



OFFICIAL ELEMENT ESPORTS OPERATIONS GUIDE

STAFF AND MANAGEMENT ROLE GUIDE

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Responsibilities, reporting lines, and public-facing role terminology for the people who operate Element Esports.

Current controlled copy: elementesports.joshdisciple.chatgpt.site/resources/documents

Purpose and use

This guide defines responsibilities and reporting relationships for Element Esports leadership and staff positions. Roles are volunteer positions unless a separate signed agreement states otherwise.

Formal position names govern authority. Element-themed labels are approachable Discord display roles and do not independently grant access, compensation, or decision-making power.

01 / Owner / Founder

ROLE TYPE	Sole legal owner
REPORTS TO	N/A

Retains legal ownership and final responsibility for vision, brand identity, strategy, major appointments, assets, policy approval, and formal representation.

- Define and protect the long-term mission
- Approve senior appointments, partnerships, and structural changes
- Control organizational assets and final escalations

02 / Executive Director

ROLE TYPE	Senior executive / operating partner
REPORTS TO	Owner / Founder

Directs day-to-day operations and implements strategy across departments. Any ownership, equity, or profit-sharing interest must be established separately in writing.

- Coordinate department leads and organizational priorities
- Apply policy and support a healthy culture
- Represent leadership in approved meetings and partnerships

03 / Director of Operations

ROLE TYPE	Senior manager
REPORTS TO	Executive Director or Owner

Coordinates timelines, staff workflow, internal systems, and cross-department execution.

- Maintain project trackers, shared drives, and meetings
- Monitor deadlines, events, and calendars
- Support accountability and operational continuity

04 / Team Manager

ROLE TYPE	Competitive roster manager
REPORTS TO	Executive Director or Operations

Oversees competitive rosters, schedules, player development, and organizer communication.

- Maintain rosters and availability
- Coordinate scrimms, tournaments, and feedback
- Escalate conduct, eligibility, and performance issues

05 / Community Lead

ROLE TYPE	Public-facing staff
REPORTS TO	Executive Director or Operations

Maintains safe, welcoming, and active community spaces.

- Oversee community platforms and moderation
- Coordinate game nights, watch parties, and public activities
- Elevate feedback and safety concerns

06 / Creative Lead

ROLE TYPE	Brand and visual management
REPORTS TO	Executive Director or Owner

Protects the visual identity and coordinates official creative work.

- Maintain approved logos, overlays, and templates
- Create or coordinate visual and video assets
- Approve material third-party brand use

07 / Social Media Lead

ROLE TYPE	Marketing and communications
REPORTS TO	Creative Lead or Executive Director

Manages approved public content, voice, publishing, and audience engagement.

- Write, schedule, and publish approved posts
- Promote events, content, wins, and announcements
- Monitor engagement and support member promotion

08 / Moderators

ROLE TYPE	Community support
REPORTS TO	Community Lead or Operations

Help maintain safety, order, accessibility, and positive participation.

- Apply server rules consistently
- Support events, launches, and onboarding
- Preserve and escalate serious concerns

09 / Creator Liaison

ROLE TYPE	Talent and creator relations
REPORTS TO	Executive Director or Operations

Supports creator recruitment, onboarding, communication, and development.

- Vet and onboard creators
- Coordinate creator needs with events and campaigns
- Support branding and promotion without promising outcomes

10 / Event Coordinator

ROLE TYPE	Project-based staff
REPORTS TO	Operations or Community Lead

Plans approved community or competitive activities from briefing through review.

- Build schedules, formats, rules, and run-of-show materials
- Coordinate moderators, creatives, and participants
- Document results and lessons learned

11 / Coach / Analyst

ROLE TYPE	Competitive support staff
REPORTS TO	Team Manager

Supports players through coaching, review, strategy, and development planning.

- Lead approved practice and review sessions
- Provide constructive, role-appropriate feedback
- Track relevant rules, patches, and competitive changes

12 / Partner Relations Manager

ROLE TYPE	External liaison
REPORTS TO	Owner or Executive Director

Coordinates sponsor, affiliate, and partner relationships within approved authority.

- Identify and assess prospective partners
- Maintain commitments and reporting
- Coordinate compliant partner integrations

13 / Website / Platform Administrator

ROLE TYPE	Technical and infrastructure staff
REPORTS TO	Operations or Owner

Maintains approved organization-controlled websites and media platforms.

- Update rosters, news, and resources
- Monitor functionality and access
- Coordinate brand and partner content

14 / Recruitment Lead / Scouting Coordinator

ROLE TYPE	Talent acquisition
REPORTS TO	Team Manager or Operations

Coordinates applications, scouting, interviews, and candidate records.

- Source candidates through approved channels
- Maintain fair, documented selection steps
- Recommend appointments based on current capacity

15 / Intern / Apprentice

ROLE TYPE	Entry-level developmental volunteer
REPORTS TO	Assigned mentor or department lead

Learns organization standards while supporting scoped, supervised tasks.

- Complete role-appropriate learning and support work
- Attend check-ins and request guidance
- Do not exercise unsupervised authority

Discord display-role crosswalk

These public-facing names support the elemental theme while remaining friendly and easy to approach. Formal positions control policy interpretation and authority.

DISCORD DISPLAY ROLE	FORMAL POSITION / COMMUNITY GROUP
Primordial Flame	Owner / Founder
Echo of Ember	Executive Director / Co-Owner
Heart of the Storm	Community Lead
Vision Weaver	Creative Lead
Windspeaker	Social Media Lead
Bridgewalker	Creator Liaison
Stonecaller	Team Builder
Elementals	Moderators
Stormforged	Competitive Players
Lightwoven	Creators
Aetherkind	VIPs and Friends
Kindred Sparks	Supporters
Driftlings	General Community Members

Expectations for all staff

- Act professionally in public and internal spaces
- Complete assigned work and communicate promptly
- Follow current policies, brand standards, and safeguarding requirements
- Protect confidential and personal information
- Notify the appropriate lead about absences, access changes, or extended inactivity

Questions or requests for an accessible copy: contact@elementesports.com