



OFFICIAL ELEMENT ESPORTS POLICY

VOLUNTEER RECRUITMENT, ACCESS, AND SEPARATION POLICY

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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

VOLUNTEER RECRUITMENT, ACCESS & SEPARATION POLICY Truthful recruiting, defined roles, proportionate screening, onboarding, sustainable service, access, role review, resignation, removal, and offboarding.

DOCUMENT CODE VERSION EFFECTIVE OWNER OPS-POL-002 1.0 AUG 27, 2026 People Operations / Leadership

CONTROL NOTICE This PDF is the controlled distribution version. The accessible web reading version is at adhdesports.joshdisciple.chatgpt.site/policies/volunteer-lifecycle. If a later version is posted there, the later approved version controls. This policy is organizational guidance, not legal advice.

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1. Purpose and volunteer status Element Esports currently operates with volunteer-only positions unless a separate signed agreement expressly states otherwise. Recruitment and service must not imply wages, guaranteed exposure, prizes, advancement, sponsorship, employment, or future payment that has not been authorized.

2. Scope This policy covers applicants, candidates, accepted members, staff, players, creators, academy and development participants, leaders, and former members from recruiting through final offboarding. Minor eligibility remains limited to guardian-approved creator and academy or development pathways.

3. Workforce planning and priority Leadership identifies whether a role is Recruiting Now, Next Priority, Selective Interest, Opportunity Based, or Future Interest. Current community-building roles should not be obscured by the long-term role library. A posted role needs a legitimate owner, work need, reporting line, and realistic onboarding capacity.

4. Role description

Title, department, reporting line, direct reports, decision authority, and whether the role is leadership or support.

Primary duties, measurable outputs, expected availability, meeting or activity pattern, tools, access, and location or online requirements.

Volunteer status, any authorized reimbursement or benefits, term if applicable, conflicts, confidentiality, intellectual property, and outside-role rules.

Required age, experience, safeguarding, competitive, identity, reference, or background checks proportionate to the role.

Evaluation criteria, introductory period, training, likely progression, and separation or handoff expectations.

5. Application and selection Collect only information needed for the role. Use consistent job-related criteria, document material decisions, avoid undisclosed conflicts, provide an accessible route, and do not request prohibited or unnecessary sensitive information. Later-stage applications may be retained only under the Privacy Policy.

6. Screening and eligibility Identity, reference, portfolio, tryout, competition history, conflicts, account-security, safeguarding, or background checks must be tied to the role's actual risk. Staff, management, moderation, coaching, finance, partnerships, formal competition, and other authority roles are adults-only.

7. Acceptance and agreements Before access or public appointment, provide written title, status, duties, lead, start date, expected time, key policies, applicable agreement, confidentiality or rights terms, and outstanding conditions. No verbal promise overrides an unsigned or incomplete material term.

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8. Onboarding

Confirm identity and contact information appropriate to the role.

Issue the Welcome Kit, Handbook, Community Standards, role policies, and agreement or acknowledgment packet.

Complete safeguarding, security, brand, moderation, competition, or commercial training as applicable.

Set up least-privilege access, introductions, a first objective, check-in dates, and a responsible lead.

For eligible minors, verify written guardian permission before acceptance and use guardian-visible communication structures.

9. Introductory period and role review A new member should receive early check-ins on clarity, workload, training, access, relationships, and role fit. Introductory status may allow reassignment or conclusion when fit is not established, but it does not remove safeguarding, anti-harassment, reporting, or non-retaliation protections.

10. Sustainable workload and time away Members should accept realistic work, communicate delays, and arrange handoff for critical items. They may request reduced workload, schedule change, temporary leave, accessibility adjustment, reassignment, or resignation. Health, school, employment, family, military, caregiving, and burnout needs should be addressed practically rather than through shame.

11. Performance and development Leads should define expected outputs, give timely specific feedback, recognize completed work, document material changes, and distinguish capability, capacity, conduct, and role-design problems. Ordinary performance issues should generally begin with clarification, training, resources, adjustment, or coaching.

12. Role changes and inactivity Promotions, transfers, acting assignments, added authority, reduced access, and material duty changes should be written. Inactivity should trigger contact and status review rather than indefinite privileged access. A member should be given a reasonable chance to clarify availability when practical.

13. Resignation and voluntary separation A member may resign. Reasonable notice and handoff are encouraged but personal safety or emergency may require immediate departure. Leadership confirms final date, communications, files, access, property, reimbursement, credits, continuing obligations, and eligibility for future return.

14. Involuntary separation and restructuring Roles may end because of restructuring, inactivity, capability, failure to meet agreed duties, policy violations, safety, safeguarding, integrity, security, conflicts, or organizational need. Contested formal action follows Discipline & Appeals; urgent restrictions may take immediate protective effect.

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15. Offboarding

Remove groups, roles, administrator access, tokens, recovery paths, and public listings.

Transfer source files, calendars, records, partner obligations, applications, cases, account ownership, and pending work.

Return equipment and settle authorized prizes, reimbursements, credits, or completed agreement duties.

Preserve required records and delete unauthorized personal copies.

Use a proportionate internal and public communication that does not disclose protected information or mischaracterize the separation.

16. Reapplication and references Former members may be considered again unless a final restriction states otherwise. Only authorized people may provide organizational references or verify service. Reference statements must be accurate, limited to legitimate information, and consistent with privacy and non-retaliation duties.

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IMPLEMENTATION CHECKLIST The responsible policy owner should use this checklist to turn the written standard into routine practice.

1 Use current recruiting-priority labels on every role and application. 2 Require a role description and named lead before accepting a volunteer. 3 Complete policy, agreement, training, and least-privilege access checks before elevated work. 4 Schedule early and periodic workload and access reviews. 5 Use one documented offboarding checklist for every separation.

SHARED ADMINISTRATION Policy status and relationship This is an official Element Esports organizational policy. It supplements the Staff & Player Handbook and does not create employment, collective-bargaining, public-sector, or union rights. A completed agreement, applicable law, platform or tournament rule, or stricter safety requirement may add obligations.

When policies overlap, the most protective applicable safeguarding or safety rule controls immediate action. Findings, corrective action, and appeals use the Discipline & Appeals Policy unless a specific external authority controls.

Administration and interpretation Ownership retains ultimate policy authority. The named policy owner administers day-to-day implementation, may issue consistent procedures and forms, and must elevate material ambiguity, conflicts, or requested exceptions.

Exceptions must be written, limited, lawful, time-bounded when appropriate, and may not waive safeguarding, non-retaliation, fair-play, privacy, or truthful-advertising requirements.

Reporting and non-retaliation Good-faith questions, disclosures, mistakes, and concerns may be raised to a direct lead, department head, Management, Ownership, or the Report a Concern route. A person may bypass the chain when it is unsafe, unavailable, or conflicted.

Retaliation, evidence destruction, witness pressure, coordinated stories, restriction evasion, or misuse of authority to suppress reporting are separate potential violations. An unsubstantiated report is not automatically false or malicious.

Review, records, and appeals Material decisions should identify the issue, governing standard, relevant information, conflicts, action, responsible owner, duration or review date, and required notice. Access to reports and records is limited to legitimate need.

Protective restrictions may be imposed before a finding when safety, minors, accounts, evidence, competition, finances, or operations are reasonably at risk. Formal outcomes and material restrictions may be appealed under Discipline & Appeals.

Training, acknowledgment, and review People with elevated authority or access must receive role-appropriate instruction and acknowledge this policy before or soon after assignment. Leadership should review the policy after a material incident, program change, legal or platform development, or at least annually.

CROSS-REFERENCES

Staff & Player Handbook

Staff & Member Conduct Policy

Discipline & Appeals Policy

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Community Standards

Safeguarding and Minor Participation Policies

Privacy Policy

Brand Guidelines

Applicable role agreement, tournament, platform, publisher, partner, and legal requirements

DOCUMENT Owner / authorized representative: _____ APPROVAL

VERSION CONTROL Approved date: _____ Next review: _____

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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