



Minecraft Middle-Earth Moderator Guidelines & Manual

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Abstract

The Moderator Guidelines & Manual is a resource which all Moderators must follow. It is also available as a public document for users of the MCME Network who are interested in reading the Operational Procedures that Moderators adhere to and follow in the course of their duties on the MCME Network. The purpose of this resource is to inform users with an idea of what Moderators are through their responsibilities, obligations, and expectations at a management level.

Please be advised that this document may be edited or updated at any time.

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1. Badge Description

The Moderator badge holder's primary duty is to keep the peace on the MCME Network which includes all the official services of MCME (e.g. Minecraft, Discord, Forums, etc.) This peacekeeping entails: Helping out community members with problems; Resolving conflicts between members; Applying the rules set in the terms of service where necessary. Moderators have access to moderation tools which are mute, kick, temporary ban, and demotion to oathbreaker. These tools are to be used in scenarios where communication fails to resolve the issue or where the peace of the network is threatened.

Moderators have access to Coreprotect which is a plugin that logs block placements/breakage and this is useful in a griefing scenario. Coreprotect also gives the option to rollback to remove grief. Moderators also have access to teleportation, which allows them to teleport oathbreakers to spawn, so they can start their journey. Moderators have access to a separate chat both on minecraft and on discord which can be used for communication between moderators about how to resolve possible peace breaking scenarios. Rangedspy is also among the tools of the moderators which allows the moderators to read any conversation held in local chat - even when the moderator is not in local range.

Moderator badge holders should always perform their rank's duties first except for when there is a scenario that threatens the peace of the MCME network. Moderators are expected to be trustworthy, impartial and act with professional integrity when performing their moderation duties. Most of all Moderators have to be approachable and actively part of the community.

It is a moderators duty to make sure the members of the community enjoy the MCME network in peace. The Moderators are given the tools mentioned above to help them with this task. Moderators are to be held accountable if any of the above mentioned tools are used for matters other than mentioned.

2. How to Become a Moderator

After reading the Badge description, you may be interested in becoming a Moderator yourself. This section explains the application process that is used to promote someone to a Moderator. There is also some general advice that you should think about before applying.

2.1. Application Process

The application process to become a Moderator is not fast as we must ensure that only the right people become Moderators. Before applying, you may wish to talk to the Head Moderator or another Moderator about your intentions or if you have any further questions about the process. Please be aware that your application may be cancelled or denied at any point during the process, due to inactivity, committing a rule infraction, or for another substantial reason. In some cases, if you are not successful then your application may be kept open for future consideration, although this is not guaranteed.

The process is started by submitting an application on the forums under the Moderator section of Rank and Badge Applications. By submitting an application you are registering your interest in becoming a Moderator. The Moderators will then discuss your application and how you act on MCME. For example, the Moderators will think about if you show the expected behaviours of Moderators (see Section 3.3.) and they may look at how you have acted in previous situations on MCME. You may be asked to take a 'quiz' where you explain how you would act in different scenarios.

After this you may have to wait a considerable amount of time before being taken to the next stage of the application. During this amount of time, you will be watched to see how you conduct yourself in different situations. You could be waiting because you have potential but are not ready to become Moderator yet. The Head Moderator may talk to you during this time to update you on what is happening with your application.

If you are ready to become a Moderator, you will be interviewed by the Head Moderator and one or more other Valar. After the interview, a final decision will be made and you may or may not be given the badge.

2.1.1. Application Format

The following format can be used when applying for Moderator. However, it is not essential that the application format is used, as long as it covers the points needed and it has sufficient

detail.

Thread title: Your username

Minecraft Username: MinecraftUsername

Date Joined: 01 January 2014 (Please format the date as DD Month YYYY)

Country/Timezone: Country/Timezone

Are you regularly active on the server? Yes / No / Sometimes (explain)

Are you regularly on Discord? Yes / No / Sometimes

Why are you applying for Moderator? Explanation.

Do you have any particular skills? Explanation.

What experience have you had on MCME? Explanation.

2.2. General Advice

Before applying for Moderator, you must be at least a Commoner, but it is recommended you are an Artist or Guide. You should be knowledgeable in how MCME currently works and you should have experience in some different aspects of MCME. Players who are relatively new will not be accepted. You should be active, friendly, and well-known in the community too - it is very important that you have a good reputation. Displaying some of the behaviours that are expected of Moderators is also important.

There are also some things that will not help you in getting the badge. Acting as a Moderator when you are not one will not help, this is because you could spread misinformation and try to moderate events that do not need moderating. Having a history of toxic or edgy behaviour will not help. Coming across as too strict in certain situations will not be very helpful either, as coming across as too strict or taking situations personally will mean that you do not moderate in a fair way.

If you were previously held a Moderation role on MCME, then you will go through the same process as all other members.

3. *Moderator Expectations*

Moderators are not expected to be actively moderating all the time when they are online, however they should keep their duties in mind and perform them when needed.

3.1. Communication

Effective communication is very important when moderating. It helps to ensure that mistakes are not made and so that Moderators work together as a team better. Moderators are expected to be actively aware of what is going on in the chat, particularly the Moderator chat and Staff chat, if you are also staff. If a Moderator is unsure of a situation or punishment, then they should ask for the thoughts of other Moderators or Valar. Finally, Moderators should be working together as a team, talk, and come to conclusions together when dealing with situations.

3.2. Activity

For Moderators to fulfil their duties they need to be active in the community on the Server, Discord, and the Forums. They do not need to be available everyday, but they should put in a reasonable amount of time and effort into MCME. To be active in the community, they could be providing assistance to players in need and performing the duties of your main rank, such as building if you are an Artist.

3.3. Behaviour

A Moderator is generally a mature and experienced player who has been part of the MCME community for a long time; therefore they would be seen as role-models by newer and less experienced members. Being professional is a key part of being a Moderator. It is fine to have fun with other players and make the server enjoyable for yourself and others, but Moderators should be aware of how their own behaviour and actions could affect others. Professionalism is about not having an aggressive or controlling personality, and not abusing privileges such as excessive joke kicks or being biased towards other players.

Helpful behaviour is also an important part of being a Moderator. Moderators should have a willingness to help, provide assistance, and to have a good helpful attitude. Examples of this include helping new players if they ask for help, or providing support on Discord if there is nobody else there to help them.

3.4. Disciplinary Actions

Moderators should follow the guidelines that are set out in this manual. If they are found not to be living up to their expectations and responsibilities, or are not being impartial, or are not exercising good judgement, then the Moderator may be issued a warning. After receiving multiple warnings, they will be asked to step down from Moderator.

In addition to this, a Moderator is not above the MCME Terms and Rules and therefore they should be following them too. If a Moderator is found breaking these rules then they could be subject to the same punishment as any other player would get.

4. Moderator Responsibilities

Moderators are the peacekeepers of MCME Network and as such, are responsible for overseeing activity of players/users, assisting players in need of help and preventing them from breaking the rules as well as enforcing the rules. Below is an agenda of the responsibilities that Moderators should perform on the MCME Network.

4.1. Player Conduct

It is important that Moderators ensure that users of the MCME Network are adhering to the Rules and Terms of Service.

4.1.1. Build Server

A Moderator's duty is to make sure players are following the rules pertaining to chat etiquette. Remember that this is an open community project where players of all ages are welcome to join. The usage of inappropriate language, of sexual, vulgar, of discriminatory nature, and political/religious discussions are not tolerated. The moderation of players within a job should be closely monitored as the Build Team may require assistance with the movement and coordination of players. Although the job plugin restricts activity outside an area, that radius area can still be manipulated if a job is executed.

4.1.2. Freebuild

On the Freebuild Server, everyone who has the rank of Commoner or higher has access to build permissions. Therefore, although Commoners are generally trusted players, it is more likely that there will be grief on this server. The Moderator has the running duty and obligation to handle matters.

4.1.3. Discord

Whilst Discord is distinguished as more informal and a viable setting than chat ingame, it is still within your responsibility that players do not abuse rules on Discord. Players who use our Discord regularly must display their ingame name. With failure to adhere to this, the player must be instructed to change their ingame to easily distinguish players.

4.1.4. Forums

The forum is a public medium where users are able to start threads and posts in their sequential board. Moderators have the responsibility to enforce and moderate the forum

through the Terms of Service and Community rules. Moderators have a few resources which are able to assist them with this.

4.2. Documentation

4.2.1. Documenting Punishments

When a Moderator has issued a ban or oathbreaker punishment, it is their responsibility to record it. When recording the punishment, they must provide sufficient evidence and thorough details of the circumstance of the punishment. Moderators are held accountable if they fail to provide enough evidence or information regarding the punishment. Evidence should be recorded as soon as it is practicable.

For more complex matters, the Moderator may wish to write a summary or short report about the events that happened. This could include details on reports received about the player, or an explanation about what happened.

4.2.2. Uploading Evidence

The uploading of screenshots from ingame or other evidence requires the utilisation of the MCME Google Drive - Moderator Folder. Below is the procedure in doing so:

1. Go to the Minecraft Middle Earth Google Drive and open the Moderator Folder
2. Open up the applicable year/month for the entry in the **Evidence Folder**
3. Drag the screenshot for that entry into the folder space
4. Rename the evidence to '[Date] [Name] [Punishment]' such as '25/12/19 - Jona - Ban'.
You may wish to include the reason for the punishment in the file name.

If a Moderator has multiple screenshots or files of evidence, then they may wish to create an extra folder within the applicable year/month to put this evidence in.

4.3. Ban Appeals

Moderators are accountable for their issued bans. If a player creates a Ban Appeal, a different Moderator to who had issued that ban must address that ban in question and make the determination to judge those appeals accordingly. Before a ban is appealed or denied, there may be discussion between the Moderators and Valar about the appeal. Once the ban appeal has been appealed or denied, the thread is locked.

5. Infractions and Punishments

Moderators have access to several different punishments that they can use when dealing with rule infractions across the MCME Network. This section explains the punishments and restrictions that Moderators have access to and why they could be used. When dealing with infractions and imposing punishments, Moderators should always act without bias and use good judgement. If they cannot be impartial in a situation, then they should let another Moderator deal with the situation instead.

5.1. MCME Servers

5.1.1. Oathbreaker

The Oathbreaker punishment is where the player loses their rank and all permissions. The only thing they are able to do is talk in chat and walk. There are two types of Oathbreaker which are 'First Degree' and 'Second Degree'; the differences will be explained.

Demoting someone to Oathbreaker is most effective on players who grief during jobs and some trolls because it allows them to walk through the world and appreciate the amount of time and effort that has been put into it. If a Moderator demotes a player to Oathbreaker, then they must collect sufficient evidence to support this decision.

When a player is demoted to Oathbreaker, the Moderator will teleport them to spawn and assign them a destination to walk to. The player should also be added to the Watchlist with their destination, so other Moderators are informed about the oathbreaker. When the Oathbreaker reaches their destination, if they are a First Degree then they can be repromoted to Adventurer, if they are Second Degree then they must wait a week before being promoted to Adventurer. This whole process must be overseen by a Moderator.

5.1.2. Warnings

A warning should always be used in the first instance when a rule infraction occurs and before any further action is taken. This can be done by writing to the player in chat or by using the /warn command. This command will warn an offline player when they next login to the server.

5.1.3. Kicks

A kick may be used as another kind of warning or it could be used to reinforce a warning if the

first warning is ignored. Joke kicks should be rarely used because this can reduce the effectiveness of kicks.

5.1.4. Mutes

A mute restricts a player from typing in chat and therefore it should be used for chat infractions. Mutes should only be used after a warning or a kick, or used in the first instance in an extreme circumstance. A Moderator is able to mute a player for a maximum of 14 days and they can ask a Vala to make the mute longer if they feel it is needed. Sufficient evidence must be collected for mutes.

5.1.5. Bans

A ban prevents players from joining the server and should be used as a last resort or in extreme circumstances. Players that are banned from the server must also be banned from Discord. Similarly to mutes, Moderators are able to ban players for a maximum of 14 days and they can ask a Vala to make it longer. Sufficient evidence must be collected for bans.

5.2. Discord

On Discord, Moderators have access to kicking and banning players from the server. In voice chats, Moderators are able to mute, deafen, move, and disconnect players. Moderators can ask a valar to give a member the muted role to prevent the player from typing in chats.

5.3. Forums

Moderators have access to forum moderation permissions. This allows them to edit and delete posts which may be inappropriate. Threads can be locked, meaning that users can't reply to them and threads can be moved if they are started in the incorrect forum.

5.3.1. Issuing a Forum Warning

Users that do not follow the Rules on the forums may be given warning points. This can be done by a Moderator by issuing warning points to them. A user can be issued a warning directly or based on a post they have made. To issue a user a warning directly, you must click on their profile, then go to 'Moderation Tools'.

5.3.2. Forum Infraction Threshold

When a forum user has accumulated an amount of Warnings Points, the following sanctions will automatically be imposed:

Warning Points	Punishment	Duration
5	Discourage	1 Day
10	Temporary Forum Banishment	1 Week
12	Discourage	2 Days
15	Permanent Forum Banishment	Permanent Ban

6. Available Plugins & Commands

The list below is all commands that are available to players with the Moderator Badge. They are extra commands to help you moderate the server and you will still have access to all commands that come with your primary rank. There is a command list that is regularly updated in the Moderator Private Forums

6.1. LiteBans

The main moderation plugin which handles bans, mutes, kicks, and warnings.

- /warn <player> [reason] -> Warns a player for the given reason
- /kick <player> [reason] -> Warns a player for the given reason
- /mute <player> [time] [reason] -> Mutes a player for the given amount of time and reason
- /ban <player> [time] [reason] -> Bans a player for a maximum of 14 days for the given reason
- /checkban <player> -> Check to see if a player is banned
- /checkmute <player> -> Check to see if a player is muted
- /geoip <player> -> Check the country of <player>
- /history <player> -> View the past punishments for <player>
- /staffhistory <moderator> -> View the punishments given out by other Moderators

6.2. CoreProtect

A plugin which logs all server activity including chat, commands, block placing/breaking etc.

A more in-depth command list with examples can be found at: [Minerealm Community Forums - View topic - CoreProtect - Commands](#)

- /co help -> Display a list of commands
- /co inspect -> Toggle the inspector
- /co rollback <params> -> Rollback block data
- /co restore <params> -> Restore block data
- /co lookup <params> -> Advanced block data lookup
- /co near -> Performs a lookup with a radius of 5
- /co teleport <coordinates> -> Teleport to the coordinates of a lookup
- /co undo -> Revert a rollback/restore via the opposite action

6.3. HackedServer

Shows information on who is using non-vanilla (chocolate) Minecraft clients, such as forge.

- `/hs check <player>` -> Shows the version of the specified player
- `/hs list` -> Shows the connected chocolate users
- `/hs inv` -> Opens the HackedServer inventory
- `/hs forge inv` -> Opens the HackedServer Forge inventory
- `/hs forge list` -> Shows the connected Forge users
- `/hs forge check <player>` -> Shows the mods of the specified player

6.4. MCME Architect Plugin

An MCME plugin which has lots of helpful commands. Mainly for building but with some useful moderation tools too. The full Architect Plugin manual is at: [MCME Architect Manual](#)

- `/architect checknbt` -> Checks the item you hold in your main hand for NBT Data
- `/architect checknbt <player>` -> Checks all items in the inventory of <player> for NBT Data

6.5. MCME Moderation Plugin

An MCME plugin which adds a watchlist. It logs reports made by players and Moderators can manually add and remove players. Moderators are informed when a player on the watchlist joins the server.

- `/report <player> [reason]` -> Pings Moderators to alert them to the player
- `/watchlist` -> Displays the available watchlist commands
- `/watchlist add <player> <reason>` -> Adds a player to the watchlist
- `/watchlist remove <player> [reason]` -> Removes a player, or a reason, from watchlist
- `/watchlist <player>` -> Watchlist details about a player
- `/watchlist list [page] [selection]` -> See players on the watchlist

6.6. Miscellaneous

Lots of other useful commands that are available to you.

- `/mod` -> Talk in Moderator chat

- /ob <player> -> Sets a player to Oathbreaker
- /unob <player> -> Sets an Oathbreaker back to Adventurer
- /ip <player> -> Check the IP of <player>
- /seen <player> -> Check the IP and previous names of <player>
- /seen <ip> -> Check to see players that have joined with that IP
- /invsee <player> -> Check what is inside the inventory of <player>
- /clear <player> -> Clears the inventory of <player>
- /rangedspy -> See local chat from across the whole server
- /theme unclaim -> Remove everything from the themed-build plot you are standing in -
Be careful as there is no undo!