

Event Policies and Guidelines

Virtual Atlanta ARTCC

January 28, 2010

The purpose of hosting virtual events is to allow the Virtual Atlanta ARTCC the chance to display its controllers' during high levels of virtual traffic, as well as allow the ARTCC to come together and perform to the level of professionalism that is found in the real world, with the overall result being a fun and enjoyable experience to the pilots and controllers. To further this goal, members of the Atlanta ARTCC must comply with the following Event Policies and Guidelines. These Policies and Guidelines, hereinafter referred to as "The Event Policies", set forth how events at the Atlanta ARTCC shall run, as well how members of the Atlanta ARTCC are expected to conduct themselves during such events.

The Event Policies may be amended at any time by the Virtual Atlanta ARTCC Event Coordinator, with joint coordination and approval from the Air Traffic Manager and/or Deputy Air Traffic Manager.

A. Event Coordinator

- 1.** The Air Traffic Manager and Deputy Air Traffic Manager are responsible for the selection process of the Event Coordinator. Candidates for the Event Coordinator position shall meet all qualifications as provided by Paragraph A (2).
- 2.** Qualifications for the Event Coordinator position include, but are not limited to:
 - (a)** Holding at least a Senior Student (S3) rating.
 - (b)** Having no disciplinary record that makes him unsuitable for the position. Gravity of the record shall be determined by the Air Traffic Manager.
 - (c)** Having a strong presence on the network.
 - (d)** Willingly becoming a member of the Virtual Atlanta ARTCC.
- 3.** The Event Coordinator is responsible for overseeing the entire Events Department as provided by Paragraph A (4).
- 4.** Responsibilities of the Event Coordinator include, but are not limited to:
 - (a)** Working with the Deputy Air Traffic Manager to develop the Events Program.
 - (b)** Coordinating ARTCC-sponsored events, as well as VA-sponsored events.

- (c) Maintaining liaison with the Atlanta ARTCC controllers in respect to event information.
- (d) Determining and coordinating proper staffing required for events.
- (e) Maintaining liaison to neighboring ARTCCs, VAs, and VATSIM and VATUSA Event Staff.
- (f) Reporting the status of the Events Department to the Air Traffic Manager and Deputy Air Traffic Manager.

B. Controller Sign-Ups

1. Controllers shall be informed about events through emails, forum postings, and other means, including the main Atlanta ARTCC website. It is asked that controller read event information and communicate their availability for the event to the Event Coordinator.
2. The main means for providing availability for events is through postings in the Event Board of the Atlanta ARTCC Forums. As to avoid confusion and provide standardization, it is asked that controllers follow the instructions in the Event [Sign-Ups](#) page of the Atlanta ARTCC website, provided by the Event Coordinator.
3. Any availability post that does not follow what is provided in Paragraph B (2) shall be subject to editing by the Event Coordinator.
4. The purpose of controller sign-ups is to cross-check staffing requirements for a specific event and compare them to controller availability, therefore:
 - (a) It is asked that controllers post any availability possible, unless entirely uncertain.
 - (b) If a controller has posted availability, but has afterwards determined he shall not be of attendance, it is asked that he not remove his post, but rather contact the Event Coordinator with sufficient notice (normally at least 12 hours before the event). This allows the Event Coordinator to make changes to staffing if necessary. For record keeping purposes, email is the preferred method of communication with the Event Coordinator.

C. Attendance

1. Controllers who sign up for an event are asked to be on the Atlanta ARTCC TeamSpeak for the pre-event briefing, as well as the entirety of the availability

posted.

(a) The Event Coordinator shall notify all controllers of pre-event briefing times, as well as any changes to the event schedule and details.

2. While there is no form of disciplinary that can be taken for lack of attendance to signed-up events without prior notification, it is strongly frowned upon. The time and effort put into planning and coordinating an event can go to waste from such behavior.

D. The Controller-In-Charge (CIC)

1. The CIC is a role, in which a controller/staff member takes the responsibility of overseeing position staffing dependent on the traffic flow. The CIC also provides a means of coordination with different controllers, who may not be easily reached (i.e. Controllers in different ARTCCs). In case a Traffic Management Unit (TMU) is not present, the CIC shall take the responsibility of the TMU position. Due to what it is asked from the CIC, it is strongly recommended the CIC have strong knowledge of the Atlanta ARTCC airspace and procedures, as well as that the CIC not be controlling an active position.
2. In the case of an event, the Event Coordinator, or the controller (C1 or higher) he designates, shall perform the role of CIC. The Event Coordinator shall provide an email verifying his choice to the CIC for evidential purposes. In the case that the Event Coordinator chooses a CIC, Paragraph D (3) below shall not be applicable.
3. If the Air Traffic Manager, Deputy Air Traffic Manager, Training Administrator, or Event Coordinator are not present at the time of the event, and a CIC was not designated by the Event Coordinator, the highest certified controller, as determined by rating, with an I3 been the highest and an S1 been the lowest, shall assume the CIC position. However, the highest rated controller may give up the CIC position to the next highest-rated controller if the highest rated controller so wishes.
4. In the case of a virtual airline (VA) sponsored event/fly-in/fly-out, Paragraph D (2) shall be applicable.
5. The Atlanta Air Traffic Manager, Deputy Air Traffic Manager, Training Administrator, and Event Coordinator (in that order, with the first overriding the next) reserve the right to determine and reject the selection of CIC.
6. In the event of high traffic, but not during a scheduled event, a controller may be required to take the role of the CIC. The controller shall be selected as provided by Paragraph D (5) before undertaking the CIC role. If none of the staff listed are present, the CIC candidate should have the majority of active online controllers

supporting him in taking the CIC role. If a decision cannot be made by the active online controllers, there shall not be a CIC.

7. The CIC and online controllers are required to be connected to the Atlanta ARTCC TeamSpeak server, as provided by Paragraph E (5) of the Atlanta ARTCC Policies and Guidelines Binder. If the CIC or online controller is required to disconnect from TeamSpeak, for reasons such as coordination with another ARTCC, he is asked to inform the online controllers but maintain some form of appropriate communication, such as VRC.

E. Position Reliefs During Events

1. The designated CIC shall be informed about position changes and reliefs.
2. Relief briefings shall consist of, but are not limited to, that which is listed on the Atlanta ARTCC Position Binder and the Plug-In Policy. Any position briefing, especially during events, shall be subject to Paragraph E (5) of the Atlanta ARTCC Policies and Guidelines Binder.