



OFFICIAL ELEMENT ESPORTS HANDBOOK

STAFF AND PLAYER HANDBOOK

DOCUMENT CODE	GOV-HBK-001
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.

1. MISSION AND THE #ADHDADVANTAGE Element Esports exists to build competitive, creative, and community opportunities around the belief that different ways of focusing, learning, processing, and solving problems can become strengths when supported by structure and teamwork. the Element standard does not claim that every person experiences ADHD alike, require a diagnosis, or excuse harmful conduct. It represents adaptability, intensity, resilience, pattern recognition, creativity, and an obligation to build systems where people can perform sustainably.

2. ETHICAL PLEDGE I accept that representing Element Esports is a position of trust. I will serve the team and community with integrity; treat people with dignity; act honestly in competition and operations; use authority only for legitimate organizational purposes; protect private information, accounts, resources, and vulnerable participants; disclose conflicts; reject harassment, discrimination, retaliation, cheating, exploitation, and personal favoritism; accept responsibility for my decisions; report serious risk in good faith; and remember that my public and private organization-related conduct affects teammates, partners, opponents, and the legitimacy of the organization.

3. CORE ETHICAL PRINCIPLES - Service - use the role to advance the mission and support the people affected by the work, not personal status alone. - Integrity - tell the truth, preserve records, honor commitments, and never manipulate competition, applications, metrics, finances, or evidence. - Dignity and respect - protect each person's humanity during competition, feedback, moderation, disagreement, investigation, and separation. - Fairness and impartiality - apply standards consistently, identify bias, disclose close relationships, and avoid favoritism or retaliation. - Accountability - own decisions, correct errors, accept review, and document significant use of authority. - Competence - stay within training and authority, prepare for assigned work, seek guidance, and continue developing relevant skills. - Stewardship - protect organization funds, equipment, accounts, reputation, opportunities, and volunteer time from waste or misuse. - Confidentiality - protect information entrusted to the role without using secrecy to conceal misconduct or block protected reporting. - Courage - raise safety, integrity, boundary, or ethical concerns even when doing so is uncomfortable or involves leadership.

4. ON-DUTY, OFF-DUTY, AND PUBLIC CONDUCT Members remain private individuals outside assigned activity. Element Esports does not control lawful personal beliefs or ordinary private life. Conduct becomes an organizational concern when it uses or claims the role, targets another member, compromises safety or confidentiality, violates a partner or tournament obligation, materially interferes with assigned duties, or creates a well-supported connection to serious dishonesty, harassment, discrimination, threats, abuse, exploitation, cheating, fraud, or other conduct inconsistent with continued trust. Decisions must consider context, evidence, impact, role responsibility, and protected expression rather than simple embarrassment or disagreement.

PART II - GOVERNANCE, AUTHORITY, AND MEMBER PROTECTIONS

5. ORGANIZATIONAL AUTHORITY Ownership retains legal control and final organizational accountability. Management converts direction into operations. Department heads establish functional standards. Team managers and team leads coordinate assigned teams. Coaches and captains direct competition only within their defined scope. No title authorizes a person to bypass safeguarding, privacy, financial approval, reporting, conflict-of-interest, or record requirements.

6. RESERVED MANAGEMENT RESPONSIBILITIES - Set mission, structure, departments, programs, budgets, partners, brand direction, systems, access, and strategic priorities. - Create, combine, pause, restructure, or close roles, teams, rosters, projects, channels, and programs. - Select, assign, coach, evaluate, schedule, reassign, restrict, suspend, or remove members consistent with applicable rules. - Determine competition rosters, starters, substitutes, captains, coaching assignments, development placements, and event participation. - Protect safety, confidential information, accounts, equipment, partner obligations, and organizational continuity through immediate temporary action when reasonably necessary. - Issue and revise policies after appropriate review and communication.

7. LIMITS ON AUTHORITY Authority must be exercised for a legitimate organizational purpose, within the leader's role, and without retaliation, harassment, discrimination, exploitation, personal enrichment, undisclosed conflicts, or deliberate procedural manipulation. Leaders must distinguish an emergency restriction from a final finding, preserve relevant information, avoid controlling reviews involving themselves or close interests, and explain material decisions to the degree reasonably possible without violating another person's privacy.

8. **MEMBER RIGHTS AND ORGANIZATIONAL COMMITMENTS** - A written role title, direct reporting line, basic duties, and access scope. - Access to the policies, agreements, safety routes, and standards reasonably necessary for the role. - Respectful treatment and a work environment free from harassment, discrimination, retaliation, hazing, abuse, grooming, and coercion. - Reasonable notice of ordinary performance or conduct concerns and a meaningful opportunity to respond before final corrective action when safety and integrity allow. - A neutral review path when the normal decision-maker has a conflict of interest. - A support person for a formal investigatory or grievance meeting under Article 34, subject to privacy and process limits. - Good-faith access to reporting, grievance, reconsideration, accessibility, time-away, and offboarding processes. - Need-to-know handling of personal information and proportionate records.

9. **EQUAL ACCESS, ACCESSIBILITY, AND ANTI-DISCRIMINATION** Selections and decisions should be based on role requirements, conduct, eligibility, availability, performance, development, team fit, and organizational need rather than protected characteristics. Members may request reasonable accessibility or communication adjustments through their lead or the published accessibility route. Element Esports will evaluate requests in good faith while considering essential role duties, tournament or platform rules, available volunteer capacity, safety, cost, and practical feasibility.

10. **VOLUNTEER STATUS AND COMPENSATION BOUNDARIES** Current roles are volunteer-only unless a separate signed writing states otherwise. Participation does not guarantee wages, hours, benefits, leave, prize money, expense reimbursement, sponsorship, equipment, promotion, future employment, or continued appointment. No leader may promise compensation, incur an obligation, or change a prize, revenue, expense, or commercial term without authority and written documentation. Volunteer status does not excuse unsafe, discriminatory, deceptive, exploitative, or retaliatory conduct.

PART III - MEMBERSHIP, WORK RULES, AND SUSTAINABLE SERVICE

11. **APPOINTMENT AND ONBOARDING** - Acceptance must identify the role, department or team, direct lead, starting date, volunteer status, eligibility, and required documents. - Access follows approval, age verification where applicable, required signatures, orientation, and least-privilege assignment. - Members must receive reporting, conduct, privacy, security, brand, conflict-resolution, and time-away information appropriate to the role. - A Discord role, verbal invitation, tryout, scrim, application, or public announcement alone does not complete appointment.

12. **INTRODUCTORY AND DEVELOPMENT PERIOD** A new appointment may include an introductory period stated in the role document or Schedule A. During that period, the direct lead should clarify expectations, provide practical feedback, correct access problems, and complete an early fit review. The period is developmental rather than a promise of tenure. Serious misconduct, eligibility problems, inactivity, restructuring, or inability to perform essential duties may still result in earlier reassignment or separation.

13. **ROLE DESCRIPTIONS AND CHAIN OF RESPONSIBILITY** Members should perform the duties assigned to their published role and use the org chart for escalation. A lead may temporarily assign related duties within reasonable competence and capacity, but material changes in authority, schedule, risk, financial responsibility, access, or public representation should be documented. Members should not bypass a functioning reporting line for convenience, but may bypass it for conflicts of interest, retaliation, safeguarding, integrity, urgent safety, or when the assigned lead is unavailable.

14. **COMMUNICATION STANDARDS** - Use official channels for instructions, approvals, schedule changes, campaign terms, roster decisions, and sensitive operational notices. - Respond within the role-specific window; immediate availability is not assumed unless explicitly accepted for an event or duty period. - State availability, delays, blockers, conflicts, mistakes, and time-away needs early enough for responsible planning. - Give direct, specific, constructive feedback and avoid public humiliation, vague threats, pile-ons, or drama for attention. - Preserve material instructions and decisions in writing when a voice conversation changes expectations.

15. **SCHEDULING, ATTENDANCE, AND RELIABILITY** Schedules are established through the applicable team, project, campaign, or event process. Members should attend accepted commitments, complete required check-ins, and notify the designated lead of conflicts. Repeated unexplained absence, missed deadlines, or failure to communicate may lead to workload adjustment, reserve status, removal from an event or project, corrective action, or separation. A communicated emergency or protected concern should be evaluated individually and not treated automatically as misconduct.

16. **TIME AWAY, BURNOUT, AND WORKLOAD** Members may request a pause, reduced duties, or changed schedule for health, disability, school, work, military service, family, caregiving, bereavement, burnout, or another personal need. The member need only share information reasonably necessary to plan the adjustment. Leadership should assess coverage, deadlines, role essentials, and duration, then communicate what can be held, reassigned, or closed. Time away is not guaranteed to preserve a roster spot, campaign, leadership assignment, or time-sensitive opportunity indefinitely.

17. **TRAINING, COACHING, AND PERFORMANCE FEEDBACK** Leads should define the expected result, provide usable feedback, recognize improvement, and document recurring or material concerns. Members should ask questions, complete required training, accept role-appropriate coaching, and apply agreed corrections. Performance decisions may consider quality, reliability, communication, integrity, teamwork, growth, eligibility, role fit, and organizational need; raw metrics alone should not control every decision.

18. **ORDERS, INSTRUCTIONS, AND QUESTIONS** Members should follow lawful, safe, role-appropriate instructions from authorized leaders. A member should pause and request clarification when an instruction appears unsafe, unethical, discriminatory, retaliatory, outside authority, contrary to policy, or likely to expose protected information, accounts, funds, or minors. A good-faith request for clarification is not insubordination. Deliberate refusal of a clear, proper instruction after clarification may be addressed through corrective action.

PART IV - STANDARDS FOR ALL ROLES

19. **RESPECTFUL CONDUCT** Harassment, discrimination, sexual misconduct, grooming, hazing, retaliation, threats, stalking, doxxing, coercion, targeted hostility, exploitation, or repeated personal degradation is prohibited. Competition, banter, critique, and disagreement may be intense without becoming personal or abusive. Members must follow moderator and safety direction, protect welcoming spaces, and report patterns before they escalate.

20. **HONESTY, RECORDS, AND COOPERATION** Members may not falsify applications, ages, eligibility, statistics, time records, results, expenses, receipts, screenshots, evidence, reports, credentials, partnerships, audience data, or completed work. Relevant original records must be preserved when a concern is reported. Members are expected to cooperate honestly with proportionate internal, tournament, platform, partner, or safety reviews while retaining the right to identify uncertainty, request clarification, and make protected reports.

21. **CONFIDENTIALITY AND PRIVACY** Nonpublic strategy, rosters, credentials, partner terms, finances, member information, safeguarding records, reports, unreleased content, and internal deliberations may be used only for approved work. Access follows need, not rank alone. Confidentiality does not prohibit good-faith reporting to a guardian, emergency service, child-protection authority, law enforcement, regulator, platform, tournament operator, sponsor, attorney, or other appropriate authority.

22. **ACCOUNT AND INFORMATION SECURITY** - Use unique passwords and multi-factor authentication where available. - Do not share verification codes, recovery keys, passwords, tax records, identity documents, or financial information through ordinary chat. - Use organization accounts and storage only for approved work; do not retain access after reassignment or departure. - Report suspected compromise, mistaken disclosure, lost equipment, phishing, impersonation, or unauthorized access immediately. - Preserve logs and original evidence; do not investigate beyond training or retaliate against a suspected person.

23. **CONFLICTS OF INTEREST, GIFTS, AND PERSONAL BENEFIT** Members must disclose a personal, family, romantic, financial, competitive, sponsor, or outside-organization interest that could reasonably affect an Element Esports decision. A conflicted person should not control the relevant selection, discipline, purchase, payment, partnership, or review. Gifts, codes, products, commissions, referral income, discounts, and sponsor benefits connected to the role must be disclosed and approved when they could influence judgment or imply organization endorsement.

24. **PUBLIC STATEMENTS, SOCIAL MEDIA, AND BRAND USE** Members may express personal views but must distinguish them from official Element Esports positions. Only authorized people may announce rosters, discipline, partnerships, finances, unreleased projects, legal positions, or crisis responses. Brand assets must follow current guidelines. Members may not use the organization's identity to intimidate others, settle personal disputes, solicit unapproved money, promise deliverables, or imply authority they do not hold.

25. EQUIPMENT, FUNDS, EXPENSES, AND PROPERTY Organization property, funds, codes, accounts, subscriptions, files, credentials, partner products, and equipment must be used for approved purposes and protected from misuse. Expenses require advance written approval when reimbursement is expected. Receipts and allocation terms must be accurate. No person may sell, transfer, pledge, or permanently alter organization property without authority. Separate agreements control loans, prizes, revenue shares, and higher-risk assets.

PART V - ROLE-SPECIFIC STANDARDS

26. FORMAL COMPETITIVE PLAYERS - Formal rosters are adults-only and require a completed Competitive Player Agreement. - Players must maintain event eligibility, account readiness, competitive integrity, accepted availability, and professional communication. - Roster, starter, substitute, captain, strategy, practice, and event decisions remain within the defined competition hierarchy. - No prize split, travel coverage, exclusivity, sponsor term, or expense is assumed without written documentation.

27. ACADEMY AND DEVELOPMENT PLAYERS - Academy and Development status is not formal-roster status and does not guarantee promotion. - A player age 13-17 requires verified written guardian permission and the Academy & Development Player Agreement. - Minor participation is online only; no organization-sponsored LAN, travel, lodging, transportation, meetup, or in-person activity is permitted. - Development plans should prioritize coaching, sustainable growth, age eligibility, education and family responsibilities, and safeguarding.

28. COACHES, CAPTAINS, MANAGERS, AND TEAM STAFF Competitive authority must follow the published hierarchy. Team Managers oversee roster administration and team operations; Head Coaches direct coaching systems; captains coordinate player execution and communication within the assigned scope; assistant coaches, analysts, scouts, and support staff perform defined specialist duties. No team leader may privately create eligibility, prize, punishment, travel, sponsor, or minor-contact rules outside approved policy and written terms.

29. COMMUNITY AND MODERATION STAFF Community staff should apply published standards consistently, preserve context, document material actions, protect privacy, distinguish immediate channel safety from final discipline, and route appeals or serious concerns to an uninvolved level. Moderator tools may not be used for personal disputes, favoritism, retaliation, spying, public humiliation, or suppressing good-faith criticism. Safeguarding and credible threats bypass ordinary moderation alone.

30. CREATIVE, MEDIA, AND CREATOR OPERATIONS Creative and media staff must respect source ownership, licenses, releases, approvals, brand standards, platform rules, deadlines, accessibility, sponsor disclosures, and secure file handling. Editors and designers should preserve project files and identify third-party assets. Creators retain personal content and channels subject to their agreement; official campaigns require a written brief when they involve compensation, sponsor rights, extended usage, or material deliverables.

31. MANAGEMENT, PARTNERSHIPS, AND TECHNICAL ROLES Management and business roles must document authority, partner promises, referral terms, conflicts, expenses, account ownership, and material decisions. Technical personnel should use least-privilege access, change control, backups, recovery planning, and incident reporting. No manager may create a binding financial, legal, sponsorship, data, or platform obligation without the authority and records required by Ownership.

32. MINORS AND SAFEGUARDING RESPONSIBILITIES Staff, management, coaching, moderation, business, formal competition, and team-staff roles are adults-only. Eligible minors may participate only as creators or Academy/Development players under the Minor Participation and Safeguarding Policies. Adult-minor business should use official logged channels with Guardian or second-adult visibility whenever practical. Secret, disappearing, romantic, sexual, coercive, exploitative, or boundary-testing contact is prohibited.

PART VI - REPORTING, REVIEW, AND CORRECTIVE ACTION

33. **REPORTING ROUTES** - Routine role or performance issue - direct lead, Team Manager, or department head. - Policy application or unresolved workplace concern - grievance process in Article 38. - Harassment, discrimination, retaliation, safeguarding, integrity, privacy, security, or serious conduct - Incident Report or Report a Concern route. - Immediate danger, suspected abuse, crime, or urgent medical need - emergency service or appropriate external authority first, then organization notice when safe. - Concern involving a decision-maker - next uninvolved level, Ownership, or a neutral external advisor when practical.

34. **FAIR-REVIEW PROTECTIONS** - Reasonable notice of the concern and the rule, expectation, or risk involved, unless notice would create a safety, evidence, or safeguarding problem. - A meaningful opportunity to provide context, identify witnesses or records, correct factual errors, and acknowledge what is not disputed. - A reviewer who discloses conflicts and does not control a matter involving themselves or a close interest. - Need-to-know handling, preservation of material information, and no promise of absolute confidentiality. - A written or otherwise recorded outcome for formal action, identifying required next steps without unnecessarily revealing another person's private information. - No retaliation for good-faith reporting, participation, support, grievance filing, or appeal.

35. **SUPPORT PERSON IN FORMAL MEETINGS** A member may request one reasonable support person for a scheduled formal investigatory, disciplinary, grievance, or appeal meeting. The support person may help the member understand the process, take notes, request a brief clarification or break, and provide quiet support. The support person is not a union representative, does not obtain bargaining rights, may not answer every question for the member, disrupt the meeting, intimidate participants, disclose protected information, or create an unreasonable conflict. Leadership may require a different person for confidentiality, safeguarding, witness, or conflict reasons.

36. **CORRECTIVE-ACTION PHILOSOPHY** The goal of corrective action is to protect people and operations, clarify expectations, support improvement where reasonable, and preserve accountability. Ordinary first-time performance or communication issues should generally begin with instruction or coaching. Repeated, knowing, dishonest, harmful, or high-risk conduct may justify stronger action. Leadership should consider severity, intent, impact, pattern, role authority, prior notice, cooperation, accountability, mitigation, consistency, safety, and organizational capacity.

37. **CORRECTIVE-ACTION LEVELS** - Coaching or documented instruction - clarification, training, support, or a specific correction for a lower-risk issue. - Written expectation - documented conduct, performance, schedule, access, or communication requirements and a review date. - Formal warning or improvement plan - identified concern, required improvement, support, measurement, timeframe, and consequences. - Restriction, reassignment, reserve placement, or probation - limited duties, access, roster use, public representation, or monitored continuation. - Temporary suspension - immediate pause while safety, integrity, eligibility, confidentiality, or serious conduct is reviewed. - Removal or separation - end of role or membership following serious conduct, repeated failure, loss of eligibility, restructuring, or another documented decision.

PROGRESSIVE ACTION IS A GUIDE, NOT A LADDER THAT MUST ALWAYS BE CLIMBED Serious safeguarding violations, threats, violence, stalking, doxxing, sexual misconduct, grooming, cheating, match manipulation, fraud, credential abuse, deliberate evidence destruction, severe confidentiality breach, or retaliation may bypass lower levels. Temporary protective action is not by itself a final finding.

PART VII - GRIEVANCES, REVIEW, AND APPEAL

38. **WHAT MAY BE GRIEVED** A current or recently separated member may submit a good-faith grievance alleging that a written policy, role term, established procedure, or material leadership decision was applied inaccurately, inconsistently, unfairly, with an undisclosed conflict, or without the process this handbook promises. General disagreement with strategy, roster judgment, creative preference, or organizational direction is not automatically a grievance unless tied to a written standard or prohibited motive.

39. **MATTERS ROUTED ELSEWHERE** - Immediate safety, abuse, safeguarding, credible threats, crime, or emergencies use external and incident-reporting routes. - Harassment, discrimination, retaliation, integrity, privacy, security, or serious

misconduct use the Incident Report and formal review process. - Platform, tournament, publisher, or sponsor appeals must also follow the controlling external process and deadlines. - A legal, compensation, prize, ownership, or contract dispute may require the applicable agreement and qualified professional advice. - Anonymous information may be reviewed as an incident or management concern but ordinarily cannot support a personal grievance remedy without enough verifiable information.

40. **GRIEVANCE STEPS AND TARGET TIMEFRAMES** - Informal resolution - optional when safe. Raise the issue with the direct lead and identify the requested clarification or correction. - Step 1: written grievance - normally submit within 14 calendar days after the decision or after the member reasonably learned of it. Identify the event, rule or term, facts, prior discussion, and requested remedy. - Step 2: department review - the department head or uninvolved Team Manager should acknowledge receipt within 7 calendar days and normally issue a written response within 14 additional days. - Step 3: management review - request within 14 calendar days of the Step 2 response. Management reviews the record, conflicts, consistency, and remedy and normally responds within 21 days. - Step 4: Ownership reconsideration - request within 14 calendar days only for material new information, procedural error, conflict of interest, clearly disproportionate outcome, or organization-wide policy significance. Ownership's written decision is the final internal step. - Timeframes are targets, not forfeiture traps. A reviewer may extend them for safety, availability, evidence, complexity, or volunteer capacity and should communicate the reason and a new target date.

41. **AVAILABLE GRIEVANCE OUTCOMES** A grievance may be granted, partly granted, denied, redirected, resolved by clarification, closed for insufficient information, or returned for further review. Remedies may include correcting a record, restoring access or duties, changing a reporting line, repeating a process, adjusting an expectation, removing or modifying corrective action, providing training, documenting an exception, or another practical response. No remedy may promise wages, benefits, damages, prizes, continued appointment, or authority that Element Esports does not owe or possess.

42. **APPEALS FROM FORMAL CORRECTIVE ACTION** A directly affected member may request reconsideration within 14 calendar days by identifying material new information, a significant procedural problem, a conflict of interest, factual error, or a clearly disproportionate outcome. Disagreement alone is not enough. A different reviewer should handle the request when practical. Safety, access, roster, confidentiality, or protective restrictions may remain in place while review is pending.

43. **NON-RETALIATION AND GOOD FAITH** No person may threaten, exclude, demote, restrict, dox, intimidate, harass, publicly pressure, or otherwise punish someone because they reported, requested help, filed a grievance, served as a support person, supplied information, or appealed in good faith. Knowingly fabricated allegations, deliberate evidence manipulation, or abuse of process may be addressed separately. A report that is unsubstantiated, inconclusive, mistaken, or denied is not automatically malicious.

44. **NO WAIVER OF EXTERNAL RIGHTS** Internal reporting, grievance, or appeal does not require anyone to delay or surrender a good-faith report to emergency services, law enforcement, a child-protection authority, regulator, platform, tournament operator, sponsor, attorney, or another appropriate authority. Element Esports may coordinate with an external process, pause an internal review, or limit disclosure when law, safety, or another controlling requirement warrants it.

PART VIII - SEPARATION, RECORDS, AND HANDBOOK ADMINISTRATION

45. **VOLUNTARY DEPARTURE** A member may resign by written notice. When practical, the notice should identify the final date, open assignments, events or deadlines, files, equipment, accounts, and needed handoff. No minimum notice is required by this handbook, although role agreements may define a requested transition period. Leadership should acknowledge the departure, identify offboarding steps, and avoid punitive treatment for a responsible resignation.

46. **ADMINISTRATIVE RESTRUCTURING AND INVOLUNTARY SEPARATION** Element Esports may eliminate, pause, combine, or restructure a role, program, team, or roster based on strategy, capacity, performance, eligibility, funding, partner, platform, tournament, safety, or operational need. When the decision is not based on misconduct, leadership should describe it accurately and avoid presenting it as discipline. Involuntary separation for conduct or performance should follow the fair-review and corrective-action principles when reasonably possible.

47. **OFFBOARDING** - Remove organization account, channel, file, platform, roster, financial, analytics, and physical access at the appropriate time. - Return equipment, credentials, source files, records, codes, documents, and other organization

property. - Preserve required evidence, safeguarding records, agreements, approvals, prize terms, and official work product. - Remove or update current-member claims, titles, biographies, tags, and active roster or staff listings; accurate historical references may remain. - Document unfinished work, tournament obligations, partner deliverables, payments, expenses, disputes, and responsible handoff contacts. - Continue applicable confidentiality, ownership, payment, reporting, and post-term duties stated in signed agreements.

48. RECORDS AND PRIVACY Material appointments, agreements, permissions, access, equipment, expenses, reports, investigations, grievances, corrective actions, appeals, and offboarding should be recorded proportionately and stored with need-to-know access. Members may request correction of inaccurate personal information and may request a copy of a formal decision directly affecting them, subject to privacy, safeguarding, privilege, security, and legal limits. Records should not be kept merely for gossip, leverage, or indefinite unofficial blacklists.

49. POLICY DEVELOPMENT AND CONSULTATION Ownership retains final approval authority for this handbook. Before a material change affecting working expectations, discipline, reporting, grievance, privacy, minors, or safety, leadership should seek practical input from affected department heads, team leads, and representative members when time and risk allow. This consultation is designed to improve legitimacy and implementation; it is not collective bargaining and does not transfer Ownership's legal authority. Emergency changes may take effect immediately and should receive prompt follow-up review.

50. VERSION CONTROL AND ACKNOWLEDGMENT Each published handbook must show an effective date and version. Material revisions should include a summary and reasonable communication to active members. An acknowledgment confirms receipt and responsibility to follow the handbook; it does not waive legal rights, create employment, guarantee continued membership, or replace a separate signed agreement. If a member cannot understand or access the document, leadership should provide a reasonable alternate format or explanation.

INTERPRETATION STANDARD Apply this handbook in good faith, with attention to mission, safety, dignity, consistency, role authority, documented facts, proportionality, and the limits of a volunteer organization. Ask for guidance before acting when a provision could reasonably support conflicting outcomes.

APPENDIX A - QUICK ETHICAL DECISION CHECK - Authority - Is this decision within my role, and who must approve it? - Purpose - Does it serve a legitimate team, member, safety, or organizational need? - People - Am I protecting dignity, privacy, accessibility, and safeguarding obligations? - Fairness - Would I apply the same standard if the identities or relationships were different? - Integrity - Is the information accurate, complete enough, preserved, and honestly represented? - Conflict - Do I or someone close to me benefit, and should I disclose or step aside? - Record - Does this approval, instruction, expense, restriction, or outcome need to be written? - Review - Would I be comfortable explaining the decision to an uninvolved responsible leader?

**APPENDIX B - GRIEVANCE INTAKE RECORD MEMBER NAME /
GAMERTAG**

ROLE / DEPARTMENT / TEAM

DECISION OR EVENT DATE

DATE LEARNED

RULE, TERM, OR PROCESS INVOLVED

PRIOR INFORMAL DISCUSSION

REQUESTED REMEDY

SUPPORT PERSON IF ANY

SUBMITTED TO / DATE

FACTS, RELEVANT RECORDS, WITNESSES, AND WHY REVIEW IS REQUESTED

APPENDIX C - HANDBOOK ACKNOWLEDGMENT I acknowledge that I received access to the Element Esports Staff & Player Handbook, understand where to ask questions and report concerns, and accept responsibility for following the standards applicable to my role. I understand that current roles are volunteer-only unless a separate signed agreement states otherwise; this handbook is not a collective bargaining agreement and does not create employment, wages, benefits, union representation, tenure, or a guarantee of continued appointment.

MEMBER _____ DATE _____

PARENT / GUARDIAN IF APPLICABLE _____ DATE _____

ELEMENT ESPORTS REPRESENTATIVE _____ DATE _____

REFERENCE NOTE The handbook's ethics framework was informed by public-service concepts found in the International Association of Chiefs of Police Policing Code of Ethics and standards-of-conduct resources. Its procedural organization was informed by common collective-bargaining concepts such as defined authority, written terms, grievance steps, representation, and review. Element Esports has written original language for a private volunteer esports organization and does not adopt law-enforcement powers, government duties, union status, or any external agreement.

APPENDIX - DISCORD ROLE DISPLAY NAME CROSSWALK

These themed labels make the public community more approachable. They do not independently grant authority, employment, compensation, access, or a formal appointment. The formal position controls policy interpretation.

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

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