July, 2018

<u>Vancouver FIR General Policies</u>

1. **Activity Requirements**
   As per VATCAN policy; "Do not log on if you do not plan on staying connected for at least 45 minutes." This excludes any unforeseen events that come up in real life. The 45 minutes need to be continuous on the same position (e.g. Vancouver Ground) unless you move to a higher position when it is vacated (e.g. Vancouver Tower). A controller may not move from one facility to another within the 45 minutes.

   The minimum activity requirements are:

   S1-S3 – 2 hours per calendar month
   C1, I1 – 20 hours per calendar year
   C3, I3 – 20 hours per two calendar years

2. **Visiting Controllers**
   We welcome visiting controllers from both within and outside of VATCAN. *Only applications from controllers holding an S2 rating or higher will be considered.* As per VATSIM policy, all visiting controllers must adhere to the same policies as regular controllers. Contact the Vancouver FIR Chief to apply. An orientation and/or practical exam will be required before visiting controllers are put on the roster and obtain a solo endorsement for *any* position in the FIR.

3. **Signing On Procedure**
   Always check in on both Teamspeak and as an Observer before signing on an active position. Get a proper briefing both from controllers above and below before switching callsign to an active position. Do *not* rely on VatSpy or similar traffic tools to determine if a position is active as they have a delayed feed and often do not update properly. Stay on Teamspeak while on an active position. We have dedicated controlling voice rooms if the lobby is not appropriate.

   Announce on the ATC channel when you sign on only if there are active controllers in other FIRs or ARTCCs that border on your facility.

4. **Shift Change Briefings**
   Prior to soliciting briefings from controllers above and below you, check the current ATIS to determine the current runway configuration at the airport that you will control and the current ATIS letter. If you are taking over ATIS, use the next letter in the alphabet when setting up the ATIS. In the briefing itself, discuss the status of any aircraft that will be under your control including any amendments or non-standard items.

   When taking over the same position (e.g. Centre), log in with a number in the callsign. A Centre controller relieving another will log in with the callsign CZVR_1_CTR and use the

same primary frequency. As the new controller is briefed on every aircraft that will fall under his control, do a manual transfer in the radar client.

5. **Signing Off Procedure**
Before signing off, check on Teamspeak whether there is a controller that is interested in the position. If no controller will take over the position, inform each aircraft individually that you are signing off.

Announce on the ATC channel when you sign off if there are active controllers in other FIRs or ARTCCs that border on your facility.

6. **Position Restrictions**
No controller is allowed to sign on a position they are not cleared for unless being directly monitored by a CZVR Mentor or Instructor. A current list of position endorsements is always posted on the CZVR website. "In Training" (yellow) indicator on the controller page is *not* an endorsement for a position.

7. **Real-World Procedures**
For the purposes of providing the best available services to our global community of pilots, the following rules apply:

a) VFR flights under IMC conditions - Every pilot has the ability to set "Clear Skies" in their simulator hence we cannot close an airport due to bad weather. Advise pilots of the weather conditions but do not deny services.

b) Simulation of tower closures during night time - Since VATSIM is a global environment where both pilots and controllers are on different time zones, we will never close ground or tower just to follow real-world procedures.

c) Runway assignments - We should attempt to accommodate requests to depart from a non-standard runway. This is always traffic permitting. Advise the pilot of any anticipated delays, for example: "Runway 13 for departure, expect a 20 minute delay for arriving/ departing traffic".

d) NOTAMs - Any real-world NOTAMs can be supported at the controller's discretion and *pilot's acceptance*.

8. **Promotions**
The following guidelines are in place for promotions:

a) New students will join CZVR as an S1 after passing the VATCAN S1 written exam.

b) New students (S1) are eligible to control Delivery only after passing the CZVR SOP written exam and receiving a Delivery endorsement from a Mentor/Instructor.

c) New students (S1) are able to control Ground after receiving a ground endorsement from a Mentor/Instructor.

d) The minimum time as an S1 before being eligible for a promotion to S2 is 30 days.

e) The minimum time as an S2 before being eligible for a promotion to S3 is 45 days.

f) The minimum time as an S3 before being eligible for a promotion to C1 is 60 days.

g) For all promotions (S2, S3 and C1), the student must pass a VATCAN written test and an Over The Shoulder (OTS) examination administered by a CZVR Instructor.

h) Training on the next higher position can start immediately after a posted promotion.

i) The FIR Chief or the Chief Instructor can waive these requirements in exceptional cases (example: a real-world Air Traffic Controller).

9. **Staff and Mentor Requirements**
   All applicants for a staff position at CZVR must meet the rating criteria and must have a clean VATSIM record (no minor infractions in last 6 months and no major infractions in the last 24 months). The following staff positions are available at the Vancouver FIR:

   a) **FIR Chief** - Responsible for day-to day operations of the FIR. In the absence of a Chief Instructor the Chief is primarily responsible for all ATC training in the FIR. *Appointed by the VATCAN Division Director.*

   b) **Assistant FIR Chief** - Assists the FIR Chief in all matters related to the day-to-day operations of the FIR. Primarily responsible for roster and Visiting Controller supervision. *Appointed by the FIR Chief - Minimum C1 VATSIM Rating.*

   c) **Chief Instructor** - Primarily responsible for all training, exam assignments and promotions in the FIR. *Jointly appointed by the FIR Chief and VATCAN Training Director - Minimum I1 VATSIM Rating.*

   d) **Instructor** - Assists the Chief Instructor with all training. *Jointly appointed by the FIR Chief, FIR Chief Instructor and VATCAN Training Director - Minimum C1 VATSIM Rating.*

   e) **Mentor** - Assists the Instructors with all training. Recommends students for position endorsements and exams. Can only train at positions lower than his rating (i.e. Mentors with S3 rating can teach Delivery, Ground and Tower). J*ointly appointed by the FIR Chief and FIR Chief Instructor.*

   f) **Events Coordinator (EC)** - Organizes all events in the FIR. Liaisons with Virtual Airlines and neighbouring ARTCCs/FIRs. Responsible for maintenance of event sign-up pages, website graphic and write-ups and supervising events. *Appointed by the FIR Chief - Minimum S2 VATSIM Rating.*

   g) **Facility Engineer (FE)** - Keeps all radar client sector files current. Monitors changes in the real-world procedures and notifies the FIR of updates. *Appointed by the FIR Chief - Minimum S2 VATSIM Rating.*

h) **Webmaster (WM)** - Keeps the website current. Processes all new user registrations on the website and forum within 12 hours of receipt. Ensures all updates to the website are promptly posted. Works under the guidance of the FIR Chief to enhance and maintain the website functionality. *Appointed by the FIR Chief - Minimum S2 VATSIM Rating.*

Subject	Authorized	Date
Revision	Brad Crockett	July 4, 2018
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