



OFFICIAL ELEMENT ESPORTS REVIEW-REQUIRED AGREEMENT

STAFF AND MANAGEMENT AGREEMENT

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Volunteer appointment, authority, security, safeguarding, records, and offboarding terms for Element staff and management.

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

PARTIES, APPOINTMENT, AND TERM

FIELD	COMPLETION
STAFF MEMBER LEGAL NAME	
PUBLIC NAME / GAMERTAG	
FORMAL POSITION	
DISCORD DISPLAY ROLE	
DIRECT SUPERVISOR	
DEPARTMENT / PROJECT	
EFFECTIVE DATE	
INITIAL TERM / END DATE	
FORMAL REVIEW DATE	

Agreement terms

This appointment framework aligns with the current ADHD Esports volunteer, conduct, security, confidentiality, and offboarding standards while applying Element's formal positions and themed Discord display roles.

1. Volunteer status

Staff service is voluntary and unpaid unless a separate signed agreement expressly provides compensation. This agreement does not create employment, equity, ownership, or a promise of future payment.

2. Appointment and scope

The staff member serves only in the formal position and authority confirmed in writing. A themed Discord role is a display label and does not expand authority.

3. Role responsibilities

The staff member will complete reasonable role duties, communicate capacity, escalate blockers, and follow the Staff and Management Role Guide and current written directives.

4. Work product and brand use

Work specifically created within assigned official duties may be used, adapted, archived, and distributed by Element Esports for legitimate purposes, subject to written project terms and applicable law.

5. Accounts and systems

Internal accounts, documents, credentials, and permissions may be used only for authorized work. Multi-factor authentication, least privilege, and prompt incident reporting are required where available.

6. Professional conduct

Staff will act professionally, apply rules consistently, protect dignity, avoid retaliation, and maintain appropriate boundaries with members and minors.

7. Conflicts and escalation

Staff must disclose conflicts, recuse when impartiality is reasonably questioned, and escalate serious concerns through the correct leadership, safeguarding, security, or reporting route.

8. Public communications

Only authorized personnel may issue official statements, approve campaigns, announce rosters or discipline, negotiate partnerships, or speak for Element Esports.

9. Activity and reliability

Staff will maintain agreed availability and provide notice when duties cannot be completed. Extended inactivity may lead to reduced access, reassignment, or separation after reasonable outreach.

10. Confidentiality and records

Staff must protect personal, safeguarding, partnership, financial, strategy, credential, and nonpublic operational information and maintain proportionate records required by policy.

11. Non-disparagement and protected reporting

Staff should not knowingly publish false or malicious claims about the Organization or its people. This does not restrict truthful statements, good-faith safety or legal reports, whistleblowing, or cooperation with authorities.

12. Alias use

An approved alias may be used publicly unless legal identity is required for a contract, payment, filing, event, safeguarding, or verification purpose.

13. Adult requirement

Staff, management, coaching, moderation, business, and team-staff positions are restricted to adults age 18 or older.

14. Exit and handover

On reassignment or exit, staff will transfer files and work status, return property, relinquish credentials, preserve required records, and stop representing active authority.

15. Policy and role changes

Element Esports may update policies, reporting lines, permissions, and volunteer assignments for legitimate operational or safety needs. Material changes will be communicated through official channels.

16. Safeguarding and boundaries

Staff must follow the Safeguarding and Minor Participation Policies, keep adult-minor communication observable, and immediately escalate suspected grooming, abuse, exploitation, or serious boundary concerns.

17. Privacy and personal information

Staff may collect, access, use, and retain personal information only when authorized and reasonably necessary for assigned work. Safeguarding, identity, financial, and eligibility records require approved handling.

18. Information security

Staff must use unique passwords, multi-factor authentication where available, approved storage, and least-privilege access. Suspected loss, unauthorized access, phishing, or compromise must be reported immediately.

19. Conflicts, gifts, and outside activities

Staff must disclose actual, potential, or perceived conflicts involving recruiting, discipline, spending, roster decisions, partners, family, relationships, gifts, or outside organizations and must recuse when directed.

20. Expenses and financial authority

No staff member may incur costs, promise reimbursement, collect funds, direct a purchase, or control a financial account without written authority. Approved expenses require the records and limits stated in Schedule A or a separate approval.

21. Intellectual property and third-party rights

Staff must use licensed or authorized material, preserve required credits, and avoid uploading confidential source files or third-party assets to public systems. Separate written terms control commissioned work or pre-existing material.

22. Responsible AI and automation

AI-assisted work must receive appropriate human review. Staff may not place confidential, personal, safeguarding, credential, partner, or unreleased information into an unapproved automated service.

23. Records and document control

Staff must keep proportionate records of material approvals, incidents, access, expenses, and decisions and must use the current controlled versions of policies, templates, and public materials.

24. Support and accessibility

Element Esports will identify a supervisor, provide relevant role information, and consider reasonable participation adjustments through an interactive process. Staff should raise workload, accessibility, or burnout concerns early.

25. Protected reporting and non-retaliation

Nothing in this agreement restricts a good-faith report to leadership, emergency services, law enforcement, a regulator, platform, tournament operator, or other appropriate authority. Retaliation for protected reporting or cooperation is prohibited.

26. Suspension, reassignment, and separation

Element Esports may temporarily restrict duties or access while reviewing safety, security, integrity, confidentiality, or conduct concerns. Final reassignment or separation may follow material breach, inactivity, restructuring, loss of trust, or operational need under current policy.

27. Governing terms and entire agreement

The completed agreement, Schedule A, and listed addenda contain the parties' understanding for this appointment. Leadership and legal review must resolve governing law, notices, severability, dispute terms, and jurisdiction-specific requirements before signature.

Schedule A - Staff Appointment Terms

Do not sign until every applicable field is completed or marked not applicable. Attach separate prize, travel, equipment, sponsor, campaign, compensation, or project addenda when needed.

FIELD	AGREED TERM
Formal position and Discord display role	
Core responsibilities	
Direct supervisor and escalation route	
Normal availability / response expectation	
Inactivity review threshold	
Systems, accounts, and permission level	
Approval or spending authority	
Confidential information categories	
Required training / policy acknowledgments	
Organization-provided equipment	
Approved outside activities / conflicts	
Additional terms / attachments	

Acknowledgment and signatures

The undersigned confirm that the agreement and completed Schedule A were reviewed, that blank optional provisions do not create hidden obligations, and that no unsigned draft should be treated as executed. Appropriate legal review is required before use.

Staff member: _____ Date: _____

Element Esports representative: _____ Date: _____

Guardian, if an approved minor pathway applies: _____ Date: _____

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