

# Lively Kingdom Leadership Team Guide

*Motto: Creating Memories Worth Repeating*

**CONFIDENTIAL — FOR LEADERSHIP EYES ONLY**

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## 1. Introduction

Welcome to the Lively Kingdom Leadership Team. This guide outlines your responsibilities, requirements, command usage, procedures, and expectations. This information is **strictly confidential** and must not be shared outside the Leadership Team.

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## 2. Leadership Requirements

To become and remain a member of the Lively Kingdom Leadership Team, you must meet the following in-game requirements:

- **40 minutes** minimum in-game activity.
- **3 completed sessions**, which may include training or interview sessions.

These ensure all Leadership members are active, experienced, and capable of assisting guests and staff.

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## 3. Command Usage Guidelines

Leadership members have access to moderation commands, Basic Admin Essentials (BAE) tools, and time tracking commands. These must be used **responsibly** and **professionally**.

### 3.0. Time Tracking Commands

The following are required for tracking activity:

- `!clockin` — Use this when you begin your shift or start moderating.
- `!clockout` — Use this when you end your shift.

Leadership members must clock in and out accurately to reflect true activity.

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### 3. Command Usage Guidelines

Leadership members have access to moderation commands and Basic Admin Essentials (BAE) tools. These must be used **responsibly** and **professionally**.

#### 3.1. REQUIRED RULE — 5 Letter Minimum

When using moderation commands on a player (e.g., `:bring`, `:fly`, `!clearcuff`), you **must use at least 5 letters** of their username to avoid affecting the wrong player due to duplicates.

Example:

- Correct: `:bring superm`
- Incorrect: `:bring sup`

#### 3.2. Basic Admin Essentials Commands (BAE)

The following commands **must NOT be abused**:

- `:fly` — Never use on guests; only for moderation purposes.
- `:bring` — Only for investigations or moderation.
- `:speed` — Only for self-moderation or emergency response.
- `:m` (message) — May not be used.
- `:tp` — Only when necessary.

### 3.3. Lively Kingdom Custom Commands

- **!clearcuff** — Clears handcuffs off a user. Use this when someone is wrongly cuffed or stuck.

Misuse of any command may result in discipline.

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## 4. Raid Procedures

A raid is defined as **three or more people working together** to troll, exploit, or disrupt the park.

### 4.1. What You Need

You **must** gather evidence before requesting a permanent ban:

- A **screenshot** showing all raiders together participating in trolling.  
**OR**
- Their **chat logs** showing coordinated trolling.

### 4.2. What To Do

1. Collect your proof.
2. Contact a **Management+** member.
3. Provide:
  - Usernames of all raiders
  - Evidence screenshots / chatlogs
  - Time and description of actions
4. Management will review and issue a **pban** if appropriate.

**Leadership may NOT pban directly.**

## **5. Discord Leadership Channels**

Leadership members use the **#leadership-requests** Discord channel for:

- **Time Off Requests**
- **Roblox Username Changes**
- **Server Ban Requests**

When submitting a request, **ALWAYS** ping a **Park Manager (@Park Manager)** so it can be reviewed promptly.

Below are the formats for each request.

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### **5.1. Time Off Request Format**

Time Off Request

Username:

Dates Needed:

Reason (optional):

### **5.2. Username Change Format**

Username Change Request

Old Username:

New Username:

Reason for Change (optional):

### **5.3. Server Ban Request Format**

Server Ban Request

Username of Offender:

Reason for Ban:

Evidence (screenshot/link):

@Park Manager

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## **6. Expectations & Professional Conduct**

As a Leadership member, you represent Lively Kingdom at all times. You are expected to:

- Remain professional and respectful.
- Follow all rules and procedures.
- Use commands responsibly.
- Assist guests, staff, and management.
- Avoid favoritism or bias.
- Report misconduct immediately.

Failing to follow these guidelines may result in disciplinary action or removal from the team.

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