meet CRL's and being beyond it would be preferred.
3. A member who is never content with their own armor and is always striving to improve it. Fearless, if they make a change to their own kit and it fails they should be willing to accept that and move on.
4. A member who is always striving to help other members of their Clan and the forums to improve their own armor.

4.2: Ruus'ador compliance duties.

Ruus'ador will perform routine inspections of Clan members at all Official events. Inspections at unofficial events are perfectly acceptable as well. Any discrepancies with CRL's should be noted at Official Events and handled appropriately. Failure to comply should be reported directly to the Personnel Officer. This will be further explained in the next topic.

Although the MMCC has an open door policy and any member of the club may contact any member of the Command Council at any time for any reasons, the Ruus'ador should be the primary point of contact to the MMCC Personnel Officer for the Clan. Questions about CRL's by Clan members or the Ruus'ador themselves should be directed to the Regional Ruus'sol by the Ruus'ador. In order to minimize redundancy in Q&A, the Ruus'ador should disseminate the information to the whole Clan, not just the member with the question, in a manner where all the Clan can see it. Interpersonal communication skills are paramount for this position.

Clan and/or Regional Officers may NOT at any time put into place, supersede or enforce orders and regulations that go beyond the MMCC's CRL's, Forum Use requirements, CODEX, and BYLAWS. However, they are encouraged to expect and encourage their members to keep up with CRL changes and to strive for a costume that is screen worthy.

4.3: Reporting and Protocol

Upon finding discrepancies with CRL compliance upon Clan mates, the Ruus'olor needs to begin the process of bringing said Clan mates into compliance. Initially this should be done at the Clan level and every effort to exhaust all reasonable time tables and methods should be used. If the member fails to comply, the Regional Ruus'sol must be notified. If there is potential for disciplinary action towards these members (removal of Official Member status with the club) it will be handled as an investigation.

Reporting procedure:

1. A deficiency is noted at an official event or armor party (open events are exempt)
2. The member SHALL be notified at that time of the problem(s) by the Ruus'olor. If it is at an event and can be fixed on site it SHALL be corrected prior to the event. If it cannot be corrected the member WILL be told to suit-down and wrangle/Helper or go home.
3. The member is notified to have the CRL compliant issues corrected by the next Official Event.
4. At the next Official Event, the armor is reevaluated. If compliance has been met, then situation is resolved.
 1. If compliance has not been met, photographs will be taken of the member and they will NOT be allowed to participate in costume.
5. The photos along with a letter of explanation of how this came about is sent to the Regional Ruus'sol by the Ruus'olor. Any efforts made to help or lack of efforts made by the offending member are to be notated. The member's catalog ID number must also be presented with this letter.
6. The Ruus'sol takes it to the Personnel Officer as an Investigation and the member is given a reasonable time period to make said corrections. In the meantime, the member is not allowed to troop in armor at any official events.
7. Before the member can troop again, they MUST send pictures to the Personnel Officer in full armor showing the corrections AND they must show it in person to their Clan staff. They must receive approval from the Personnel Officer before they can troop at an Official Event again.
8. If the member complies, the situation is resolved. If the member fails or refuses to comply by their deadline, they will be placed in retired status and will no longer be an Official Member of the MMCC. If they wish to be a member again in the future, they must reapply for approval under the current CRL's at the time of application.

The Question may rise: What is a reasonable amount of time?

A reasonable amount of time will be variable and will be assigned at the discretion of the Regional Ruus'sol.

A variety of factors will come into play when evaluating the period of time given to comply. The quantity, difficulty and potential cost of upgrades, the person's ability to remain in contact with the Regional Ruus'olor during the repair period and whether they show "good faith" by continuing to working or by ignoring their directive.

Minimum time period to make corrections will be assigned as 30 days from notification by the Regional Ruus'olor.

Maximum time period to make corrections will be assigned as 6 months from notification by the Regional Ruus'sol.

Remember, the member is on probationary status and may NOT attend Official Events in costume until they are cleared by the Personnel Officer. That in and of itself should be a driving force for them to complete the upgrades ASAP.

4.4: Helpful tools

There are a few tools that may take a short time to start up but will help the Ruus'alor to perform their duties.

A Clan photo catalog is a remarkable tool here. The catalog should include the members character name(s) and photographs of their costume(s) in its most current or/and CRL compliant state. Whether this is how they were approved or, CRL compliant upgrades for their current appearance. This item should be in the Clan boards on the forums. However, having a hard copy that can be taken too events would be very helpful during inspections. This could also help with the creation of a Clan photo book for display at events.

Since past CRL's are not readily available on the forums, having this photo catalog will allow the Ruus'alor to rapidly compare onsite how a member's costume looked when it was approved. If a member's costume does not meet current CRL's, they are out of compliance.

In addition to a photo catalog, a list of the Official Clan Members including character name(s) catalog ID, and optional real name should be kept. This may be kept in hard copy format or may be posted in the Official Members Only child board in your Clan boards. Since members need to know their catalog ID numbers for a variety of administrative purposes within the club, posting it where only they can see it may be beneficial. However, it should not be posted where the general public and Unofficial Members can view it.

These two tools will give the Ruus'alor 2 quickly accessible tools for the performance of inspections and reporting to the Personnel Officer.

Chapter 5: Clan/Stronghold Administration Procedures

Administration procedures are necessary for successful operation of any MMCC Clan/Stronghold. As Officers, your chapter may have local guidelines that your members have laid down during the creation of the chapter. However, there are certain organizational procedures that must be followed by each Clan/Stronghold.

5.1: Clan Charter

Some MMCC chapters have opted to adopt a charter/by-law to aid in the function of the local chapter. It is NOT a requirement by the Council for a Clan/Stronghold to adopt a charter/by-law. However, if a Clan does elect to install a charter/by-law then a final draft of those documents must be sent to the Clan Administration Officer (CAO) and Mandalore for approval **BEFORE** the documents can be recognized by MMCC.

A Charter/by-laws may be used to govern the actions and activities of your Clan/Stronghold membership, but they may not circumvent or supersede the MMCC Charter(Codex), Bylaws, and Handbook.

Charter/By-laws are useful for:

1. Re-affirming event conduct guidelines.
2. Explanation of Clan/Stronghold operations.
3. Re-affirming armor standards for events.
4. Public delegation of duties.
5. Other administrative information of a public nature that members and potential members need to know.

By-laws must be approved unanimously by all Official Members residing within that Clan/Stronghold before they will be recognized by MMCC. It is encouraged that Clan/Stronghold Leaders make every attempt to get all local member's input during charter/by-law adoption.

5.2: Clan Officer voting procedures

Clan Officers are initially elected into positions during the submission stage of Clan formation. Mandalorian Mercs now holds mandatory "Leadership Review/Leadership Elections" for all Clans who have held official status for greater than 6 months. The review/elections process is fairly simple, and is the fairest way we can ensure chapter leadership is adequate, with a minimal amount of drama involved. Review/Elections start in early January, and end in early February.

Clans, who have not been organized for a minimum of 6 months when the review process begins, will be rolled over to the following year's elections.

When a Clan is ready for review/elections, the following steps take place:

1. The Regional Commander (RC) will set up a poll in your Clan/Stronghold member's only forum. The poll will ask all Clan Official Members if they are happy with current leadership, or would like a leadership election.
2. After the proper time has passed, the poll will close and the RC will assess the outcome. Depending on the outcome, the Clan may move to leadership voting.
3. Before leadership voting takes place, the RC will ask all Official Members of the Clan to contact them if they are interested in being a leader candidate.
4. After the proper time for nominations has passed, the RC will initiate a poll in the Official Member board of the Clan.
5. Once the proper time for leadership election for that Clan has passed, the votes will be assessed and the winner will be announced.
6. The new Clan leader will appoint his/her Officers as necessary, and all rights/responsibilities of the position will transfer to the new Clan leader.

5.3: No Confidence Procedures

Sometimes it is necessary to remove Clan/Stronghold leaders for dereliction of duty, serious offenses, or issues with a majority of Clan/Stronghold members that cannot be resolved. However, before a Clan or Stronghold leader can be removed by the Council, certain steps must be taken.

1. If the no confidence call is NOT due to misbehavior, ill-conduct, or dereliction of duty; a request for moderation must be made.
 - a. Moderation requests involve the Mandalore, Alor, and Clan/Stronghold Officers. A statement of "No Confidence" must be submitted by a majority of the Clan/Stronghold members. This statement must include a summary of transgressions by the Clan/Stronghold leader, as well as supporting evidence. This statement must then be signed by a majority of Clan/Stronghold members.
 - b. Moderation will take place via phone conversation with the Clan/Stronghold Officers and the Mandalore and Alor via a private board on the MMCC forums, to see if it is possible to salvage the relationship between the Clan/Stronghold leader and their membership.
 - c. If at the end of moderation, it is found that there can be no repair of the Officer/member relationship, the Clan/Stronghold leader is removed and the Clan/Stronghold will be placed in command of the Ver'alor, Ruus'alor, or Regional Commander.
 - d. If Moderation has a successful outcome, then the Clan/Stronghold leader will remain at that post and Officer elections will be scheduled for 6 months from the end-date of moderation.
 - e. If within the 6-month time frame the Clan/Stronghold leader takes actions unbecoming to the office, or further strains relationships between them and the members, then they will be promptly removed from office and elections will be called.

5.4: Administrative reports.

It is necessary for Clans and Strongholds to submit reports based on yearly and monthly activities. These reports are used at the organizational level to help create new programs, and policies to better serve the members. These reports and instructions on each are listed below.

1. **Quarterly Reports:** This report must contain the following information: Clan Name, Current command staff, Current active Official Members, Official Members in danger of retirement, Current projects, New projects, completed projects, New issues, Outstanding issues, Resolved issues, New Ideas, Additional Comments/Concerns/Questions. Quarterly Reports are submitted on the following schedule:

- a. Q1: May-July, due August 1st
- b. Q2: August-October, due November 1st
- c. Q3: November-January, due February 1st
- d. Q4: February-April, due May 1st

Clans who fail to submit quarterly reports on-time may receive sanctions until reports are submitted. These reports can be filled out by ANY COMMAND STAFF MEMBER, so it is advised that Alor'ad delegate accordingly.

2. **Invasion Reports:** Submitted at the end of each event by a Command Staff member, or Regional Command member. This reports count towards Clan/Member statistics, as well as send news to Clan websites. All efforts should be made to submit invasion reports, and members who are missing invasions on their records will be directed to their Clan and/or Regional command staff for questions.

Chapter 6: Public Relations

The PR Role:

The PR team's role is to help the MMCC, as an organization, be seen the best possible public light.

The team consists of the PR team and the Art team, who work together to produce all the media and official productions including table materials, flyers and can also produce custom media based on the needs of your Clan.

The team's role is also to support Clans at the grass roots level, providing help where needed to ensure that a Clan/Stronghold is shown in the best light in its local community.

PR Team

The PR team is headed up by the PR Officer and supported by:

- PR Team XO
- Art Team Lead
- Art Team Work Flow Manager
- Social Media Manager
- War Correspondent (News Manager)

PR Liaisons

Regional Ver'sol act as PR liaisons for their respective regions, their roles are:

1. Constant communication with Alor'ad in the region to determine needs.
2. Effectively organize group promotional material if more than one Clan is present at an event.
3. Report to the PR team regarding issues and requests.

Ver'alor Resources.

A dedicated board exists for Ver'alors which will allow them to liaise with the Art and PR Team, as well as each other. (<http://mandalorianmercs.org/forum/index.php?board=203.0>)

There are several tutorials for your use as well as a forum for ordering Merchandise and getting materials approved by the appropriate team.

Honorary and Ally Member requests information can also be found in this Ver'alor Resources board.

Special requests

The PR team can, if you wish attempt to contact the Star Wars Stars that appear at your local events, even if it is just to ask them to pop along to your table up to dinner after the show. We may not be able to get a response; however, you must always get permission from the event organizer if you choose to ask them "on the day".

Art requests

Art Requests for PR items and/or merchandise items can be made by the Ver'alor, and/or Ver'sol through the **Ver'alor Resources** board on the MMCC official forums. An online form is available for you to submit your needs, and an Art Team member will work with you to create the necessary items.

Media

The PR Team continues to produce material for your use; they will be made available in the Alor'ad roundtable forum. If you have any suggestions or comments, please contact the team. Media will now be done in two formats, US letter/US English and International "A" size/UK English.

Training Manual Appendix 1.b

Invasion Preparedness Guide

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1. Planning your Invasion

To have a successful invasion of any venue, planning is the first step in ensuring a fun and potentially recurring event. Large or small, invasions give Mercs members the ability to interact with the community, recruit new Mercs members and raise money/awareness for charity.

Requested Invasions

A requested invasion is defined as: An event where the presence of Official Mercs members has been requested by the event organizer and/or venue owner(s).

Requested events are considered to always be “Official Events” in nature, where Official Members of the Mandalorian Mercs may participate only in Mercs approved costumes. Invasion requests generally come through the Mandalorian Mercs website and are disseminated out to the Clan/Stronghold/Member stationed closest to the requested invasion location.

Invasion requests from fellow costuming groups (501st/Rebel Legion) are also very common and may come directly from the 501st/RL command staff. These types of requested invasions are also considered “Official” in nature.

Initiated Invasions

An initiated invasion is defined as: Any event created by an Official Mercs member where Mercs presence may not have been initially requested, but has become requested by an event organizer and/or venue.

Initiated events are not always considered “Official Events” in nature. It is entirely up to the Clan/Stronghold Officers to decide on the official validity of an initiated invasion. Initiated invasions generally are organized by Mercs members by communicating directly with event/venue staff. Examples of Initiated Invasions are (but not limited to) convention appearances and parades.

Initiated Invasions may benefit from the inclusion of the 501st and/or Rebel Legion, and it is suggested that any initiated invasion be followed by an invitation to your local Garrison or Base.

“Invasion” is not a term used in MMCC to describe the disruption of fellow costume organization events. “Invasion” is the MMCC label for all sanctioned events, official or unofficial in nature.

2. Pre-Invasion Communications

Good communication is essential when planning a successful invasion. Communication between the organization, venue, Mercs contact, attending Mercs members and other attending costuming groups is paramount to making sure everything runs smoothly at your Invasion.

Gathering the troops

It's always a good idea to ask and gauge your Clan/Stronghold members' interest before committing to any event, be it requested or initiated in nature. You'll need enough Mercs members to make the event successful and fun. Any event can be draining and frustrating without enough hands willing to make it a success, so gauge interest first before committing.

Some things that make invasions more attractive to members are secure changing areas, having plenty of hydration on hand, food, and transportation. While these items are in no way required for a successful event, they do help your attending members feel like the venue/event cares about their attendance.

Inviting other groups

While not mandatory, it is suggested that invasion invitations to other costuming groups be given for Initiated Invasions. This suggestion is made in the hopes that in doing so, positive relationships may be built between organizations.

Requested Invasions are different in that, before an invitation is sent to another group, you must clear that group's presence with the event organizer and/or venue. Never assume that an event wants more characters than requested. If space or resources are limited, adding more groups to an attendance list without first communicating with the organizers could be disastrous.

You can invite the following groups by going to their prospective websites:

501st Legion: www.501st.com

Rebel Legion: www.rebellegion.com

The Dark Empire: www.the-dark-empire.forumotion.com

3. Commencing your Invasion

You're about to participate in your first organized invasion! This is an exciting, but often stressful time for the organizing or "point-of-contact" Mercs member. Your ability to be a communicator, organizer, and diplomat are likely going to be tested. To help, this section is filled with tips and instruction based off years of event planning and execution.

Set up

Setup should be the first hour in your pre-invasion schedule. This is when you will set up your Mercs table (if there is one), communicate vital event info with the event organizer or venue owner, and meet up with your fellow Mercs members participating in the invasion.

It is paramount that you communicate with the event organizer or venue owner over details like changing area(s), food/water, off-limits areas, and staging areas. Much of this should be communicated in the initial event planning phase, however it is always necessary to have the most up-to-date information in the event something has changed.

Kit up

Once you've completed your table/area set up, communicated with the event staff and wrangled up your invasion participants, it's time to start kitting up. It's a good idea to have at least one handler on-hand for every two to three Mercs members. A handler is a person not in costume, participating in the invasion on Mercs behalf, whose duty is to support the invading members. While most members in costume can help each other, there's always a need for someone more mobile to lend a hand.

Take note of everything you leave behind in your changing area, in the event anything might be missing. Help your fellow members kit up and allow them to help you kit up. One thing for sure is that help getting into and out of armor should be valued. Once you've kitted up, make sure to marshal at the Mercs table or designated staging area.

Acting the part

When kitted up for an event, remember that you're a character from the Star Wars Universe. You're representing Mandalorian Mercs, Lucasfilm Ltd and yourself. Always keep this in mind when trooping an invasion, because how you act reflects and resonates with Star Wars fans.

Unlike Stormtroopers or characters, we see constantly helmeted in Star Wars, Mercs members may de-helmet in public view during any type of invasion. The exceptions to this rule are for Official Members portraying Boba Fett and events where it's been specifically requested/required that members remain helmeted in public during an invasion.

Don't be afraid to "get in character" or act like your Mandalorian character. This enhances the invasion experience for the fans and can be fun for you as well. Remember though that, even though your character is fictional, it doesn't give you license to misrepresent Mercs.

Promoting the Mercs

Make sure you stock up on the latest and greatest Mercs promotional items. Banners, business cards, leaflets and other promotional media can be acquired through the Mandalorian Mercs Art Team. It's a very painless process and can add a level of professionalism to your invasion.

Be sure to save an ammo pouch for business cards. When you pose for a picture with a fan, make sure to give them, or their parent(s), a Mercs business card. Not only will this help build interest for new invasion venues, but it also helps recruit new members to the Mercs and your local Clan/Stronghold.

When questioned by fans/public about whom or what you represent, make sure you give brief yet knowledgeable answers. You don't want to bore them to death, but you also want to answer the question as best you can.

Invasion events

Depending on the venue, sometimes it's a good idea to plan and conduct events during an invasion.

Here is a short list of example events that have been run at invasions:

- Mandalorian Bounty Hunt (Mercs signature charity event)
- Mandalorian Training Camp (Mock "Mandalorian" training for children)
- Armor Building Instruction (Speaking about costume construction)
- Fan Group Panel (Talking about Mercs in a sit-down session at conventions)

You can let your imagination go wild when coming up with an invasion event. Just remember some basic points: 1. Keep it safe! 2. Keep it fun! 3. Keep it simple! 4. Keep it interesting!

Situational Awareness

Keeping a good sense of situational awareness at an invasion is another paramount duty that falls on the shoulders of ALL attending Mercs members and handlers. Remember that our costumes decrease mobility, vision, hearing and reaction time. Each member and handler should be constantly keeping their eyes on the fans/public around them, the ground/floor for trip hazards and the surrounding environment for potential hazards.

Any Mercs member exhibiting a change in behavior, or potential health issues of ANY KIND, should be treated with the utmost seriousness. Members in hot climates should monitor each other for heat stress/stroke at all events and always keep water on-hand for hydration. You can educate yourself on the symptoms and treatment of heat-related illness by going to the Oklahoma State University webpage on heat related illness: <http://ehs.okstate.edu/kopykit/HEAT.HTM>

DO NOT ATTEMPT TO ADMINISTER FIRST AID OR CPR UNLESS YOU ARE CERTIFIED AND QUALIFIED TO DO SO. SEEK EMERGENCY ASSISTANCE FOR ANY LIFE-THREATENING INJURY.

When trooping large invasions such as conventions, or large public gatherings, it is advised that the “Buddy System” is used to ensure member safety while trooping. The “Buddy System” operates by grouping all members in pairs for excursions away from the general staging area. The “Buddy System” ensures that a member is always watching out for another member and no member is alone at any time while in costume at the invasion. Member safety is the highest concern at any invasion and should be the highest concern of all members while attending an invasion.

4. Invasion break-down

Your invasion is coming to a close. Now it’s time to de-kit, and break down any and all tables or accessories you brought as part of the invasion set-up. Leaving the venue looking the way it did when you arrive will ensure future invasions happen.

Tear-down

Tear-down should be done as quickly as possible. Get help from members/handlers, and make sure to clean up any bottles, wrappers, disposable set-up material, or trash from the Mercs staging area.

Look around the immediate area for stray promotional materials that patrons may have dropped or left lying around. While you may not have dropped it, the polite thing to do is pick up errant trash, especially if they are discarded Mercs items or table media.

Report any property damages to the event organizer/venue owner. Even if the damages aren’t the result of Mercs members, often times the organizer will appreciate knowing about a problem before stumbling upon it.

Exit Strategy

Once the Mercs staging area is packed up and stored for transport, make sure to make one final pass both around the staging area, and the changing area to look for any items left behind. Do a final check with your fellow members, and inform the event organizer/venue owner of any final issues, as well as the group’s departure.

Finally, gather the Mercs members and handlers together for a final thank-you. If after-invasion plans are to be made, then this would be the appropriate time to do so.

5. Invasion Report

At the completion of your invasion, if you are the invasion organizer then you will need to submit an invasion debriefing to your Clan Officers that will become an "Invasion Report" featured on the Mercs website and throughout social-media sites around the world.

Each Clan and Stronghold must have a "Report Your Troops Here" thread, and it is the responsibility of each MMCC Official Member to ensure any Invasion is reported to their Clan Officers, and to the Regional Command Staff for Strongholds, in that thread.

Your invasion debriefing should include the following:

1. Venue/Event name
2. Group picture (official Mercs members only. 501st/RL/TDE members acceptable also)
3. Location
4. Date
5. Official members attending event
6. A third-person summary of the objective. Avoid words like "I" and "we". Also feel free to include links to other clubs or organizations that participated in the event.
7. Feel free to include two short paragraphs in your report, but put a space between the two of them. Include any smaller events or celebrities that the Mercs came in counter with, as well as any (family friendly) after-hours activities the group took part in

Invasion Checklists

Armor

- Unpack everything.
- Inspect armor, weapons and accessories for broken parts or cracked areas.
- Inspect soft parts for rips, tears or storage damage.
- Wash/Clean flight suit, neck seal and vest after every invasion.
- Inspect attachment points (Velcro, snaps, magnets, etc.) for breaks, loose areas or detachment.
- Inspect strapping for breaks, tears or frays.
- Inspect footwear for damage. Install after-market insoles for comfort.
- Repair any damage.
- Always double-check to make sure everything is fixed and repacked for the next invasion.
- There's no such thing as an unprepared Mandalorian!

Material Checklist

- Mobile Emergency Repair Kit (fully stocked and ready for emergency repairs).
- Water for hydration.
- Field rations (small snacks you can carry on your armor).
- Table for staging area (check with event organizer prior).
- Large table cloth (black preferred).
- 2 Chairs for staging area (check with event organizer prior).
- Trash Receptacle/bin bags.
- Accessories for staging area table. (Props/extra armor/extra weapons for public to inspect).
- Electrical drop cord (for any electronic devices at the staging area table).
- Duct tape (for utility use), Orange tape (for blaster barrels).
- Plastic zip-ties to secure accessories.
- [PR Materials/Handouts](#)

Propaganda Checklist

- Current Mercs business cards (standard or personalized for Clan/Stronghold available).
- Current Mercs banner (standard or Clan/Stronghold specific available).
- *Optional* Current MMCC promo bookmarks(s).
- *Optional* Current MMCC rack cards.
- *Optional* Photo book showing local MMCC events and Official Members.
- *Optional* Computer slide show and/or MMCC website.
- *Optional* Fun hand-out items (stickers, temp tattoos, coloring pages)