

POD SQUAD STANDARD OPERATING PROCEDURES

The following text is the standard operating procedures of the Pod Squad. It details the structure of this organization, requirements for membership, tasks expected of each member as well as rewards that each members is entitled to for their work.

This document is available freely and is particularly addressed to all Pod Squad applicants and members as a reference guide to Pod Squad.

The Pod Squad is a corps of volunteer (outside of DP9's regular staff) that are tasked with running demonstrations, tournaments and leagues at various venues, mainly stores, gaming clubs and local conventions for the purpose of promoting our Heavy Gear Blitz, Heavy Gear Arena and Heavy Gear Badlands Rally tabletop miniature games.



APPLICATION REQUIREMENTS

Membership to the Pod Squad requires commitment as well as knowledge of our games and passion to show it off to the public. In that regard, all Pod Squad applicants must possess the following prior to signing up.

- ◆ Enthusiastic interest in Dream Pod 9's Heavy Gear game line and strong knowledge of the rules and background story.
- ◆ A copy of the Heavy Gear Blitz Field Manual Core Rules either in print form or as an ebook on iPad, tablet or laptop computer, plus access to PDFs of any recent Errata's or a printout of them is required.
- ◆ A copy of the Heavy Gear Blitz Two Player Starter Kit (DP9-9220), which includes small b&w format copies of the HGB Field Manual Core Rules and Locked & Loaded books, is a great item to have, but is not required. See the last page for a Special Pod Squad Promotion if you want to pick up one of these Kits.
- ◆ A minimum of the six (6) fully painted miniatures, 3 Hunter and 3 Jager minis from the HGB Two Player Starter Kit. Or two (2) fully painted general purpose squads of 5 miniature each from two (2) different factions is required.
- ◆ A few 6 sided dice, a measuring tape, plus access to appropriate terrain to block some line of sight, but not too much. A form of our blitz counters either the dice or card counters to keep track of movement and damage. The counter sheet can be downloaded from our website and printed out. See image lower right showing miniatures with our green blitz counter dice.
- ◆ Download and read all how to texts on the Pod Squad section of the Dream Pod 9 website.
- ◆ Join the Dream Pod 9 Forum at www.dp9forum.com and keep up to date on Pod Squad activities.
- ◆ Download our free Gear Garage army building software and use it to make your 2 squads and have printouts for the players to use during the game.

APPLICANTS ARE REQUIRED TO PROVIDE THE FOLLOWING INFORMATION:

- ◆ A photograph of your painted miniatures.
- ◆ Forum Name and desired call sign.
- ◆ Full name and shipping address.
- ◆ Public E-mail address.
- ◆ Phone number, including area and country code.
- ◆ T-Shirt size.

Once the applicant has fulfilled the requirements, they will be issued the following items.

- ◆ Pod Squad Patch.
- ◆ Dream Pod 9 T-Shirt.
- ◆ Posters and other promotional items. (when available)



STRUCTURE

To function properly, the Pod Squad needs to be structured. Members are divided between Field Agents and District Field agents.

District Field Agents will run the monthly operations of their district and could have any number of Field agents including themselves if they are the only person in their district. We will be implementing a point's reward system. In order to earn points the volunteer will need to run events and demos of Dream Pod 9 games. The products showcased would have to be currently active product lines and those being Heavy Gear Blitz, Arena and/or Badlands Rally tabletop miniature games. Demos and events highlighting inactive product lines like Jovian Chronicles and Gear Krieg would not count for the purpose of earning points. Points once earned will be entered into your Pod Squad account on the Dream Pod 9 online store and can be used to purchase products there. Here is a breakdown of what events will count for points and a suggestion of how many points that type of event will generate. All events must take place at a local game store, gaming convention or approved gaming club.

EVENTS AND POINTS EARNED

- ◆ 5 Points are Earned per hour for running Events like Demos, Challenges, Leagues and/or Tournaments. With a maximum of 8 Hours per week or 40 Points.
- ◆ Each point has a \$1 value for product on the Dream Pod 9 Online Store and can not be traded or exchanged for cash.
- ◆ Demo Session of 1 Hour (5 points), event must have 1 - 2 players minimum and must be new player(s) each time or the same player(s) trying a different one of our games (Heavy Gear Blitz, Arena or Badlands Rally).
- ◆ Challenge the Staff (Pod Squad Field Agent) Heavy Gear Blitz game of 1 Hour (5 points), Like Dream Pod 9 does at the conventions we attend with our Challenge the Staff Events. Each player having 2 combat groups will make a good 1 hour game, the Pod Squad member decides the TV, PL and /or combat groups required.
- ◆ Tournaments of 4 to 8 hours (20 to 40 points), event must be advertised well ahead of time and held at a suitable venue and have a minimum of 4 players. The Pod Squad member decides Tournament details like TV, PL, number of rounds objectives and victory conditions. If only 3 players show up the Pod Squad member should play a ringer army to ensure the event takes place, but can not win any prizes to be awarded.
- ◆ Leagues of 2 to 4 hours a week (10 to 20 points per week) league must last a minimum of 4 weeks with at least 2 games played per week, and points will only be earned at the end of the league.

- ◆ Conventions Support (1 to 20 hours) (5 to 100 points) for conventions not attended by Dream Pod 9 Staff. If you will be running more than 8 hours of events (Demos, Tournament, etc.) you must inform Dream Pod 9 to get approval for the extra hours over our 8 hour weekly maximum and the convention and events being run must be advertised well ahead of time on the DP9 Forum and/or other suitable locations to inform our players.

For conventions attended by Dream Pod 9 in an official capacity, Volunteers will receive the basic 5 points per hour worked in a shift, plus bonus points for longer shifts. And they may use their points at the end of the convention to pick up product right away or bank them for a later purchase on the Dream Pod 9 Online Store.

- ◆ 10 bonus points if 6 or more hours are worked in the same day, or 20 bonus points if 10 or more hours are worked in the same day.

For larger conventions like Gen Con Dream Pod 9 also provides a free 4 day badge for volunteers who commit to working at least 24 hours or more of shifts.

REPORTING

Field Agents are required to report all events they intend to seek credit for within one week after the event is concluded, and email a record of the event providing information to confirm the event actually occurred. The information that must be included in this email is as follows.

1. Type of event (Demo, Tournament, League, etc.)
2. Date and time of the event including duration of events and total Pod Squad points requested. (The event must have occurred to receive points.)
3. Name of venue as well as location
4. Contact information for the venue including name of contact, phone number, and email address
5. Number of attendees, names of attendees, and note on the event such as winners
6. Photo(s) of the event attached to the email.

Photos taken at events can also be used in upcoming issues of our GearUp e-zine.

An Event Demo/Convention report form will be available for download to be used as you sitrep for the month. It can be filled out scanned or take a digital photo and emailed to our Pod Squad Coordinator, Joe Johnson at (joe.johnson@dp9.com) or mailed to him at the following address: Joe Johnson, 100 New Road Apt. A5, Somers Point, NJ 08244 USA.

USING YOUR POINTS

Once your event(s) are reported and the Pod Squad Coordinator has verified it then the points earned will be added to your new Dream Pod 9 Online Store account.

A new Dream Pod 9 Online Store will be coming online this August (2013). You will need to create a new account on the Online Store once its live and we will upgrade your account to Pod Squad Member Status. The new account will include the point system for online purchases. Where 1 point will have a value of \$1 on the new Online Store to make purchases of regular products, plus we will have a few special Pod Squad exclusive products coming in the future. If the items you want take more points than you have available you'll be able to just pay the difference plus any required shipping costs.

STANDARD OPERATING PROCEDURES

All successful applicants are given the rank of Field Agent and are required to do a minimum of 3 hours of activities per month to maintain their standing within the Pod Squad. Any promotions to District Field Agents must be the product of discussion as we cannot force an individual member to take on more responsibility than their schedule allows. While promotions are possible, expulsion is also possible. This is typically due to unbecoming behavior or repeated failure to meet minimum task requirements. How you achieve your minimum monthly activities is up to you. If due to personal or time constraints you can't meet this minimum please inform the Pod Squad Coordinator and request a vacation period of 1 to 4 months.

Pod Squad shall also be divided into geographical regions to better cover local gaming events and venues. These sections shall be named after their actual geographical location as before. (Pod Squad Ottawa for instance).

MEMBER RESPONSIBILITIES & DUTIES

All Pod Squad Members are free to decide how and when they accomplish their minimum 3 hours of activities. They are simply compelled to complete it in a monthly basis.

A block of work consists of any promotional activities (mainly demonstrations) consisting of a minimum period of three (3) continuous hours in store or at an event.

All members must keep current with Pod Squad events and read the Squad Briefing found in the Pod Squad section of the forum. It contains periodical news and announcements as well as give standing orders to Pod Squad members.

SITREPS

At the beginning of the month, the member must file a report (Sitrep, or situation report) to the Volunteer Coordinator their local District agent about their intended monthly activities.

These activities must be coordinated by the section's District Agent to ensure that the events do not overlap one another in a given area. The reports are then entered no later than the 7th of each month. A simple email of time and date, as well as details on the activities planned will do.

The Member will then complete a report of their event and detail such information as number of demo requester, number of visitors and general information that are noteworthy during the event at its conclusion and email it to their local District agent.

Important local events, such as gaming conventions must also be put into the sitreps as to better target promotional activities. District agents will then report to the Volunteer Coordinator about their section's activities via the same format.

In larger Pod Sections where there is a District Agent, this member will collate all information and reports on their Pod Section's monthly activities and send a comprehensive notice to the Pod Coordinator, Joe Johnson (joe.johnson@dp9.com) at the end of the month no later than the 28th of each month.

The Pod Coordinator will then go through the information and reports provided by each section and update the forum and member status accordingly as well as produce a newsletter containing note worthy Pod Squad deeds and achievements at a minimum of twice a month.

DREAM POD 9 RESPONSIBILITIES & DUTIES

Dream Pod 9 is there for you and communication is key, we will listen to your ideas and recommendations (though we made not use them). We will support your rules decisions at the events you run. And we keep confidential your information except when required by event planning organizers to get in contact with you.

Our Pod Squad Coordinatoor, Joe Johnson will maintain an up todate Pod Squad Listing online and all event requests via the Dream Pod 9 Website from retailers, conventions and gaming clubs will go through his email at (joe.johnson@dp9.com) and he will then get in contact with the local Pod Squad Field Agent to see it they are available. Only after that will your information be given to the event planning organizers so that you can both get in contact to work out all the details of the events to be run and when.

COMMENDATIONS

As well as ranks, members may also earn citations and commendations for various achievements during their tenure as a member of the Pod Squad. These will be added to their Dream Pod 9 Online Forum profile and are used to foster friendly competition between various Pod Squad sections and individual members. More will be added at a later time as well as Custom Citations to commemorate exceptional tasks.

Meritorious Service Citation

Anyone who has gone above and beyond the monthly minimum in a consistent and enthusiastic manner. Recruitment Commendation Anyone who has increased the size and numbers of their local Pod Squad significantly in a relatively short period of time.

Herald Commendation

Anyone who has increased, in a remarkable manner, the visibility of DP9 in the gaming world either by forum post or other forms of sanctioned postings or by their presence at local gaming events.

Mercantile Commendation

Anyone who has managed to convince a high proportion of Stores to carry DP9 products in a serious manner.

Long Service Commendation

Anyone who has stayed a Pod Squad member for at least 3 years.

Conspicuous Demonstrator Citation

Anyone who has performed a series of demonstrations and have a significant amount of their demo audience order within a week (they mention the member's name in the comment section).

League Organizer Citation

Anyone who has consistently and proficiently ran a large number of successful leagues with a high participation rate in stores or elsewhere.

Tournament Organizer Citation

Anyone who has consistently and proficiently ran a large number of successful tournaments with a high participation rate in stores or elsewhere.

CONTACT INFORMATION:

Joe Johnson, Pod Squad Coordinator
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EVENTS ANNOUNCEMENTS

Pod Squad Members are responsible for announcing their activities at gaming stores or planned venues as well as on forums and websites. There is a specific section on the DP9 Forum labeled "Conventions and Demos" that members can post their events in. Also please email our Pod Squad Coordinator to make him aware of these events prior to announcements.

LEAGUE AND TOURNAMENT SUPPORT

Pod Squad Sections may charge a small nominal fee (5\$ suggested per participant) for league and tournament play to cover the cost of memorabilia packs such as campaign, league or tournament patches to be issued to participants. Future badges with velcro backing to easily go on your Heavy Gear Blitz Battlefoam Bag, if you have one, are planned for participating in events and leagues, and winning tournaments later this year.

If a retail location wants to offer prize support for a tournament we suggest to you let them charge a small nominal fee (5\$ to 10\$ suggested per participant) which they can split the instore credit prize between the winner and most sportsman player to will help push instore sales.

It is also possible to ask for support from the Pod in the form of additional posters, promotional items as well as prize certificates for Tournaments.

UNIFORM AND PATCH

All Pod Squad members are required to wear their specially issued Dream Pod 9 T-Shirt when conducting their events.

Your Pod Squad logo patch can also be sown onto the left hand sleeve of the T-shirt or if you sew on some velcro backing it can be shown on your Heavy Gear Blitz Battlefoam Bag, if you have one.

Additional Pod Squad Badges without velcro backing are available for purchase by past and current members of the Pod Squad at \$2.50 each. We'll be getting some patches made later this year with the velcro backing on them.



SPECIAL POD SQUAD PROMOTION



Pod Squad Members may purchase 1 set of the Heavy Gear Blitz Two Player Starter Kit (DP9-9220) at \$66.95 on the DP9 Online Store and once they have used the kit to run at least 6 hours of demos (SitRep reports submitted, with your online store order number from the purchase). Dream Pod 9 will then credit your Pod Squad online store account with 67 bonus points on top of the points you earn for running the events.



This Fall DP9 will be releasing a new Heavy Gear board game called Badlands Rally with fast paced Gear racing game with a new custom rules set. The box will include 4 racing Gears, a full color map and rules booklet. Pod Squad Members may purchase 1 set of the Heavy Gear Badlands Rally (DP9-9310) at \$49.95 on the DP9 Online Store and once they have used the kit to run at least 6 hours of demos (SitRep reports submitted, with your online store order number from the purchase). Dream Pod 9 will then credit your Pod Squad online store account with 50 bonus points on top of the points you earn for running the events.

We also recommend that you keep the box(s) to show when your running demos.