

# **PATRIAM STAFF HANDBOOK**

CLARIFICATION, EXPECTATIONS, AND REGULATIONS OF  
DESIGNATED STAFF MEMBERS, PRIVILEGED USERS,  
AND ASSOCIATED MEMBERS

DOCUMENT WRITTEN AND PREPARED BY,  
*RYAN, PATRIAM STUDIOS*

DISTRIBUTED AND ENFORCED BY  
*Patriam Studios General Partnership*

DOCUMENT REVISE AND REFORM APPROVAL  
SEPTEMBER 20, 2022

DATE OF MOST RECENT EDIT  
FEBRUARY 27, 2023

# CONTENTS

Definitions.....	4
Distribution Disclosure .....	5
Application of Scope.....	5
Patriam Projects and Associated Teams .....	5
Minecraft .....	5
Executive Team (The Council).....	6
Management Team.....	6
Administrative Team .....	6
Java Development Team.....	6
Build Team.....	7
Quest Development Team.....	7
Other / Misc Roles .....	7
Other Projects .....	7
Underdark .....	7
Hearts of Iron IV .....	8
Staff Association Policies .....	8
Confidentiality.....	8
Document Confidentiality.....	8
Conversation Confidentiality .....	9
Reasonable Caution .....	9
Data Leak Response.....	9
Communication.....	9
Chain of Command .....	10
Over Escalation.....	10
Report of Abuse .....	11
Evidence.....	11
Misuse of Reports .....	11
Confidentiality .....	12
Misuse of Privileges.....	12
Escalation of Force .....	12
Steps .....	12
Punishments .....	12

Teams, Privileged, Accidental .....	13
Unintentional, bug, or abuse.....	13
Management and Build Team .....	13
Creative & Other Gamemodes.....	13
WorldEdit.....	13
Quest Development Team.....	14

## DEFINITIONS

“Patriam Leadership” – Includes terms “Executive Leadership”, “Executive(s)”, “{Server} Leadership” and interchanged variations. The terms refer to the Patriam Executive Leadership of the *Patriam Studios General Partnership (PSGP)*. The individuals these terms refer to are the founders and owner of the *PSGP*. The individuals are Ryan, otherwise known as gerber11 in Minecraft and Alex, otherwise known as Atmos in Minecraft.

“Patriam” – The term “Patriam” refers to the imaginary world, creatures, and ideas; therein *intellectual property (IP)* of Alex that was conceived at the age of 9 years old. “Patriam” is now associated and held by the *Patriam Studios General Partnership (PSGP)*.

“Prospective Member” – The term “prospective member” refers to a user that has not (a) joined the official Discord and passed verification, and (b) joined the associated Minecraft server, (c) linked their Discord to their Minecraft account on the server(s), and (d) played one hour or more on the server(s).

“Member” – The term “member” or “user” refers to any person who has passed all the requirements from the term “prospective member” and

“Staff Member” – The terms “staff member”, sometimes “privileged users”, refer to members of the Patriam community which have gone through a application process that has been authorized under by the Patriam Leadership. Staff members include all levels of the staff team hierarchy. For the purposes of this document, it will **exclude** the Patriam Leadership so that there is a distinction between the two.

“Privileged User” – The terms “privileged user” or “privileged individual” refer to members of the Patriam community that have come to an agreement with the Patriam Leadership to assist in the development of a project or intellectual property (IP) which requires additional access or permission to areas associated with Patriam that non-staff would not have access to. Furthermore, privileged users are under a different agreement with server.

“Staff Association” – The term “Staff Association” or “Staff Associated” refers to the group of the two former terms: “staff member” and “privileged user”. Furthermore, this term extends the scope to include any members formerly associated, currently associated, and prospective members of *PSGP*.

## DISTRIBUTION DISCLOSURE

By the authority of the *PSGP* leadership, this document is approved for release to the broader community through channels which connect to *PSGP* such as partners, affiliates, board members, staff members, and advertisement.

Let it be stated that this document was created by Ryan of *PSGP* and any unauthorized works resulting from this document could result in punishment up to and including a permanent ban. This document is not to be modified by any persons or group other than the *PSGP* leadership.

This document is meant to be streamed from a server over the internet. This is to ensure it is up to date for all those who access it. Thus, this document is only authorized to be hosted on <https://patriam.cc> or any of its subdomains ([https://\\*.patriam.cc](https://*.patriam.cc))

## APPLICATION OF SCOPE

This document extends to all platforms associated with *PSGP* regardless of site ownership. Platforms that are included but not limited to:

- Any *PSGP* landing page and internally linked pages (<https://patriam.cc>)
- Any *PSGP* Discord(s), game server(s), chat applications, and similar works
  - o Discord server(s), Minecraft, forum chats, and any other similar services
- Any *PSGP* sites or services that are officially supported, recognized, and utilized for use within the organization.
  - o PlanetMinecraft, Twitter, Instagram, and Twitch are examples but it can include any site or service that *PSGP* officially uses.
  - o

## PATRIAM PROJECTS AND ASSOCIATED TEAMS

Patriam Studios is a growing organization with talents in many areas. Managing a growing team can become challenging and to help offset the challenges, sub-teams have been created within the staff team. The teams have an organized purpose to achieve a small set of goals to help progress the development of *PSGP* projects.

## MINECRAFT

The most prominent staff team is the *PSGP* Minecraft serve, PatriamMC. PatriaMC has been the primary focus of *PSGP*, but it is not the only staff team or project associated with the organization.

*Continued next page...*

Over the past few years, PatriamMC has gone through four iterations now and with help of dozens of staff members across various teams with amazing talents.

The current iteration is Patriam: Infinitus, otherwise known as Patriam: Golden Age

Each team will be briefly explained below so requirements, expectations, and regulations have context beforehand.

---

## **EXECUTIVE TEAM (THE COUNCIL)**

The Executive Team is made up of three members: Ryan, Alex, and Xavier, a close and trusted friend.

The Executive Team makes all the decisions when it comes to running the server, policies, and direction to name a few.

---

## **MANAGEMENT TEAM**

The Management Team is a very small group much like the Executive Team. The team consists of the Staff Manager and the Server Administrators who deal with the hardest of problems, earned the most trust, and have a strong understanding of the server's needs, player/community need's, and the features used.

---

## **ADMINISTRATIVE TEAM**

The Administrative Team is the main team when it comes to server moderation and policy enforcement on the platforms that PatriamMC uses. It consists of Moderators and Heleprs. They monitor Discord channels, enforce chat and behaviour rules on the Minecraft server and ensure that iteration-specific rules such as roleplay or building rules are being adhere too.

This team is also mingled in with the rest of the crowd and so they can see, experience, and monitor things that would normally not occur with an Admin or Owner was online.

---

## **JAVA DEVELOPMENT TEAM**

The (Java) Development Team is a small group of staff who have been deemed at least adequate in Java programming to help conceive and implement unique ideas that have not been done a certain way or done at all! This is achieved by providing the developers with information known only to the Owners and Development Team. This team is vital as it allows us to have unique features that may only be seen on PatriamMC!

As a safety measure, Developers have been granted inheritance of Helper permissions so that they can step in if needed. However, they are encouraged not to do so unless necessary.

---

## **BUILD TEAM**

The Build Team is the largest sub-team on PatriamMC as of writing (Sept. 22/22) with the Quest Team shortly behind. The team consists of x1 Chief Architect, x1 Project Manager, Master Architects, and Architects. The Chief Architect and Project Manager work closely with the server leadership to fulfill requests and ideas and they delegate that to the remaining team members. Master Architects are provided additional permissions to help them build. Architects are the newest of members and have a few less permissions for safety and integrity of the world and survival.

While the build team are staff members, they are not provided any punishment permissions such as mute or kick. They can however talk directly to other staff members.

---

## **QUEST DEVELOPMENT TEAM**

The Quest Team is the second largest team as of writing (Sept. 22/22) and consists of a Chief Quest Designer and the rest are Quest Designers. The Chief corresponds lots with the server leadership to get an idea of priority and they also have shown the most skill in their talent. This means they are great for delegating, creating detailed quests, and teaching new people.

Like the Build Team, they are not provided punishment permissions and they may have a few overlapping permissions with the build team.

---

## **OTHER / MISC ROLES**

In some cases, other/misc/random roles are created with additional powers for agreements made between the Management Team and the user. In cases like these, privileges are dependent on the task. However, it can be noted that they will *never* be granted punishment permissions.

---

## **OTHER PROJECTS**

Patriam Studios is involved in a few other projects which are currently now abandoned or on hold for a future and more accept time to continue development.

---

## **UNDERDARK**

A custom game... (More to be added later). Scope of member permissions and access is restricted solely to this project.

---

## GAME DEVELOPMENT TEAM

The game development team is a very small team of only a few members who are more experienced in game development rather than Minecraft specific Java development.

---

## HEARTS OF IRON IV

Hearts of Iron was a larger project that was originally done four or five years ago. It was revived with the creation of *PSGP* and had a team of around five people but had nearly twenty people signed up to help contribute to it.

The scope of permissions and access was restricted solely to the associated channels and GitHub repositories.

## STAFF ASSOCIATION POLICIES

Former, current, and future staff members and privileged users are expected to adhere to the following policies that are in place to protect the property of *PSGP*, integrity of gameplay, community and/or partner relationships.

## CONFIDENTIALITY

Patriam uses various platforms such as Google, XenForo, and other sites to help log useful data, track ongoing development progress, and keep records of important information regarding player actions and history, quest data, staff-only event information, etc.

---

## DOCUMENT CONFIDENTIALITY

*PSGP* uses many Google documents for collaborative work, some being open links and some request-only. It is requested that courtesy be given and all local, remote, and backups be removed, especially if it contains sensitive data regarding implemented features such as rewards, locations, objectives, or player data.



---

## CONVERSATION CONFIDENTIALITY

As with documents, the same goes for conversations that occur between the entire team and/or privileged users. *PSGP* requests that any local or remote copies of conversations, whether it be text or audio form, be permanently deleted or transferred to a member of the Management Team if it may be of use still.

*PSGP* also asks that any information learned about the inner working of the time that is with good reason, expected to remain private to the necessary teams, is kept to yourself to protect the integrity of server gameplay and survival.

---

## REASONABLE CAUTION

The information contained and distributed across the Patriam Studios teams are nowhere near dangerous or anything, but we still ask that reasonable precautions be taken to prevent accidental leaks. Leaving a master quest document open and then screen sharing would not be reasonable caution.

---

## DATA LEAK RESPONSE

If information considered ‘sensitive’ by *PSGP* or Management team member is leaked, such as document(s), link(s), and/or data. Reasonable effort will be made to determine the source of the leak and if discovered, discussion will occur to determine how or why it occurred and determine the damage (if any).

In the best scenario, little to no harm was done or easily repairable. An urge of caution will be issued, and things will carry on.

In the worst-case scenario, if a leak was blatantly done, it will result in immediate dismissal and any privileged access revoked. If the information was vital and the damage is irrecoverable or put the organization, community, or players at risk; the result will be immediate dismissal and permanent ban from all our platforms and services.

## COMMUNICATION

As Patriam Studios manages some large, tedious, and time-consuming projects. It is a requirement for staff members to have a valid and active Discord account as that is our only primary source of communication. Email may be used if applicable and only as an emergency method. However, some staff members may be required to have a Google Gmail account in addition to Discord as they may be required to access some private documents.

## **CHAIN OF COMMAND**

As with many organizations/communities, we have a chain of command. In many instances, it is perfectly acceptable and suggested to ask a fellow staff member in the same position or higher but within the same sub-team.

If a fellow staff member cannot give you a satisfactory answer, you can move up the chain of command to a senior member of the department or possibly the team lead depending on the rank structure. In circumstances where the question can only pertain to high-ranking team members, it can be escalated directly to them, especially in situations where haste is of the essence.

---

### **OVER ESCALATION**

In situations where there is an overuse of escalating questions and issues to team leads or management members which could be handled by someone of similar rank who is available or more likely to answer when an answer is needed. If a habit occurs, there will be a conversation to try and discuss any further questions and resolve them and to try and direct questions to fellow staff members which can help teach others as well. This would likely only become an issue if there is not enough team leads or management or they're unavailable due to time zones, conflicts, etc.

## REPORT OF ABUSE

Situations which require an immediate escalation past team leads to a member of server management or server leadership is if a staff member is suspected of abusing privileges granted to them for the purpose of their duties. In a situation such as this, it should be reported immediately in private messages to avoid drama or further damage or negligence. The reports should go to the following depending on position and department.

- [Management Team Member](#): The incident(s) should be reported to the Executive Team immediately and in private to avoid drama, confusion, rumors, misinterpretation, etc.
- [Administrative Team Member](#): An available Administrator should be notified privately if possible and the issue(s) should then be brought to the Staff Manager. The Staff Manager will then do a report and escalate it to the Executive Team as needed.
- [Java Development Team](#): A Server Administrator should be notified immediately if required. Otherwise, it should be brought to the Staff Manager where it can be escalated to the Executive Team.
- [Build Team](#): The Chief Architect and Staff Manager should be notified in private where it can be escalated from there.
- [Quest Development Team](#): The Chief Quest Designer and Staff Manager should be privately notified so that it can be escalated and dealt with.
- [Misc Privileged Role\(s\)](#): If there is a role of any sort that provides a user with some privilege that regular members do not have, then it should be brought to a Server Administrator and then the Staff Manager.

If a staff member suspected of abuse is a team lead, such as the Chief Architect, Lead Developer, or Chief Quest Designer; the report should be made with the Staff Manager so that it can be escalated to the executive team/

---

### EVIDENCE

All reports of abuse will be taken seriously, and efforts will be made to find any information, logs, chats, and whatever else is necessary to prove innocence or prove guilt. However, it is in the best interest of the community and the staff team to gather evidence at the time of occurrence. It is important you note the date (DD/MM/YY), time of day, and the time zone. This allows us to reference logs.

---

### MISUSE OF REPORTS

Any misuse of this system will result in harsh punishment as it could negatively or permanently damage the reputation of a specific user, group of users, or even the server staff team itself. It is strongly recommended to take evidence of anything you might deem inappropriate or misuse so that it can be discussed in private if you deem it necessary.

---

## CONFIDENTIALITY

Due to the nature of abuse, it is important that you do not talk about abuse reports. Misinformation is a problem on the internet and rumors can spread fast and will only do harm, generally more than without. It is in the best interest for you, the community, and the staff team, that any report of abuse is kept to a need-to-know basis with anyone involved or of appropriate authority.

## MISUSE OF PRIVILEGES

A misuse of privilege could be as simple as flying up 7 blocks because you had no blocks or as severe as spawning in stacks of diamonds and inflating the economy. Various things can happen. It is important to get an idea of what is considered misuse of privileges by *PSGP* policies.

The following things, but not exclusively limited to these are:

-

## ESCALATION OF FORCE

There are various ways and configurations the same situation could play out on a community. So, it is important to have a calm temper and not be quick to action such that it impairs judgement. Quick and rash decisions could result in unintended use of force which shines badly on staff members and the team.

## STEPS

Reasonable efforts should be made to contact the offending user(s) and attempt to resolve the situation without punishment commands. However, as same situations happen, it may be required for an immediate kick, mute, or even ban from Patriam services.

The instantaneous escalation of force needs to be used wisely and with good reason, otherwise trust can be lost between the community and the staff member, or possibly the team.

## PUNISHMENTS

If a situation requires a user to receive some sort of punishment. Mild as a warning or a heavy temp-ban. It is very important that staff collect evidence of player offences. Any punishment that requires a mute longer than one-hour and most importantly, a temp-ban, will require a simple report to be submitted within 16 hours of the offence. All in-game reasons should be detailed as should the forums thread with the included evidence. This ensures that if an appeal were to happen, evidence is on hand to backup staff member(s) and prove guilt or prove innocent.

## **TEAMS, PRIVILEGED, ACCIDENTAL**

If you are (1) part of the build team, (2) part of the quest development team, or (3) a privileged user with some extraordinary power, then this section is directed at you. However, this section applies to any and all users, including non-staff and non-privilege who come into such scenarios.

## **UNINTENTIONAL, BUG, OR ABUSE**

If a staff member, privileged user, or a member of the server is granted abilities such as creative or WorldEdit which has not been officially approved. It needs to be reported to a Server Administrator immediately and the Staff Manager and Executive Team need to be notified as well.

## **MANAGEMENT AND BUILD TEAM**

The Build Team is granted an extraordinary amount of power with creative and WorldEdit which can be very destructive to the world and integrity of play on the server. The Server Management and the Build Team are granted these abilities. Thus, it is within their responsibilities to take care while playing on the server to ensure that no creative-spawned or WorldEdited blocks end up in the hands of a survival player, the staff/privileged included.

---

### **CREATIVE & OTHER GAMEMODES**

All users privileged with this ability must ensure that no unauthorized use of one's account occurs, especially if they are another player on the server. This means logins and sessions must not be shared. Furthermore, some effort should be given to make sure no items are dropped while going in and out of creative menus.

If access to other gamemodes has been given. They cannot be used to travel, build, scavenge, mine, or bypass areas.

---

### **WORLDEDIT**

As WorldEdit is a very powerful and destructive ability. Privileged users must exercise extreme caution to ensure that server builds are not unintentionally affected, or that the world is not affected on a large scale without valid reason to do so.

## **QUEST DEVELOPMENT TEAM**

Quest developers are granted very similar abilities to the build team, just not WorldEdit. However, they have access to additional abilities with the features used for questing.

As of Patriam Infinitus, quest developers have dangerous and powerful options included with the mod for quests. Thus they must exercise extreme diligence to ensure that no unauthorized use of features occurs and that quest developers themselves do not overuse such abilities.

## **CONCLUSION**