



Event Policies and Procedures - CPS-003

Version 1.1

Effective 12/27/2021

1. General Procedures

1.1. Event Coordinator/Event Team Responsibilities

- 1.1.1. The vZOA Event Team is responsible for planning, advertising, and managing all vZOA events.
 - 1.1.1.1. The definition of event includes any occurrence that has an airport within ZOA advertised as one of the featured airports through the [VATUSA events calendar](#) or has the ZAK airspace implicitly featured the nature of the airports involved.
 - 1.1.1.2. The definition of an event does not include supporting a neighboring ARTCC in their event, group flights, streamers, and other occurrences where a higher than usual amount of traffic is expected; however, the event team may choose to apply any of the event procedures outlined in this document for those instances.
 - 1.1.1.3. The event team is composed of the Event Coordinator (EC), Assistant Event Coordinator (AEC), and ARTCC members nominated by the EC with the concurrence of the ATM.
- 1.1.2. The event team shall select the necessary ATC positions needed for each event. The event team shall also be responsible for assigning positions for the event.
 - 1.1.2.1. The event team shall determine if any Traffic Management Coordinator (TMC) positions or a general Traffic Management Unit (TMU) shall be activated, and by whom the position(s) will be operated by.
- 1.1.3. A tentative event roster shall be published approximately 3 days before but not later than 24 hours before the start of each major event.
 - 1.1.3.1. Events utilizing the website sign-up page will have the sign-up page also serve as the roster
 - 1.1.3.2. At the discretion of the event team, certain minor events may not have a roster published or may have a roster published later than the above policy.
- 1.1.4. The EC shall act as the Controller-In-Charge for each event.
 - 1.1.4.1. If the EC cannot attend the event, a CIC will be designated by the event team or will be automatically chosen in the following order of precedence:
 - 1.1.4.1.1. Assistant Event Coordinator (AEC)
 - 1.1.4.1.2. Air Traffic Manager (ATM)
 - 1.1.4.1.3. Deputy Air Traffic Manager (DATM)
 - 1.1.4.1.4. Highest rated vZOA Staff Member (must be have at least S2 Major rating)
 - 1.1.4.1.5. Highest rated home controller
 - 1.1.4.2. The Deputy Air Traffic Manager (DATM) may override the acting CIC at any time if, in the opinion of the DATM, it is for the good of the event.
 - 1.1.4.3. The Air Traffic Manager (ATM), if available, will have the final word during any conflict.

1.2. Position Sign Up

- 1.2.1. Controllers may sign up for an ARTCC designated event through the website event sign-up page, a form linked on the website event page, or through a Discord message for certain minor events.
- 1.2.2. Signing up for a position does not guarantee you the position. All sign-ups are considered a requested position, but may be changed based on the needs of the event.
 - 1.2.2.1. Although the website event sign-up page immediately reflects a sign-up, the position assignments are subject to change by the event team up until the start of the event period.

- 1.2.3. All controllers signing up for an ARTCC designated event must be certified for the position they are requesting. Anticipated training/certification does not count and the signup will be counted as reserve.
- 1.2.4. For major events utilizing a sign-up form, submissions will be closed at the same time as the initial roster is published per 1.1.3. Sign-ups after this time shall be made by direct contact with a member of the event team.
- 1.3. Event Training Sessions
 - 1.3.1. A training session may not be conducted during an ARTCC designated event, unless in the judgement of the event team there is sufficient staffing to do so.
 - 1.3.2. Over The Shoulder exams for VATSIM rating certification may not be conducted during an event, regardless of staffing levels.
- 1.4. Failure to Show/Late Arrivals/Cancellations
 - 1.4.1. When a controller signs up for an event they are affirming they will arrive on time for their shift(s) and complete them in their entirety unless properly relieved by the CIC.
 - 1.4.2. No controller shall leave their assigned position/shift during an event unless relieved by the CIC.
 - 1.4.3. When a controller can no longer attend the event it must be communicated via email, or Discord to the EC or ZOA Management. Cancellations should be done no later than 24 hours prior to the start of the event, however in the event that "life happens" the controller shall email both the events@oakartcc.org and management@oakartcc.org
 - 1.4.4. Failure to show up, without communicating the absence, to an event a controller has signed up for will result in the loss of the assigned position.
 - 1.4.5. When a controller will be late to the event it must be communicated to the EC or ZOA Management via Discord or email.
 - 1.4.6. Failure to arrive to an event on time may result in the loss of assigned position. The controller will be placed as a reserve controller and assigned a position as needed.
 - 1.4.7. Certain events may have briefings hosted in Discord up to 60 minutes prior to the event start (typically 20 minutes prior). If a controller signed up for a shift commencing concurrently with the event start time cannot make the Discord briefing, they shall communicate this to the EC via Discord or email.

2. Event Traffic Flow Management

2.1. General

- 2.1.1. All Oakland ARTCC events shall comply with VATUSA Air Traffic Control System Command Center (vATCSCC) procedures as listed in VATUSA Orders [7210.35B](#), [7210.930](#), and [7210.931](#).

2.2. Traffic Management

2.2.1. General

- 2.2.1.1. The Traffic Management Unit (TMU) monitors and balances traffic flows within the ARTCC in accordance with traffic management directives. The TMU relies on coordination with underlying facilities, vATCSCC, and neighboring facilities TMUs.
- 2.2.1.2. The TMU manages Traffic Management Initiatives (TMI) in conjunction with vATCSCC and other involved facilities.

- 2.2.1.3. The TMU consists of Supervisory Traffic Management Coordinators (STMC) and Traffic Management Coordinators (TMC) for one or more event facilities
- 2.2.1.4. The TMU callsign format is specified in [VATUSA Order 7210.931](#).
 - 2.2.1.4.1. The primary TMU callsign to be used by the STMC (typically the EC) is OAK_E_TMU
- 2.2.1.5. TMU positions may only be staffed during events when authorized by the EC, AEC, CIC, ATM, or DATM.

2.3. Traffic Management Coordinators

2.3.1. General

- 2.3.1.1. TMCs create a plan to deliver aircraft to the runway at a rate that will meet the capacity of the airport based on runway configuration. The TMC is responsible for communicating that plan to the rest of the TMU and altering their plan based on TMU needs.
- 2.3.1.2. One of the TMCs for a given facility shall be designed the CIC for that facility. They will be responsible for coordination with the event CIC as needed.
- 2.3.1.3. The TMC callsign format is specified in [VATUSA Order 7210.931](#)
 - 2.3.1.3.1. For a local position, the primary TMC callsign to be used when no other TMC positions are staffed is XXX_T_TMU where XXX is the facility identifier
 - 2.3.1.3.2. For an approach/departure position, the primary TMC callsign to be used when no other TMC positions are staffed is XXX_A_TMU where XXX is the facility identifier
- 2.3.1.4. Facility TMCs shall be responsible for tracking and reporting departure, arrival, and airborne delays to the rest of the TMU and the vATCSCC.

2.4. Traffic Management Initiatives (TMI)

- 2.4.1. Traffic Management Initiatives (TMI) are techniques used by air traffic control to balance demand with capacity when conditions are not ideal, either at an airport, or in a section of airspace. These techniques may be utilized during events at the discretion of the event CIC or TMU.
- 2.4.2. TMIs shall be put into effect, as required, by the ZOA TMU in conjunction with vATCSCC.
- 2.4.3. The use and status of TMIs shall be announced via Discord's #sia channel. All TMIs will additionally be logged in the vATCSCC Discord's #ntml channel.
- 2.4.4. TMIs should not extend beyond an event's end time, though in certain circumstances this will be required due to continued traffic demand. It is the CICs discretion as to when TMIs shall be terminated, though this shall be done within a reasonable amount of time after the event ends.