

CLAN DRACONUS LUPUS CODE OF CONDUCT



AND GUIDE MANUAL

Edited by:

*-CDL-Sentrosi / Protocol Officer
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Since the Dragonwolves were first formed over ten years ago, our creed has been three words; Honor, Valor, Victory. We hold true to these three words at all times while gaming. Should you join us, we expect the same from you.

HONOR (Veneratio): That which rightfully attracts esteem, respect, or consideration; self-respect; dignity; courage; fidelity; especially, excellence of character; high moral worth; virtue; nobleness; specifically, in men, integrity; uprightness; trustworthiness; in women, purity; chastity.

VALOR (Virtus): Courage and boldness, as in battle; bravery.

VICTORY (Victoria): Success in a struggle against difficulties or an obstacle.

Our code of conduct (or CoC for short) is the document that we hold all Dragon Wolves and their respective divisions against. We use it as a moral road map. Just as you can sometimes get lost while reading a map, sometimes people stray from what we, as a gaming family, hold dear. We use this Code of Conduct to show them where they went off the path and then steer them back onto the path of the Dragon Wolves.

There are two sections; the Core (What you are reading now) and the secondary (Divisional Charter). The Core is applied to all games that you play in. The game does not have to be sponsored by CDL but as long as you are a part of this gaming family you will abide by them. Remember, when you go out into the gaming world, you not only represent yourself, but CDL as a whole. You are an ambassador to the rest of the online gaming communities. We have always had a stellar reputation and want to keep it that way.

The Divisional Charter applies directly to the division you are playing for. Be it a FPS, RTS, RPG or any game out there. This has direct bearing on your division and how you act in the game. The Divisional Officers will have direct control over this part of the CoC. Before a Division can be sponsored by CDL it must have a Divisional Charter written up and approved by the Officers of the CDL. In this document is the divisional CoC that you will abide by. In it will contain the rules and guidelines with which you will play in. As all types of games have different expectations, so too will the Divisional CoC's, so pay attention if you are playing in multiple divisions. What may be good for one division may not be good for another.

Always remember, the CDL replies to the question "What is one plus one?" by stating "A team!"

CDL Code of Conduct

1. Live by the golden rule and treat others as you would like to be treated.
2. Do not play with another team as part of an organized league, ladder or on a server that directly competes against the CDL.
3. Cheating and taking advantage of exploits is not tolerated. You will be dishonorably discharged immediately.
4. No racism, sexism or discrimination of any kind. Ever.
5. No open arguing between team members. If you have an issue that cannot be resolved with someone, report it to an Officer of the CDL.
6. Follow all Teamspeak Regulations (Article VI) as described in this document.
7. Put the performance of the team above anything else. Openly keeping your team from accomplishing an objective just for personal gain will not be tolerated.
8. Be a part of the CDL. Stay up to date with game news or happenings inside the team by visiting and contributing to the forums.
9. Always wear your divisional colors or tags displaying the honor that came with it.
10. Be aggressively selfless. It doesn't matter who accomplishes the goal, only that the goal is reached. If someone else has a better chance of completing that goal, then do your best to assist.

CDL Officer Corps and the Duties they are Responsible for

Commanding Officer – Hamma

- Has the duty of seeing that the welfare of the CDL is ALWAYS FIRST without bias.
- The Administrator has the final decision on all items after deliberation with the Officer Corps should there be an impasse. The Officer's Corps will provide full support to all final decisions.
- Provides advice when necessary and assist all other Officers in achieving their duties.
- Makes final determination on whom to cut from the CDL in-active roster through "Trim the Fat".
- First member of the Disciplinary Hearing Tribunal.
- Always honor the Officers Charging Statement and will continue to undeniably continue to support and promote the CDL to any and all of its endeavors.

Executive Officer – GraniteRok

- Responsible for seeing to the day-to-day operations of the CDL.
- Stands in as Administrator when necessary due to unavailability.
- He oversees the recruiting initiatives for the various divisions.
- Alternate member of the Disciplinary Hearing Tribunal.
- Always honor the Officers Charging Statement and will continue to undeniably continue to support and promote the CDL to any and all of its endeavors.

Protocol Officer – Sentrosi

- Advisor to the Officer Corps and the general membership regarding the interpretation of the Code of Conduct.
- Second member of the Discipline Hearing Tribunal.
- Responsible for input and guidance in decisions for ALL disciplinary issues for the Officer Corps.
- Required to remain objective and impartial at all times.
- Act as the backbone of the CDL when dealing with inner CDL relations.
- Issuer of disciplinary action as determined by the Officer Corps to the member involved.
- Always honor the Officers Charging Statement and will continue to undeniably continue to support and promote the CDL to any and all of its endeavors.

Recruiting Officer – Thronebeast

- Responsible for ALL recruiting issues on the administrative level and assists Divisional Recruiting Officers in methods to attract players and recruiting roles.
- Provides an up to date and appropriate Recruit Membership application form.
- With the Divisional Recruiting Officer, provides new applicants with guidance on what is expected to be a member of the CDL.
- Alternate member of the Disciplinary Hearing Tribunal.
- Always honor the Officers Charging Statement and will continue to undeniably continue to support and promote the CDL to any and all of its endeavors.

Development Officer – Lunar

- Coordinates and leads the CDL in widening interests to potential new games.
- Assists members in the development of official CDL game division creation.
- Automatic member of all Divisional Officer meetings as a liaison between the division leadership and the Officer Corps.
- Alternate member of the Disciplinary Hearing Tribunal.
- Always honor the Officers Charging Statement and will continue to undeniably continue to support and promote the CDL to any and all of its endeavors.

Public Relations Officer – Jennyboo

- Responsible for external communications to promote the CDL via social networks (Twitter, Facebook, etc) and Game Official Forums to the general public.
- Makes announcements of achievements of CDL endeavors to the membership and general public.
- Informs through forum announcements to the CDL membership of decisions made by the Officer Corps as instructed.
- Alternate member of the Disciplinary Hearing Tribunal.
- Always honor the Officers Charging Statement and will continue to undeniably continue to support and promote the CDL to any and all of its endeavors.

Administrative Officer – Asp

- Guides new members of the CDL to ensure they have the correct setups on required applications such as Teamspeak and additional necessary add-ons such as game scripts to a specific division.
- Administers all awards and decorations to the membership as required.
- Maintains a current list of Good Standing, Semi Active and Inactive players in the CDL.
- Alternate member of the Disciplinary Hearing Tribunal.
- Always honor the Officers Charging Statement and will continue to undeniably continue to support and promote the CDL to any and all of its endeavors.

Officer's Charging Statement:

"I am an Officer of the CDL. As such, I carry the responsibility of leading and supporting the Honor that we hold so dear. I will do nothing, say nothing or support nothing that will tarnish that Honor. I am a warrior of the CDL. I will NEVER give up. I will support my fellow Officers emphatically in the mission of the CDL:

To achieve total Victory through Honor and Valor."

The qualifications of becoming an Officer within the CDL are:

1. Proven to be dedicated and faithful by active service in the CDL with a minimum of one year service.
2. Above reproach in conduct and behavior.
3. Actively participate in most or all of the CDL scrimmages and matches, or "other game" divisions.
4. Nominated by an Officer in good standing and require an unanimous vote by the Officer Corps

The Council of Elders

The Council of Elders is comprised of the original founding charter members of the CDL as well as Honorary members elected over the years. These members have earned lifetime membership to the CDL and are consulted by the Officers council when appropriate. To become a member of the Council of Elders, the Chief Executive Officer has the exclusive power to appoint any member who has a minimum 5 years with the CDL while providing exemplary, outstanding service as well as upholding the ethos of the Dragonwolves.

Charter and Honorary Elders

Manitou	Valin (Honorary)
Full Otto	Hamma (Honorary)
Ground Chuk	Marsman (Honorary)
Mossimo	Master (Honorary)
PeaceMaker	Thronebeast (Honorary)
Doomhawk (Honorary)	

ARTICLE I. EXPECTATIONS OF A DRAGONWOLF

All of us know what it takes to be a Dragonwolf. Words like Honor, Integrity, and Respect are used all the time to describe any CDL member. While these three words are held high within the Dragonwolves, there is more to being a Dragonwolf. Here are the guidelines that we use in gauging the activity rank of a CDL member.

A CDL member in good standing would exhibit the following;

- Frequent activity in CDL communication formats; Forums, IRC, Teamspeak.
- Initiating and replying to threads in our forums on a regular basis, minimum weekly.
- Contributing to other forum sites to promote the name of the CDL.
- Actively involved and participating in an official CDL gaming division.
- Attending organized gaming events of a CDL gaming division at least once per week.
- Participates in casual play of any game that includes other CDL members.

A CDL member that is considered to be a semi active member would;

- Check the forums monthly.
- Providing input in forum threads within a monthly period.
- Participate in casual play of any game that includes other CDL members.

A CDL member that is considered to be inactive will;

- Not check in on the forums within a three month period from last login .
- Not participate in communication formats; Forums, IRC, Teamspeak, within a six month period based on last forum login.
- Not active in any game either casually or within an active division.

Other Expectations for all members;

- A member deemed inactive will be required to follow the guidelines of the Code of Conduct section; “Former Members Returning to the CDL” for reinstatement to active duty.
- If a member is to be away from active membership for a long period of time, notification of an Extended Leave of Absence. This is to be reported the CDL Membership Officer so it may be recorded for reference. This would guard the member from being deemed inactive.

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ARTICLE II. RECRUIT PROCESS

Dragonwolf recruits go through a 5 phase process. During this process, the Officers of the CDL may intercede during any part of the Dragonwolf recruitment phases.

Phase 1: The Application and First Probation Period

New recruits are expected to post their desire to join the Dragon Wolves in the Dragon Wolves Recruitment Forum. There is a form you will need to fill out there. Once the form is posted on the forum, the Division Leader or Divisional Officers may grant them access to the outfit in-game. When applying on the forums, please state your in-game name if it is different from your forum name. Once an application is posted and invitation to outfit in game is done, the applicant will commence a probationary period of a minimum 30 days. The Division Recruiting Officer will post a recruit thread in the Divisional Recruiting forum where members may post thoughts and observations regarding the applicant.

Phase 2: The Interview

After the first probation period is completed, the Divisional Recruiting Officer will schedule an interview. The Divisional leadership (Division Leader, Operations Officer and Recruiting Officer) and a minimum of one member of the Officer Corps will be present during the interview. This interview is to inform the candidate of what is to be expected of them and about how the division and the CDL is run. Each officer in the division should have a series of questions prepared for the recruit and also be prepared to answer questions asked by the recruit.

Phase 3: The Vote

Immediately after the interview the Division Recruiting Officer will post a vote on the recruit in the Divisional General forum. This is where the members of the division will post their vote for the recruit for either Yes or No. This vote will remain open for 48-72 hours or when the divisional recruitment officer feels all votes have been cast.

Phase 4: Probation

Upon a successful vote, the Division Leader posts about the induction of their newest member in the General Clan Discussion forum. Here, the recruit is given full Dragon Wolf status. This includes access to the divisional forum as well as the general forums. The recruit then has a second 30 day probationary period during which he will be judged accordingly.

Phase 5: Completion

When the recruit has met all the previous conditions, the recruit will be regarded as a full Dragon Wolf. As of this moment, the Dragon Wolf will swear by the following statement;

DRAGONWOLF OATH OF MEMBERSHIP

"I, [name], carry the responsibility of upholding the integrity and honor of the CDL. I will always wear the -CDL- tag with pride in any of the CDL's endeavors and will do nothing that tarnishes the image of the CDL in any manner. I will abide by the Code of Conduct of the CDL, selflessly assist my fellow members in achieving their goals and support the mission of the CDL of total Victory through Honor and Valor."

ARTICLE III. FORMER MEMBERS RETURNING TO THE CDL

Whenever someone from CDL leaves, it is like a hole is left unfilled. That person was an integral part of the success of this team. Every small contribution to this team only increases our success in both gaming and bringing the family atmosphere online. We have put into place a possibility to allow that person to be part of the family again.

The CDL is all about character and demeanor. Most situations for returning Dragonwolves will be considered. Former members that have not been active in game or on the forums via posts for a period up to one year or longer who had not notified or requested to be on extended leave must request reinstatement. If you had been dishonorably discharged from the CDL, you will not be considered for re-admittance.

If you left the CDL under less than honorable conditions, do not immediately expect open arms with your request to return. Proving to us with forum participation and in game interaction with members will help your case. It would be to your best interests if you initiated conversation and contributed to the forums for a short time at least before requesting return. Full disclosure and truthful regret in your cause of leaving us may go a long way.

1. Any former Dragonwolf can petition to return to the CDL. This can be requested either by PM to an Officer of the CDL or posting in the recruiting forum.
2. A response to the request will be made informing the applicant that his request would be reviewed and a response made with a one week period.
 - a. The length of time needed is to assemble all pertinent correspondence and documents plus allow the Officer Corps to discuss and review each individual case regarding items such as character and demeanor as well as events that lead to the applicant's departure.
3. The Officer Corps will decide on the next course of action and inform the applicant of our decision.

NOTE: At any point during the reapplication process, the Officer Corps reserves the right to terminate their application to the Dragonwolves. This decision is final.

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ARTICLE IV. DIVISION RESPONSIBILITIES AND OUTLINE

The goal of the CDL is to lend itself to the best gaming experience it can have for its members and also have some form of organization as far as interests in different games. Not everyone always likes the same type of game or game formats. This wide variety of interests will allow ourselves to meet the needs of the many, over the needs of the few.

Each division is broken down as follows;

- Divisional Leader
- Operations Officer
- Divisional Recruiting Officer
- War Council
- Members of the Division
- Recruits

Above the division, the Officers Corps oversees each division's responsibilities and sees to their individual needs. Each Divisional Leader is given access to the Division Leader forum where they can bring up items that require the attention and council of the Officer Corps and other Division Leaders.

Divisional Leader Responsibilities

1. Uphold the ideals of CDL by being a guiding hand in the game they are leading.
2. Provide monthly reports on the status of the division during the monthly Officer Meeting.
3. Any other responsibilities outlined in your Divisional Charter.

Operations Officer Responsibilities

1. Provide your newest recruits support and direction for obtaining Teamspeak access as well as forum access.
2. Suggest to the Divisional Leader any mods or add-ons that will benefit your division.
3. Set up in-game events, if applicable.
4. Any other responsibilities outlined in your Divisional Charter.

Divisional Recruiting Officer

1. Keep track of incoming recruits. Make them aware of your Divisional Charter.
2. Follow up with the recruit to make sure they understand the process and to familiarize yourself with them.
3. Notify Operations Officer of any recruits needing an induction ceremony, if applicable.
4. File reports to ThroneBeast and your Divisional Leader of new recruits.
5. Any other responsibilities outlined in your Divisional Charter.

War Council

1. Non-commissioned officers within the division. These are selected by the Divisional Leader and/or Ops and Recruiting Officers as liaisons to the members within the division. These officers are normally used as a council for the Divisional Leader, Ops and Recruiting Officers. They are expected to uphold the CDL Officers Charging Statement.
2. Any other responsibilities outlined in your Divisional Charter.

Members of the Division

1. Uphold and obey the officers above you
2. Welcome new recruits and be a guiding hand to them.
3. Any other responsibilities outlined in your Divisional Charter.

Recruits

1. Listen and be a good player inside your division. This is your first exposure to the Dragonwolves. You are here to make a good impression. How you act in the game and outside of it is the determining factor for you. You are responsible for passing probation.
2. Any other responsibilities outlined in your Divisional Charter.

SECTION 1.01 CREATING A NEW DIVISION

When a player first applies to start a new Division, they should have the following ready for evaluation;

1. Divisional Leader
2. Divisional Operations Officer
3. Divisional Recruiting Officer
4. Division Charter

The Division Charter is a document created by those interested in leading a Division. It is up to the Divisional Leader to develop this document and send a forum PM of the document to the Admin of CDL. The Admin then will post the document on the Officers Council Forums for the officers to look at. The prospective Divisional Officers along with the Officers Corps shall then meet via Teamspeak to discuss the proposal. The three prospective Divisional Officers should be present at the meeting.

This charter shall contain the following items;

- The goals of the division.
- Names of prospective officers for the division and their responsibilities within the game
- An outline of how recruiting will be handled.
- A game specific Divisional Code of Conduct that does not conflict with the Core Code of Conduct.
- If the game requires this division to join a ladder, they should not do so until the requirements of the ladder are met. If there is anything that the Officers Council can do to help facilitate this, the Divisional Officers should contact the Officers Council as soon as needed.
- If the game consists of a common group or guild bank of items, funds and crafting, explicit rules regarding access must be included in the charter. Examples;
 - **Resource Materials and Crafting;**
Any member requiring materials for crafting or crafted items are to be provided free of charge. The members of the CDL do not charge other CDL members for such items or materials.
 - **Guild Bank Items and Funds;**
Availability of access to guild banks is at the discretion of the Division Officers. Rules regarding access to the bank are to be set out in the Divisional Charter. Funds (gold, money, credits, etc) are to be used for group benefit only. This includes gear repair for guild raid operations and upgrades to group use items.

ARTICLE V. DISCIPLINARY PROCEDURES

Within the CDL we must expect the utmost in honorable conduct. The actions of any warrior displaying the -CDL- tag represent the whole Clan. If your actions or conduct is dishonorable, then the CDL appears dishonorable. The following information shows the results of dishonorable conduct within the CDL. It is for these reasons that all members abide by the Code of Conduct.

Any member of the CDL may request an investigation and review of another member regarding infractions of the Code of Conduct and Divisional Charters. The member needs only to inform an Officer of the CDL by PM or by email or through Teamspeak. The reporting Officer will then inform the Officer Corps of the request. At a minimum, the CDL Admin Officer, the CDL Protocol Officer and the Divisional Leader would be involved in the initial discussion. Further discussion and investigation may include all of the Officer Corps of the CDL if warranted. Should it be determined that disciplinary action needs to be issued, the Officer Corps will decide upon the appropriate level. Through discussion and investigation, it will be determined what degree of discipline is warranted based on the severity of the infraction(s). Multiple infractions can result in a more severe discipline level to be issued. Any member receiving a discipline notice may appeal the decision via private message to the Protocol Officer of the CDL. At that time the Protocol Officer will inform the Divisional Leader and the CDL Admin Officer of the appeal. The three will meet to discuss the appeal and render a final decision on the matter.

SECTION 5.01 HONOR WARNING

Honor Warnings are the first step in allowing the member to change behavior to avoid further discipline. Honor warnings are not meant to be as punishment, but rather as a way to correct ones behavior. The Honor Warning will be issued via CDL Forum private message. Examples of conduct that can warrant this warning are but not limited to;

- Any infraction of the Core Code of Conduct and inclusions within the Division Charter.
- Dropping from a CDL organized event unannounced and without good reason such as real life issues (family, etc) or internet disconnects. The real world is far more important than the gaming world.
- Going to extremes in abusing non CDL players in any game including disrespectful language and overusing taunts.
- Open arguing with other CDL members or any other player through in game chat channels. The forums and private messaging is the proper venue and if unresolved, contacting an Officer.

SECTION 5.02 HONOR REBUKE

Honor Rebukes are the next step in the chain of discipline. These rebukes actually change the status of a member in the CDL. An Honor Rebuke is issued via CDL Forum private message and by email. The member will be placed in a Probationary Status for a period not to exceed 30 days. Examples of conduct that can warrant this warning are but not limited to;

- Two Honor Warnings (at the discretion of the Officers Corps upon investigation).
- Multiple infractions of the Core Code of Conduct and inclusions within the Divisional Charter.
- Deceitful or false statements regarding any action, player or member of the CDL.
- Theft including in game items, funds, accounts.

- Openly criticizing, threatening, or degrading ANY member of the CDL.

SECTION 5.03 DISHONORABLE DISCHARGE

This is the most severe of disciplinary measures and the Officer Corps take the issuance of a Dishonorable Discharge very seriously. It results in the immediate action of discharge being drawn up and presented to the Officer's Corps and on some occasions, the CDL as a whole. In their investigation and deliberation of the charges, they must acquire a unanimous decision should the member be found in a serious violation of the Code of Conduct to deem a Dishonorable Discharge is necessary. The member will be informed via CDL Forum private message and email of the Dishonorable Discharge that they are to be removed from the CDL, lose all permissions and access to private forums and Teamspeak and removed from any in game guild or outfit. The actions of the Dishonorably Discharged member may also have complete access to forums removed by banning if deemed appropriate by the Officer Corps. Examples of conduct that warrant a Dishonorable Discharge are but not limited to:

- Two Honor Rebukes (at the discretion of the Officer Corps upon investigation).
- ***NEVER play against the CDL as another Clan member in league or competition play.***
- Open rebellion or doing any action that may incite rebellion by others within the CDL.
- Open disclosure of private communications to the general membership, remarks or accusations made against the CDL or a CDL member with the express intent to dishonor or discredit the CDL or a member of the CDL.
- Revealing tactical operations, plans or intelligence to ANYONE outside the CDL for ANY reason without expressly being given permission or ordered to do so.
- Anonymous multi-clan memberships within the Organized Team Competition.
- Recruiting CDL members to leave or move to other guilds or outfits.
- Cheating of any nature or use of in game exploits or violation of games' terms of service.

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ARTICLE VI. CDL TEAMSPEAK REGULATIONS

1. Push to Talk
 - a. Setting in Teamspeak made to activate voice communications through "Push to Talk". This can be set to your preference; Keyboard or Mouse
 - b. To set up Push to Talk in Teamspeak
 - i. Select Settings
 - ii. Select Capture
 1. Ensure that the "Push to Talk" Radio button is selected
 2. it will prompt you to select a key button to assign it
 - a. Remember to "Apply" your selection when completed.
 - iii. If your setting is on "Voice Activation Detection" or "Continuous Transmission", it is incorrect and must be changed.
2. Language
 - a. Acceptable language is to be kept civil. What is considered vulgar or bad language is not acceptable and will not be tolerated. Many people use external speakers and a microphone rather than a headset. So we ask that you have consideration and exercise common sense.
3. Non-Operational Chatter
 - a. It is imperative that non operational chatter be kept to a minimum. While it is fun to boast about a kill or carry on about something not related to the operations, it can get in the way of needed and valuable communications. Conversations and such can be done during allowed idle time or in a different channel. **During operations, operations communications only.**
4. Interference
 - a. If your system is causing interference, such as feedback or excessive noise, you will be asked to mute your microphone until a solution can be found.
5. Disagreements
 - a. **There is to be no arguments or heated disagreements while in channel.** In Game channels are not to be used for this. The forums, private messages and alternative private channels will be used to settle an issue.
 - b. If there is a specific issue that must be dealt with immediately, whisper an Admin Officer in game to request a private channel talk. This can only be for a few minutes and not meant to be drawn out so it interferes with the ongoing operations.
 - c. If either an Officer of the CDL or a Divisional Officer witnesses an infraction against the Core Code of Conduct, that Officer will pull you out of the channel and put you on Notice. This notice will carry along with it the appropriate action in regards to the Core Code of Conduct Disciplinary Procedures.
6. Infractions
 - a. Warnings will be issued first for not following the above protocols by Operations Leaders and/or Division or Admin Officers. The above are applicable to any time while using Teamspeak, not just operations. During non operation events, chatter, may be relaxed. Continued infractions of the above can result in a voluntary request to mute your microphone. Discipline may be issued by the Officer Corps depending upon investigation and severity of the infraction.