



INTERNAL OPERATIONS RESOURCE

ESSENTIAL DOCUMENT CHECKLIST

VERSION 1.2 / AUGUST 2026

OPERATIONAL RESOURCE

A control list for the policies, agreements, records, and support materials needed as ADHDEsports grows.

HOW TO USE THIS CHECKLIST

This is an internal control sheet for Ownership, Management, department leads, and onboarding staff. Mark only documents that exist, are current, and are stored in an approved location. A public framework page does not replace a completed internal procedure.

CORE OPERATIONAL DOCUMENTS

- ☐ General member or volunteer agreement
- ☐ Competitive Player Agreement
- ☐ Academy & Development Player Agreement
- ☐ Creator Agreement
- ☐ Staff / Management Agreement
- ☐ Non-Disclosure Agreement
- ☐ Equipment Loan Agreement
- ☐ Travel & Event Safety guidance
- ☐ Welcome Kit

INTERNAL TOOLS AND WORKFLOWS

- ☐ Role descriptions and organizational hierarchy
- ☐ Onboarding Flow Guide
- ☐ Document distribution and acknowledgment process
- ☐ Document update / version-control template
- ☐ Recruitment and applicant tracker
- ☐ Conflict Resolution Policy and escalation route

PUBLIC AND BRAND-FACING MATERIALS

- ☐ Brand Guidelines and approved asset access

- ☐ Partner / affiliate overview
- ☐ Community Code of Conduct or standards
- ☐ Sponsorship / partnership overview deck
- ☐ Privacy Policy
- ☐ Safeguarding Policy
- ☐ Minor Participation Policy
- ☐ Accessibility statement and reporting route

WELLNESS AND MEMBER SUPPORT

- ☐ Mental Wellness Resources
- ☐ Financial Wellness Resources
- ☐ Report a Concern and Incident Report routes
- ☐ Reasonable accommodation / accessibility contact
- ☐ Time-away and burnout check-in process

OPTIONAL AND SCALE-READY RESOURCES

- ☐ Stream or content calendar
- ☐ Travel itinerary / event-preparation checklist
- ☐ Feedback or exit-interview form
- ☐ Incident Report Form
- ☐ Creator onboarding checklist
- ☐ Social-media and thumbnail guide
- ☐ Guardian permission record for eligible minors
- ☐ Roster eligibility record
- ☐ Asset and account access register
- ☐ Offboarding checklist
- ☐ Emergency and escalation contacts
- ☐ Prize and revenue allocation addendum
- ☐ Competitive Integrity Policy
- ☐ Records retention schedule
- ☐ Business continuity and account recovery plan

DOCUMENT CONTROL RECORD

CHECKLIST OWNER

REVIEW DATE

NEXT REVIEW DUE

STORAGE LOCATION

OPEN ACTIONS

MINIMUM STANDARD

A document is not complete merely because a template exists. Complete role-specific details, verify cross-links, date the version, name an owner, and communicate it to the people expected to follow it.

SOURCE & REVIEW NOTE

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