



VATPAC EVENTS ROSTERING POLICY

WARNING

Information contained in this document is intended for flight simulation purposes and must not be used for any real-world aviation use.

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Document Control

VATPAC Event Rostering Policy Version 1.0 – 26/04/2021		
Date	Version	Description
22/11/2020	0.1	Initial draft
7/02/2021	0.2	Updated Draft – Review 1
23/02/2021	0.3	Sent for Community Consultation
26/03/2021	0.4	Policy Finalised for V1.0 approval by VATPAC Board
26/04/2021	1.0	Policy Approved V1.0 by VATPAC Board

Change Process

Any changes to this policy must be brought before the VATPAC Board and consolidated with the VATPAC community before taking place. The Director of Events is responsible for the publication and management of this policy on behalf of the VATPAC Board.

Scope

This document applies to all VATSIM members who are rostered to control a VATPAC event in any capacity. This document outlines the expectations of controllers who are rostered on a position during an event and disciplinary action for controllers who breach this policy.

The Director of Events has created this document to streamline the expectations of controllers who wish to control a rostered VATPAC Event.

Document Definitions

Phrase	Definition
Events Website	The website utilised by VATPAC to publish controller rosters. https://events.vatpac.org
Controller Slot	A slot for a controller to provide availability to control during an event; Typically, 1 hour in length.
Controller	A person who has attained a Controller rating as outlined by the Global Rating Policy (GRP).
Position Facility Preferences	Chosen facility types that a controller would like to control on the Events Website
Director of Events	In charge of the Events Department and the maintainer of this policy
Events Manager	Second in charge of the Events Department under the Director
Event Coordinator	The person in charge of a specific event. Denoted on the event NOTAM and available in Discord #atc-announcements channel.
Event Staff Member	Any Event Coordinator within the VATPAC Events Staff Team, NOT inclusive of the Director of Events or Events Manager.
Infraction	Either a warning (2.2) or suspension (2.3) for breaching this policy.
Full Rostering	Major Event Roster. The roster will be maintained and updated by the Director of Events, Events Manager and Events Staff.
Partial Rostering	The roster will be released a few days before the event. No changes will be made to this roster except for the removal of controllers already on the roster.
Regular Event	an event that occurs regularly. For example, a weekly, Monthly or Quarterly event.
Major Event	An event that is listed on the Major Events List.

1 Controller Roster System

1.1 Controller Application

- 1.1.1 A controller must only apply to control during an event if they are available to control during at least one full controller slot during the nominated event time.
- 1.1.2 Controllers will not be rostered for a period exceeding 5 hours in length. In a situation where a controller is required for a more extended period, they will be contacted to confirm they agree with this request.
- 1.1.3 Controllers may apply to control for part of an event provided that the controller can control for the duration of at minimum one controller slot.
- 1.1.4 If a controller can no longer control during an event they must, depending on the roster's status, conduct one of the following actions.

Applications Open:

- a) Remove their availability on the Events Website.

Applications Closed / Roster Released:

- b) Contact the Events Director via events@vatpac.org
- c) Contact the nominated Event Coordinator via roster@vatpac.org
- d) Message the Director of Events, Events Manager or nominated Event Coordinator via Discord.

1.2 Preferred Position Assignments

- 1.2.1 Controllers can indicate position facility preferences to control during an event through the Events Website.
- 1.2.2 Position facility preferences will be accommodated by the Events Staff Team to the best capacity possible.
- 1.2.3 Should a controller be required on a position they have authorisation on but have not provided preference for, the Events Staff Team reserve the right to allocate the controller onto the required position.

1.3 Events Rostering

- 1.3.1 VATPAC may elect to roster regular and major events to aid with the event's smooth running.
- 1.3.2 There are two roosting principles utilised by VATPAC, which includes:
- a) Full Rostering
 - b) Partial Rostering
- 1.3.3 Controllers can check if an event is rostered by checking any of the following locations:
- a) Events Website (*preferred*)
 - b) Discord #atc-announcements channel
 - c) VATPAC Forums Events Announcements
- 1.3.4 Controllers will be notified when rosters are released via all mediums listed in 1.3.3.
- 1.3.5 Controllers who apply to control and are assigned a position will be notified by email when the controller roster is released.

1.4 Controller Expectations

- 1.4.1 Before an assigned controller slot, the controller is expected to:
- a) Be available on VATSIM or the VATPAC Discord Server 5 minutes before their controller slot.
 - b) *If relieving a controller*; Make appropriate contact to initiate a controller handover.
- 1.4.2 During the controller slot, the controller is expected to:
- a) Connect to the assigned position.
 - b) Remain logged onto the network for the duration of the controller slot
 - c) Remain contactable via an appropriate medium by any Events Staff Team member.
- 1.4.3 After a controlling slot, and if another controller is rostered to relieve the position, the controller is expected to:
- a) Be contactable either on the VATPAC Discord or VATSIM Network to begin communication.
 - b) Issue an appropriate handover to the next controller.
- 1.4.4 If a controller cannot satisfy the requirements listed in 1.4.1, 1.4.2 or 1.4.3, they must immediately contact the nominated Event Coordinator to advise why they can no longer fulfil this policy.
- 1.4.5 Failure to notify the Nominated Event Coordinator of your inability to follow the policy will result in an infraction being issued to the controller as outlined in section 2.1.

2 Regulations

2.1 Issue of Infractions

- 2.1.1 The Director of Events and Events Manager have the authority to issue infractions under this policy.
- 2.1.2 Event Staff Members can only recommend an infraction to the Director of Events and Events Manager.
- 2.1.3 VATPAC Staff members are not exempt from this policy.

2.2 Warnings

- 2.2.1 If the controller has no prior records of infractions, only a warning is available to be issued.
- 2.2.2 Warnings will be given on a case-by-case basis in consolidation with all available evidence.
- 2.2.3 Controllers may appeal warnings given by this policy to the Director of Events via events@vatpac.org.

2.3 Rostering Suspension

- 2.3.1 For a controller to be issued a roster suspension. The controller must have accumulated a minimum of:
 - a) Two warnings for the same policy infraction; or
 - b) Three warnings for different policy infractions
- 2.3.2 There are two types of Rostering Suspensions which can be employed:
 - a) Suspension from being on rostered until a chosen date.
 - b) Suspension until a number of rostered events have passed.

In most cases, 2.3.3(a) will be selected.
- 2.3.3 Roster Suspensions can be issued from 1-week to 3-months in length depending on the severity of the warnings accumulated by the controller.
- 2.3.4 Repeat violations of this policy will result in increasing Roster Suspension periods.
- 2.3.5 A controller may appeal Roster Suspensions via the process outlined in 3.2.

3 Infractions

3.1 Application and Recording of Infractions

- 3.1.1 An up-to-date infraction list will be maintained by the Director of Events and Events Manager.
- 3.1.2 When an infraction is actioned, notice will be given via email or direct messaging about the infraction.
- 3.1.3 A list of all controllers with infractions must be made available to the VATPAC Board and all Events Staff Team members.

3.2 Appealing Suspensions

- 3.2.1 Controllers who believe they have received a roster suspension unfairly or in error have the right to appeal suspensions under section 66 of the VATPAC Constitution.
- 3.2.2 Controllers who appeal to a suspension must cite how their infraction was incorrectly assessed using sectionals from this document.
- 3.2.3 All appeals must be emailed to the Division Director via director@vatpac.org.
- 3.2.4 The controller will be notified of the results once a decision has been made.

4 Acceptance of this policy

- 4.1 By applying to control a rostered event on the VATPAC Events Website, a controller agrees to abide by this policy.