



OFFICIAL ELEMENT ESPORTS POLICY

POLICY GOVERNANCE AND DOCUMENT CONTROL POLICY

DOCUMENT CODE	GOV-POL-005
VERSION	1.0
EFFECTIVE DATE	OCTOBER 4, 2026
POLICY OWNER	ELEMENT ESPORTS LEADERSHIP

Element Esports is the non-FPS sister organization of ADHD Esports. This edition preserves the shared leadership and operating standard while applying Element branding, contacts, community structure, and game scope.

Role terminology: formal position names govern authority and responsibility. Element-themed names are friendly Discord display roles only unless a written appointment states otherwise.

OFFICIAL ORGANIZATIONAL POLICY / VERSION 1.0

Policy Governance & Document Control Policy Approval authority, policy numbering, version control, member notice, acknowledgment, exceptions, review, and retirement of organizational documents.

DOCUMENT: GOV-POL-005 | Version 1.0

EFFECTIVE / REVIEW: August 28, 2026 / August 28, 2027

OWNER: Ownership / designated document custodian

Ownership handles any named function that has not yet been assigned to an authorized adult.

Complete web version: <https://adhdports.joshdisciple.chatgpt.site/policies/policy-governance-document-control>

The web text and PDF contain the same rules, implementation checklist, and decision-record fields.

Authority and document identity 1. Purpose and scope This policy establishes how Element Esports creates, approves, publishes, applies, changes, and retires organizational policies. It covers web pages, PDF policies, the Staff & Player Handbook, operating guides, forms, and agreement templates. A published document must communicate its actual status; a draft, unsigned agreement, or coming-soon resource must not be presented as an executed obligation.

2. Ownership and delegated administration Ownership retains approval authority for new policies and substantive changes. A named department or policy owner develops and administers the standard; a designated document custodian maintains the register and publication copies. Where those functions are unfilled, Ownership handles them until a written delegation names an adult, defines the scope, and identifies an alternate. A job title alone does not confer approval authority.

3. Unique document identifiers Use CATEGORY-TYPE-NNN identifiers, such as GOV-POL-005. Current policy categories are GOV, OPS, COM, SAF, INT, BUS, and BRD. Document types include POL, AGR, HBK, FRM, GDE, CHK, and RES. Reserve each identifier once, preserve existing identifiers, and never reuse a retired code. The shared COM prefix on legacy competitive-player agreements does not change their eligibility or purpose.

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4. Required control information Every policy must show its title, code, version, effective date, responsible owner, next review date, status, and canonical web location. Maintain an internal record of the approving authority, approval date, change summary, related documents, and distribution tasks. Do not invent signatures or retrospective approval records. Existing policies may retain their original dates while missing administrative records are reconciled.

Creation, approval, and release 5. Proposal and proportionality Before drafting, identify the operational gap, affected people, existing rules, risks, likely workload, and intended outcome. Reuse or clarify an existing policy where that is sufficient. Policies should assign realistic responsibilities to the current volunteer organization rather than assume unfilled departments, paid staff, or around-the-clock coverage.

6. Review before approval Check consistency with the Handbook, privacy notice, safeguarding rules, minor pathways, competition requirements, and signed agreements. Obtain input from affected leads and, where practical, members. Legal, tax, privacy, employment-status, or financial commitments requiring specialist judgment must receive qualified review before the relevant activity starts. A template or disclaimer is not a substitute for that review.

7. Approval and effective date Ownership records approval and a clear effective date before the policy is treated as active. For routine material changes, aim to provide at least seven calendar days of notice with a plain-language summary. Immediate safety, security, platform, or legal changes may take effect sooner; explain why and notify affected people promptly. Publication is not a claim that every member has received or accepted the change.

8. Publication and accessible copies Publish the approved web text and matching PDF from the same controlled source where possible. Verify tags, dates, links, search listings, download names, and related guidance. The web page is the canonical reading location, not permission to introduce an unapproved change. If two copies differ, flag the mismatch, consult the approved record, correct both copies, and notify materially affected people.

Application and member protections 9. Rule hierarchy and conflicts Applicable law and binding external requirements cannot be waived by an internal policy. A completed agreement may impose specific obligations; a policy update does not unilaterally rewrite it. The Handbook and focused policies work together. If they genuinely conflict, apply necessary immediate safety protections, preserve the relevant versions, and ask an uninvolved authorized leader for a written interpretation. Do not simply select the harshest outcome.

10. Versioning and change records Use a new major version for a material change to duties, eligibility, authority, or review rights; use a minor version for clarifications or corrections that do not materially change those obligations. Record what changed and why. Never silently overwrite a rule used in a pending case. Preserve the version in force at the time, along with any later rule relevant to prospective safety measures.

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11. Notice, training, and acknowledgment Send affected members the new version, effective date, changes, and a route for questions. Provide role-specific instruction before granting new sensitive responsibilities. Record acknowledgment of receipt separately from agreement to contractual terms. An unanswered message or website visit is not a signature. Make accessible alternatives available and involve a guardian where a change affects an eligible minor.

12. Interpretations and exceptions Document interpretations and exceptions with the requester, reason, authorized decision-maker, affected rule, safeguards, duration, and review date. An exception cannot waive the under-13 exclusion, guardian-permission requirement, minor role or online-only limits, non-retaliation, fair-play, privacy duties, or mandatory external requirements. If an exception would materially change a rule for everyone, amend the policy instead.

Review and retirement 13. Fair application Assess alleged misconduct against the rules and expectations that applied at the time; do not impose a newly invented offense retroactively. Immediate prospective protective measures may still be necessary. Policy interpretation, factual findings, and corrective measures must remain distinct. Formal findings and appeals follow GOV-POL-003, including its existing notice and reconsideration protections.

14. Scheduled and triggered review Review each policy at least annually and after a serious incident, organizational change, new program, or material external-rule change. A missed review date does not silently expire an active policy. Mark overdue reviews internally, assign an owner and revised date, and prioritize safety or legal uncertainty. Do not label an unreviewed copy as newly approved merely because it was reuploaded.

15. Retirement and record preservation Retired policies must identify their replacement or explain that no replacement exists. Remove them from active search results or clearly label them as historical, while preserving records needed for pending matters, agreements, or lawful retention. Do not remove evidence by deleting an old policy. Apply OPS-POL-001 and the Privacy Policy to access, retention, legal holds, and secure disposal.

16. Document-error and concern route Report incorrect tags, broken links, contradictory versions, or unclear rules to the policy owner or contact@elementesports.com. Use the Report a Concern route for suspected concealment, retaliation, or abuse of policy authority; bypass a conflicted leader. Give members a corrected copy and practical guidance if an error affected participation. Good-faith questions are not insubordination.

Implementation checklist 1. Record the operational gap, author, policy owner, and affected roles.

2. Check related rules and obtain needed specialist review.

3. Reserve the code; record approval, version, effective date, and review date.

4. Publish matching web and PDF text and test directory links.

5. Send change notices and complete role-specific instruction.

6. Preserve superseded versions and record any exceptions or corrections.

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Decision-record fields Use these fields in an approved, access-controlled internal record. This page does not collect or submit responses. Record only what is necessary; keep sensitive information out of public channels.

- Document code and title
- Version and status
- Owner and alternate
- Approver and approval date
- Effective and next review dates
- Change summary and related documents
- Notification and acknowledgment record
- Canonical location and archive reference

Accountability and review This organizational policy supplements the Staff & Player Handbook. It does not create employment, union, collective-bargaining, or public-sector rights. It does not replace applicable law, binding external rules, or completed agreements.

Raise questions with an uninvolved lead, Ownership, or Report a Concern. Bypass a conflicted or unavailable person. Good-faith reports, support requests, and participation in review are protected from retaliation. Temporary protective restrictions are not automatic findings of misconduct.

Formal findings and corrective action follow Discipline & Appeals. Preserve relevant records with need-to-know access under the Privacy and Information Security policies. Review this policy annually and after material incidents or organizational changes; record approvals and revisions under GOV-POL-005.

Related standards: GOV-HBK-001 (Staff & Player Handbook); OPS-POL-003 (Privacy Policy); GOV-HBK-001; GOV-POL-003; OPS-POL-001; SAF-POL-001; SAF-POL-002.

Report a Concern: adhesports.joshdisciple.chatgpt.site/report

Version 1.0 - Initial publication: August 28, 2026. Review due: August 28, 2027. An overdue review does not automatically retire the policy.

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Questions, reports, and requests for the current controlled copy: contact@elementesports.com