

# vACC Policy

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VATAdria

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## **1. Introduction**

### **1.1. Preamble**

VATAdria Policy is a document that regulates rules in VATAdria and is a fulfillment to the regulations that are in effect on VATSIM network, in particular VATSIM Code of Conduct, VATSIM Code of Regulations, Global Rating Policy, Transfer and Visiting Policy, VATEMEA Region Policy, VATEUD Division Policy.

The documents described above have priority over VATAdria Policy.

### **1.2. VATAdria**

VATAdria is a formal organization that associates virtual aviation enthusiasts that are members of VATSIM.

VATAdria is not a registered entity.

VATAdria is part of VATSIM – member of European division (VATEUD) and European, African and Middle East region (VATEMEA), which supervises vACC for its work.

## **2. Members**

### **2.1. VATAdria Members**

Member can be part of VATAdria if:

1. Is a registered VATSIM member and upholds unrestricted access to VATSIM services
2. Has been assigned to VATEUD and has chosen VATAdria as vACC
3. Has at least 13 years old
4. Accepts regulations in this policy and in other documents provided by Staff members

Members are divided into:

1. ATC member
2. Regular member

ATC members are the ones who:

1. Completed ATC training in the vACC and holds Student rating (S2) or higher rating from vACC recommendation, or has been successfully transferred to VATAdria
2. Remains vACC member on the rights described above

Regular members are the ones who:

1. Complies with the rules given in 2.2. in this policy
2. Have assigned his certificate to VATAdria in the VATSIM CERT System

## 2.2. Responsibility of VATAdria members

Each member of VATAdria is responsible for:

1. Building a positive image of VATAdria
2. Compliance with the provisions of the overriding VATSIM, VATEMEA and VATEUD provisions, this Policy, as well as other regulations of the VATAdria
3. Maintaining appropriate relationships, personal culture and rules of social behavior with other members
4. Taking care of the security of information, tasks and documents entrusted to them, in particular those covered by regulations on the protection of personal data
5. Whenever possible, taking an active part in the activities of the vACC
6. Provide information on any events, situations and events that may adversely affect the image of VATAdria, its Board and / or members to the Director of VATAdria

Members are required to:

1. Compliance with instructions, rules and other documents relating to the operation and provision of air traffic control service, flight information service and others
2. Providing the service in the most professional way possible
3. Actively participate in events and meetings organized by or in cooperation with the VATAdria, if possible
4. Treat all members courteously when exercising air traffic control and flight information service
5. Take part in consultations conducted by the Board or working groups

## 2.3. Rights of VATAdria members

All members are entitled to:

1. Receiving due support and necessary information regarding VATSIM services from vACC Staff
2. Participate in the activities of the vACC
3. Expressing a constructive opinion on the operation of the vACC
4. Use the materials intended for them, made available by the vACC
5. Undergo ATC training in VATAdria, in accordance with the requirements

Additionally, all ATC members are entitled to:

1. Use of instructions and operational documents intended for them
2. Taking the position of air traffic control in VATAdria

## 2.4. Disciplinary actions and rewarding

Members can be disciplined and rewarded by the vACC Board or at the request if a group of other members.

A member may be disciplined for violating the vACC Policy, regulations or other supplementary regulations by:

1. Warning letter

2. Access limitations to local vACC services
3. Submitting a request for punishment to supervisory authorities (VATEUD, VATEMEA, VATSIM BoG)

The member can be rewarded for the following reasons:

1. Having successful recent mentoring activity
2. Be helpful to other members, especially newly registered
3. Taking active part in working groups appointed by the Board
4. Applying for other tasks announced in vACC growth

If a request for disciplinary action or reward is submitted by a member of the vACC Staff, the Board, after considering the matter, submits a suggestion of a penalty or form of reward to the Director of the vACC.

If a request for disciplinary action or reward is submitted by a group of at least 5 active members of VATAAdria, the Board examines the application and decides whether to approve or reject.

### **3. Staff**

#### **3.1. Staff and staff members**

The Board collectively by delegation is responsible for running the vACC

The Board is under the authority of supervisory bodies.

The specific tasks and duties of all members of the Board include:

1. Taking care of proper development of the vACC
2. Performing tasks appropriate for each member of the Board
3. Representing the vACC in VATEUD, VATEMEA and VATSIM meetings
4. Promotion of virtual aviation, including VATSIM
5. Maintaining materials appropriate for each member of the Board, available to members of the VATAAdria
6. Managing the works and activities of the vACC

Members of the Board, exception is vACC Director, are appointed for an indefinite period by the vACC Director, in an amount appropriate to the current needs.

The Board of VATAAdria consists of:

1. vACC Director
2. Deputy vACC Director
3. ATC Training Director
4. Deputy Training Director
5. Other Staff members appointed as needed

### **3.2. vACC Director**

The Director of the vACC is vested with the ultimate responsibility for the vACC.

The specific tasks of the vACC Director include:

1. Coordinating and managing the work of the Board
2. Receiving and considering complaints, motions and grievances addressing to the vACC Board
3. Problems and conflicts resolution within the vACC
4. Directing the development of the vACC
5. Taking disciplinary actions and rewarding members
6. Reporting current affairs to VATEUD, VATEMEA and VATSIM BoG

The vACC Director is appointed by the VATEUD Division Director, and has mandate of 2 years.

The vACC Director shall exercise his mandate until his/her resignation or is recalled. The vACC Director shall preform duties until the appointment of a new vACC Director, and if unable to do so, Deputy vACC Director shall preform these duties.

### **3.3. vACC staff**

The remaining members of the Board are appointed by the vACC Director after the person concerned proposes their candidacy.

### **3.4. Staff assistants**

All Staff members might appoint their assistants in the number based on needs.

An assistant preforms tasks specified by a member of the Board as part of the work of his department. The assistants are approved by the vACC Board.

### **3.5. Complaints for vACC staff members**

All members might send complaints for any member of the vACC to the vACC Director.

Complaints for vACC Director shall be directed to VATEUD Division Director.

### **3.6. Workgroups**

The Board may appoint workgroups which may include all members of the vACC.

The task of the workgroups is to carry out specific task.

Workgroups are made up especially of people who have competences and skills in a given field.

Workgroups may be entrusted with access necessary to perform the tasks and only for the duration of its implementation.

## **4. Visiting and transferring controllers**

### **4.1. Visiting controllers**

Apart from VATAdria controllers, visiting controllers are also entitled to take a position under the visiting controller rights.

Anyone can become visiting controller if:

1. Has a minimum of Student rating (S2)
2. Completed training in accordance with the training program for visiting controllers adopted by the TD
3. Passed a checkride for a positive result
4. Was adopted and accepted for training

Visiting controllers are required to:

1. Comply with the provision of the vACC Policy and supplementary regulations
2. Care for the good name of VATAdria
3. Providing air traffic control of the highest standard

Visiting controller has the right:

1. To occupy position in accordance with the permission of the visiting controllers
2. To occupy position during events with the schedule. In this case, members of the Board responsible for the organization of the event, VATAdria controllers have priority over visiting controllers.
3. Use VATAdria materials as described above

The provision of the vACC Policy applies to visiting controllers. Visiting controllers are treated on an equal foot as vACC controller

### **4.2. Incoming transfer controller**

The controller that applies for transfer from the home vACC to VATAdria is obligated to:

1. Meet the conditions described above
2. Is ready for a session to verify his skills after familiarization sessions
3. Will report such a willingness

### **4.3. Outgoing transfer controller**

VATAdria controllers have the right to change their vACC.

The controller interested in transferring to another vACC is obligated to inform the vACC about the fact.

The vACC releases him/her from obligations and rights described in this Policy upon their transfer in the VATSIM CERT database.

On the day of the transfer being accepted by the superior body, the controller transferring to another vACC is removed from the list of vACC members, thus losing all rights and obligations towards VATAdria.

## **5. Network usage**

### **5.1. ATC position occupancy rules**

The following are entitled to log in on ATC positions:

1. Active members, holding at least Student rating (S2), in independent sessions
2. ATC Students, holding at least S1 rating – only with mentor

Sessions on any position may be prior reservation or on a “first come, first served” basis.

Controllers may reserve a session any time in advance, but no later than 30 minutes before the scheduled start of the session.

The positions are taken by the controllers at their own discretion, skills and well-being.

Controllers holding:

1. Student rating (S2) – can occupy all DEL, GND and TWR positions
2. Senior Student rating (S3) – can occupy all positions for the S2 and all APP positions.
3. Controller rating (C1) and higher – all positions

Some positions may be restricted for operational reasons. These restrictions will be published by means of NOTAMs or in documents published by the Board.

Before taking a position, the controller should make sure that:

1. Has the appropriate skills to handle the position
2. Familiarized himself with the applicable procedures, in particular with the current NOTAMs.

Session length should be no less than 30 minutes.

### **5.2. NOTAMs**

Any restrictions, changes in local procedures, infrastructures or airspace closure are published using NOTAMs.

A properly designated member of the Board watches over the updating of NOTAMs.

All pilots and controller are required to follow the NOTAMs.

### **5.3. Changes in local procedures**

Any changes to local regulations should be posted at the website at least one week in advance.



Amendments to operating instructions are prepared by the member of the vACC Board competent for operational matters.

Amendments to the regulations are prepared by the members of the vACC Board competent for the scope covered by the regulations.