# CONSTITUTION POLICY

## Revision History

| Date | Rev. No. | Revision Content | Effective Date | Approval |
|---|---|---|---|---|
| 03/08/2020 | P001.01 | Creation and Approval of Document | 14/08/20 | B. Murdoch<br>R. Shahzad<br>A. Stefopoulos |
| 03/01/2021 | P001.02 | 1. Revision made in Sub Article 1.1<br>2. Revision made in Sub Article 1.3<br>3. Revision made in Sub Article 1.5<br>4. Change of Point B in Clause 4.3<br>5. Change of Sub-Clause D of Clause 4.3.1<br>6. Revision made in Clause 4.3.3<br>7. Revision made in Sub Article 5.2<br>8. Revision made in Sub Article 7.1<br>9. Addition of Sub-Article 8.2 with Clause 8.2.1<br>10. Addition of Article-9 with Sub Article 9.1<br>11. Addition of Article 10 with Sub Article 10.1<br>12. Addition of Article 11 with sub Article 11.1<br>13. Change of Front Page<br>14. Colour Scheme Changed | | D.Sen<br>B. Murdoch<br>R. Shahzad |
| 02/08/2021 | P001.03 | Updated details | 14/08/20 | J. Parikh<br>B. Murdoch<br>R. Shahzad |
| 13/07/2024 | P001.04 | 1. New formatting<br>2. Modified Staff section<br>3. Modified Membership section<br>4. Added ATC Booking<br>5. Modified Visiting Controller requirements<br>6. Added Mentors & Instructors section<br>7. Updated Discord section | | J. Parikh<br>B. Murdoch<br>R. Shahzad |

# 1) DOCUMENTATION DETAILS

## 1.1) Document Authorization

| Revision | P001.04 |
|---|---|
| Issue Date For Moderation | 13th July 2024 |
| Effective Date | 20th July 2024 |
| Next Review Date | 31st January 2025 |
| vACC Director Approval | Taha Khan |
| Division Director Approval | Janam Parikh |

## 1.2) Scope

This document is an official document that represents the Constitution Policy for India vACC (Virtual Area Control Centre) on the VATSIM Network. This document applies to all members, residents and visitors of India vACC.

## 1.3) Distribution

Distribution of this document is made after the required approvals of 2 staff members. The vACC Director and Division Director. A revision notice is given 5 days prior to the effective date ensuring members are aware of the updated content and procedures. Document will be distributed via the HQ as the official location of storage and a public announcement will be made via the Division as well as India vACC discord.

## 1.4) Disclaimer

This document is for simulation usage on the VATSIM Network. The contents inside this document are not to be used for real world purposes or operations.

## 1.5) Cancellation

This document will remain in effect until a cancellation is given. Cancellations are given when a revision has been issued and self-cancels after the revision effective date. If the vACC Director, Division Director and Higher-level Staff, all agree for a cancellation. A notice period of a cancellation is also given.

## 2) vACC STAFF

### 2.1) vACC Staff Structure

- India vACC Director - ACCIND1
- India vACC Deputy Director - ACCIND2
- India vACC ATC Training Director - ACCIND3
- India vACC Membership Director - ACCIND4
- India vACC Events & Marketing Director - ACCIND5

### 2.2) vACC Staff Duties

Below is a brief description of each vACC Staff Position as defined under the vACC Staff Structure which may be limited to the following.

### 2.2.1) India vACC Director ACCIND1

A. Oversees the day-to-day operations of the vACC
B. Overseas all departments and ensures smooth operations.
C. Appoints staff members according to the vACC Staff Structure.
D. Reviews monitors and develops vACC Policies for the vACC
E. Conducts and reports a vACC Quarterly Report for the Division.
F. Reports directly to the Division Director / Deputy Division Director

**Email Address**: director@indiavacc.org

### 2.2.2) India vACC Deputy Director ACCIND2

A. Assists the vACC Director of the day-to-day operations of the vACC
B. Assists the vACC Director in developments of the vACC and its policies.
C. Manages the vACC in the leave of absence of the vACC Director.
D. Assists other vACC departments as required
E. Reports directly to vACC Director.

**Email Address:** deputy@indiavacc.org

### 2.2.3) India vACC ATC Training Director ACCIND3

A. Oversees all day-to-day operations of ATC Training within the vACC.
B. Ensures all ATC training operations are met with high standards set by the vACC, Division, Regional and VATSIM.
C. Develops and maintains all training guidelines & policies for ATC Training with vACC & Division approval & ensures compliance with the requirements stated within the VATSIM Global Controller Administration Policy.
D. Managers a team of Mentors and Instructors. Appoints Mentors as required and sends a letter of recommendation for Instructors to the vACC Director and Division Training Director for approval.
E. Reports directly to the vACC Director / Division Training Director.

**Email Address:** training@indiavacc.org

### 2.2.4) India vACC Membership Director ACCIND4

A. Welcomes new members into the vACC. Sends welcome emails and information to new members of the vACC.
B. Maintains membership guidance with the vACC and assists where possible to those needing help.
C. Assists vACC departments in important announcements and maintains an online presence with the membership.
D. Assists in membership reports for the vACC Quarterly Report.
E. Reports directly to the vACC Director / vACC Deputy Director.

**Email Address:** membership@indiavacc.org

### 2.2.5) India vACC Events & Marketing Director ACCIND5

A. Organises, promotes, and collaborates events on behalf of the vACC.
B. Maintains all approved social media and internal and external platforms.
C. Acts as a spokesperson on an international scale for events and marketing purposes.
D. Collaborates with other vACCs Divisions and Regions on events and events through the airspace.
E. Reports directly to vACC Director / Division Events Director.

**Email Address:** events@indiavacc.org

## 2.3) Staff Prefixes

The following prefix is reserved for staff positions within the vACC. Except India vACC Staff, no member shall connect with the following prefix:

- ACCIND** (Used by India vACC Staff)

# 3) GLOBAL RATINGS

## 3.1) General Information

India vACC adheres to VATSIM's Global Controller Administration Policy (GCAP). The following ratings are used within the vACC:

- Observer (OBS)
- Developing Controller (S1)
- Aerodrome Controller (S2)
- Terminal Controller (S3)
- Enroute Controller (C1)

- Senior Controller (C3)
- Instructor (I1)
- Senior Instructor (I3)
- Supervisor (SUP)
- Administrator (ADM)

The following position suffix are used for controlling within Indian Airspace:

_DEL _GND _TWR _APP _DEP _CTR _FSS

## 4) MEMBERSHIP

### 4.1) Membership Levels

### 4.1.1) Resident
A Resident is a VATSIM member whose my.vatsim.net profile page shows Asia Pacific - West Asia - **India** under Region - Division - Subdivision.

### 4.1.2) Resident Controller
A Resident Controller is a VATSIM member assigned to India subdivision with a controller rating of Developing Controller (S1) or higher.

### 4.1.3) Visiting Controller
A Visiting Controller is a VATSIM member not assigned to India vACC who has been authorized to control within India vACC.

### 4.1.4) Mentor
A Mentor is a VATSIM member who holds a current mentor status on VATWA HQ within the subdivision for ATC training.

### 4.1.5) Instructor
An Instructor is a VATSIM member who is a resident of India subdivision and holds a rating of Instructor or Senior Instructor for ATC training.

**Note:** Members who are not a Resident of India subdivision and hold an Instructor 1 (I1) rating are not an Instructor to the vACC.

### 4.1.6) Examiner
An Examiner is a VATSIM member who is a part of VATSIM West Asia Division but not limited to the India subdivision and holds a rating of Enroute Controller (C1) or higher. An Examiner provides services in CPTs (Controller Practical Test). Examiners are not limited to having an Instructor rating to gain an Examiner status.

### 4.1.7) Staff
Staff are members who are a Resident and have been appointed to a particular staff position under the India vACC Staff Structure.

## 4.2) Resident Controller Policy

Any certified India vACC Resident Controller may provide services to any approved position within the vACC up to their Global Rating. A controller is only considered out of date if they have not acknowledged changes that are over two months old. The expectations of a resident controller are as follows:

A. Must adhere to local procedures and policies as well as policies set by the Division and VATSIM
B. Must only control positions that they are approved for within the vACC and under the HQ system.
C. Must log a minimum of **3 hours of controlling per quarter** to maintain active status, failure to do so will result in revocation of controlling approvals.
D. All visiting controllers are treated as a resident controller with the same expectations

## 4.3) Visiting Controller Policy

Visiting Controllers are bound to the following guidelines:

A. India vACC will not provide any kind of rating training for any visitor. Rating training and upgrades must be done via home vACC/Division/ARTCC.
B. A minimum rating of Terminal Controller (S3) is required to become a visiting controller.
C. Visiting Controllers are required to maintain an hourly requirement of at least **3 hours per quarter** to maintain a visiting controller status. Members are required to contact the subdivision staff if unable to maintain the requirement. The hourly requirement does not include any hours on West Asia Flight Service Station.
D. Visiting Controllers are required to oblige to all local procedures and policies set by the vACC and Division.
E. India vACC reserves the right to remove your visiting status at any given time.

### 4.3.1) How to Apply for Visiting Controller Status

   A. Member must comply with VATSIM's [Transfer and Visiting Controller Policy](#)
   B. Member must hold a consolidated rating of Terminal Controller (S3) or above.
   C. Member must not have been removed as a visitor controller in the past 30 days
   D. Members desirous of being a Visiting Controller in India vACC shall create a ticket addressed to India staff on VATWA HQ, stating the details as mentioned below,
      - Name
      - VATSIM CID
      - Current vACC/Division/ARTCC
      - Controller Rating
      - Why would you like to become a visiting controller for India vACC

### 4.3.2) Removal of Visiting Controllers

Members may be removed as a Visiting Controller for the following reasons but is not limited to the following:
   - Unable to maintain hourly requirement
   - Misconduct within the vACC or VATSIM in general
   - Unable to comply with vACC policies and local procedures
   - At the request of the Division or vACC Staff

### 4.3.3) Activity Check

India vACC will conduct activity checks on all visiting controllers on the 1st day of every quarter to ensure visiting controllers have met the hour requirement. Visitors not meeting the quarterly requirement shall have their visitor status revoked.

A member whose visiting status was revoked will have to wait 30 days before re-applying for visiting status. If he/she is unable to maintain this hourly requirement then he must inform the vACC in advance. Exemptions can be made on a case by case for an extension or leave of absence.

## 5) ATC TRAINING

### 5.1) General Information

Refer to the ATC Training Policy for further details.

### 5.2) ATC Training Request

ATC Training in India vACC is available only to Residents of India subdivision. Candidates desirous of obtaining ATC training should create a ticket addressed to India staff on VATWA HQ, mentioning the following details:

A. Name
B. VATSIM CID
C. Present Controller Rating
D. Details of the Training to be Opted by the Candidate

## 6) Mentors & Instructors

### 6.1) General Information

Refer to the Mentor & Instructor Policy for further details.

### 6.2) Professional Conduct

Mentors/Instructors are required to maintain professional conduct at all times when conducting mentoring sessions. They shall train candidates according to the official procedures laid down in the training courses/documentation.

### 6.3) Mentoring Sessions

All mentoring sessions shall be conducted on the India vACC discord server only. A mentoring session shall be at least 30 minutes long. Sessions shall be logged on VATWA HQ after completion along with a summary of the session posted in the mentor meeting room on India vACC discord.

### 6.4) Activity Requirements

Mentors are required to log at least one training session per month on the VATWA HQ. Failure to meet this requirement will result in the revocation of mentor status. Exceptions can be made on a case-by-case basis by the Training Director.

Instructors are required to maintain the activity requirements as mentioned in VATWA Minimum Ratings Policy.

## 7) ATC BOOKINGS

### 7.1) General Information

India vACC uses VATWA HQ as a platform for ATC booking. Controllers may book positions in advance on HQ. Controllers who have made a booking on HQ shall be accorded priority and shall be allowed to connect on the network, provided they've made the booking 24 hours in advance.

If someone has already connected on a position that was booked, then the controller who booked the position shall have priority and the existing controller shall disconnect on the request of the controller who booked a position on the VATWA HQ.

## 8) AIRSPACE OPERATIONS

### 8.1) General Information
All India vACC Airspace operations are conducted by the India vACC Operations Department. In accordance with this, the Divisional Operations team may assist the vACC Operations team when required. The vACC Operations Team conducts the following for the vACC.

- Maintains and develops Sector Files for all Indian Airspace
- Maintains all airspace operational material such as SOPs, Charts etc.
- Coordinates with vACCs on operational matters as required
- Maintains all approved control positions and frequencies.

In case the vACC is not able to handle the airspace operation, the Division Operations Team shall assist the vACC for the same.

## 9) DISCORD

### 9.1) India vACC Discord Server

India vACC has its own Discord server as the official way of communication amongst the members. The Discord server is also the official method of receiving up to date information of the operations within India vACC. Members must oblige to the Community Guidelines as well as VATSIM policies at all times. Members

found in breach of such policies may be removed from the Discord server. Members can join the Discord server through community.vatsim.net.

## 9.2) Rules and Regulations of India vACC Discord Server

### 9.2.1) General Rules:

A. **Membership Verification**
   Members are required to adhere to all relevant information and guidelines provided at all times. Member verification is based on members accepting the rules agreement. Members are required to also maintain the responsibility of checking up on the information provided.

B. **VATSIM Member**
   Members must have an active and valid VATSIM Account to proceed with the member verification. Members will be automatically kicked from the server if a suspension or inactivity occurs on their account. Members can re-join via the Community Hub when their account becomes active again.

C. **Discord Terms of Services & Community Guidelines**
   All members must abide by the terms of service and guidelines set by Discord Inc.
   ○ Terms of Service
   ○ Community Guidelines

D. **VATSIM Policies**
   This server represents the official discord server for VATSIM's India vACC. Policies set by VATSIM are applicable to members using the provided service.
   ○ VATSIM Policies

E. **Inappropriate Posting**
   We do not encourage inappropriate posting within the server. Sending messages rapidly, sending malicious links, piracy links, and inappropriate content that may infringe the A11 Code of Conduct is not allowed. Debates are allowed if it is constructive and respectful but arguing isn't allowed. Also, we ask everyone to be mindful of what we post as this is a public server, and content should be posted in the appropriate designated channels.

Personal life matters should not be discussed and shall be left in a private matter such as private messages.

### F. Harassment

Harassment under any circumstances is not allowed. Harassing Staff regarding latest information, training, events, development updates, suspensions, etc, is not allowed. We also ask members to be mindful that VATSIM.net is a hobby and staff volunteer their free time so do not expect a reply instantly.

### G. Voice Chat

Inappropriate usage of the voice channels is not allowed. Discussions shall be open and free to all members. Private conversations shall be taken elsewhere and asking members to leave the room for personal and private conduct is not allowed.

### H. Languages

We encourage all users to communicate in English to ensure that everyone feels included in discussions whether on voice or in the text. Hinglish (Hindi + English) may be used for communication on the server.

### I. Political & Religious Topics

Under no circumstances are political & religious topics allowed to be discussed on the server.

### J. Private Matters

In conjunction to section E and G. Private discussions and life matters are to be kept off the server. Posting and uploading private matters, private conversations, or pictures to defame someone's privacy are strictly not allowed and can be subject to relevant sections of the Code of Conduct, Code of Regulations and the Privacy Policy.

### K. Roles and Mentions

All controller rating roles are automatically assigned. Members can seek additional roles via the notification self-assigned roles or use the role channel for the appropriate roles. Mentions within the server are to be kept

at the bare minimum. We encourage members to self-assign themselves the notification roles to keep up to date with the latest information.

L. **Enforcement**

Access to this Discord server is a privilege, not a right. India vACC Staff reserves the right to take action beyond the scope of these guidelines to maintain order in the server. Community Guidelines are enforced at all times by the server moderators. Depending on the severity of an infraction it can escalate to a VATSIM Supervisor or Board of Governor for further review.

## 10) Minimum Session Time

### 10.1) General

India vACC strives to provide a consistent and good quality of service to pilots who choose to fly in India. Controllers shall follow the below minimum session time requirements. This means that no controller, regardless of membership status, shall log on for an ATC session for less than the stated minimum times.

| Controller Position | Minimum session time |
|---|---|
| DEL/GND | 30 minutes |
| TWR | 30 minutes |
| DEP/APP | 30 minutes |
| CTR | 30 minutes |

If controllers are unable to satisfy the minimum session time requirement, they shall not log in to control. Repeated failure to comply with this requirement shall result in disciplinary action taken against the member and/or removal of controller privileges.

## 11) Conflict Resolution

### 11.1) General

Should any conflicts or disputes arise, members are required to contact the vACC Director or Deputy Director and attempt to resolve the matter informally. Should the conflict continue, the vACC Director shall notify the Division Director and/or the higher staff at their discretion to attempt to resolve the matter. If resolution cannot be done informally, the higher staff may open an investigation to determine what, if any, violations occurred and follow established VATSIM procedures to resolve the dispute.

Any unacceptable conduct towards pilots, other controllers, or on any of the India vACC platforms, VATWA HQ, Social Media, Discord server etc. while representing the vACC will result in a member's removal.

## 11) Non-compliance with this Policy

### 11.1) General

Pleading ignorance when found breaking these procedures and operations in any of India vACC's SOP's is not a valid excuse. It is a member's duty to keep up the date with all the vACC Policies. Staff Members may make an announcement when a policy is updated as a courtesy but ultimately it is the member's responsibility to ensure they remain acquainted with the latest procedures.

Members shall be given a warning on the first instance of any procedure violations. In case of repeated violations, India vACC staff retain the rights to revoke any approvals and/or sign offs that members may have for any period of time deemed appropriate.