

VATSIM NORTH AMERICA
POLICY NUMBER: 03/05
DATE ISSUED: 10/3/2005
REVISED: 3/6/2007

SUBJECT: VATSIM NORTH AMERICA (VATNA) VISTOR CONTROLLER POLICY

PURPOSE: To clarify policy regarding visiting controllers within VATNA.

DEFINITIONS:

POSITION - Defined as those positions identified in the VATSIM Code of Conduct that exclusively pertain to the control of air traffic within VATSIM.

RATING - A VATSIM-assigned designation that identifies the administrative level of a particular VATSIM member. A rating also reflects a minimal competence level of a VATSIM member.

VISITING CONTROLLER - A VATSIM-rated member who requests and is approved to provide ATC services at a particular facility who is not affiliated with that particular facility

TRANSFERRING CONTROLLER - A VATSIM-rated member who requests and is approved to transfer from one facility to another.

POLICY:

1. VATNA Division Directors may establish policy regarding visiting controllers. This responsibility cannot be delegated to local division staff. Local staff may submit request for rules. The ultimate approval process for such rules / policies is located in the VATSIM North America Local Rules Policy.
2. No visiting controller policy may deny a VATSIM member's right to request permission to work with a particular ARTCC/FIR. However, the request may be denied if the applicant has documented disciplinary problems occurring within a specified time period as established by individual policies. However, waivers of time periods are authorized as it is understood that there are varying comfort levels of acceptance when dealing with persons who may have had disciplinary issues in the past.
3. No visiting controller policy may contain any restriction that denies a person from applying and qualifying as a visiting controller that is based solely on a person's VATSIM rating. Voice requirements shall be based on current Division standards.
4. Any policy that intentionally establishes biased procedures, or is exclusively created to make it impossible for a visiting controller to become a member of a particular facility will not be approved for local use.
5. No visiting controller policy may arbitrarily suspend visiting controller procedures, except in the following instance:
 - a. A new facility chief/manager may request a temporary suspension of visiting controllers while establishing new administrative and operational procedures within their new facility. The Division Director may review and approve a temporary suspension request, but such a request shall not exceed 60 days. If a determination is made that more time is needed after 60 days, the request must be approved by VATNA. In no case shall the aggregate of all time associated with the suspension exceed 90 days.

6. Position restrictions during certain events may be authorized provided that those restrictions apply equally to both assigned ARTCC/FIR members and visiting controllers.
7. Acceptance as a visiting controller within a particular ARTCC/FIR is a privilege and visiting controllers shall abide by all requirements, testing, and procedures specified within that particular facility. The local chief may request assistance from Division Director if disciplinary issues arise.
8. A roster of visiting controllers shall be maintained at the local facilities website.
9. Visiting controllers applying to different divisions may be approved via established division policies. Conflicts that arise should be directed to the appropriate division conflict resolution manager.

06 March 2007 changes:

Policy:

1. VATNA Division Directors ~~may~~ **shall** establish policy regarding visiting controllers. This responsibility ~~may cannot~~ be delegated to local division ~~staff chiefs~~. The ultimate approval process for such policies ~~is at the discretion of the Division Director~~ **is located in the VATSIM North America Local Rules Policy.**
4. Any policy that intentionally establishes biased procedures, or is exclusively created to make it impossible for a visiting controller to become a member of a particular facility ~~shall be immediately removed~~ **will not be approved for local use.**
- 5.a A new facility chief/~~manager~~ may ...