



OFFICIAL ELEMENT ESPORTS POLICY

TRAVEL AND EVENT SAFETY POLICY

DOCUMENT CODE	SAF-POL-003
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. **SCOPE AND AUTHORIZATION** This policy applies to adults representing Element Esports at an approved tournament, convention, partner activation, media event, meetup, or other in-person activity. Attendance is not organization-sponsored unless an authorized leader confirms the event, role, dates, responsibilities, cost approvals, and emergency contact in writing.

2. **BEFORE TRAVEL** - Confirm identity, registration, venue, itinerary, lodging, transportation, accessibility needs, emergency contacts, and insurance expectations. - Review event rules, local laws, weather, health needs, and destination risks. - For international travel, check passport and visa requirements plus current U.S. Department of State Travel Advisories and emergency information. - Do not assume expenses are reimbursable; obtain written approval and limits before purchase. - Share only the itinerary details reasonably needed by the designated event lead.

3. **CHECK-INS AND MOVEMENT** - Use a buddy system when practical, especially outside the venue or after hours. - For multi-day events, check in with the designated lead at agreed morning and evening times. - Notify the lead before materially changing lodging, transportation, or the approved schedule. - Do not pressure another member to disclose constant location data; use proportionate check-ins.

4. **LODGING AND BOUNDARIES** - Use the approved lodging plan and respect privacy, quiet hours, property rules, and roommate boundaries. - No unauthorized guests in organization-funded lodging. - No harassment, sexual misconduct, coercion, hazing, violence, weapons in violation of law or venue rules, or retaliation. - Members may leave an unsafe situation and contact the event lead or emergency services without waiting for approval.

5. **ALCOHOL, SUBSTANCES, AND FITNESS TO PARTICIPATE** Adults of legal age must follow law, venue rules, and tournament requirements. Competitive participants may not use alcohol or impairing substances before or during matches, official media, driving, or assigned safety responsibilities. Illegal drugs, supplying substances to minors, unsafe conduct, or impaired driving are prohibited.

6. **EMERGENCIES AND INCIDENTS** - Call local emergency services first for immediate danger, crime in progress, fire, or urgent medical need. - Then contact the designated event lead when safe. - Preserve tickets, receipts, screenshots, photos, medical or police reference numbers, and witness information when relevant. - Report conduct or safety concerns through the Element Esports Incident Report / Report a Concern process. - Leadership may change plans, separate participants, end representation, or require return travel when safety or conduct warrants it.

7. **EVENT LEAD CHECKLIST** ☐ Written authorization and roster ☐ Adult age eligibility confirmed ☐ Itinerary and lodging confirmed ☐ Emergency contacts and check-in times

☐ Accessibility and medical planning handled privately ☐ Expenses and reimbursements approved ☐ Venue / tournament rules distributed ☐ Post-event incident and expense review complete

GENERAL SAFETY STANDARD This policy cannot predict every destination or event. Event-specific risk, transportation, insurance, accessibility, employment, tax, and international requirements must be reviewed separately before commitment.

SOURCE & REVIEW NOTE Content-preserving Element Esports adaptation of a QGX Collective reference supplied by ownership. Original operational content is retained and customized; QGX licensing pages are omitted. Review when requirements or operations change.

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