



# India VACC

## Constitution Policy

Revision P001.02

### WARNING

The information in this document is intended  
for flight simulation only. Do not use for real  
world operations



## 1) DOCUMENTATION DETAILS

### 1.1) Document Authorization

<b>Revision</b>	<b>P001.03</b>
<b>Issue Date For Moderation</b>	<b>12<sup>th</sup> August 2021</b>
<b>Effective Date</b>	<b>12<sup>th</sup> August 2021</b>
<b>Next Review Date</b>	<b>31<sup>st</sup> January 2022</b>
<b>vACC Director Approval</b>	<b>Janam Parikh 12<sup>th</sup> August 2021</b>
<b>Division Director Approval</b>	<b>Raihan Shahzad &lt;DATE&gt;</b>

### 1.2) Scope

This document is an official document that represents the constitution Policy for India Virtual Area Control Centre on the VATSIM Network. This document applies to all members locals 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 discord.

### 1.4) Disclaimer

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

### 1.5) Cancellation

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 agrees 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
- India vACC Webmaster - ACCIND6

### 2.2) vACC Staff Duties

Below is a brief summarized 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. Overseas 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/Deputy Division Director

**Email Address:** director.indiavacc@gmail.com

#### 2.2.2) India vACC Deputy Director ACCIND2

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

**Email Address:** director.indiavacc@gmail.com

**2.2.3) India vACC ATC Training Director ACCIND3**

- A. Overseas 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 operational material, training guidelines and policies for ATC Training with vACC & Division approval and ensures compliance with the outline requirements stated within the VATSIM Global Rating 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:** [director.indiavacc@gmail.com](mailto:director.indiavacc@gmail.com)

**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 membership and assist where possible to needed help
- C. Assist vACC departments in important announcements and maintain an online presence with the membership.
- D. Assist in membership reports for the vACC Quarterly Report.
- E. Reports directly to the vACC Director & vACC Deputy Director

**Email Address:** [director.indiavacc@gmail.com](mailto:director.indiavacc@gmail.com)

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

- A. Organizes 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@gmail.com](mailto:events.indiavacc@gmail.com)

### 2.2.6) India vACC Webmaster ACCIND6

- A. Maintains vACC website and ensures all information is correct and updated.
- B. Assist all departments on department content for the website eg. Polices, ATC Roster etc.
- C. Ensures all data and information is met and protected under VATSIM GDPR and Division GDPR Policy.
- D. Advises the vACC Director other staff members and membership of possible outages as required
- E. Reports directly to vACC Director / Division/Deputy Division Director

Email Address: webmaster.indiavacc@gmail.com

### 2.3) Staff Prefixes

The following prefixes are reserved and dedicated to staff positions within the vACC, Division and Region.

The membership of the India vACC must not log on to the following

- ACCIND\*\* (Used by India vACC Staff)

## 3) GLOBAL RATINGS

### 3.1) General Information

India vACC uses the same Global Rating Policy as VATSIM and must oblige via the Global Ratings Policy. The followings ratings are as defined and used within the vACC

- |                          |                       |
|--------------------------|-----------------------|
| • Pilot / Observer (OBS) | • Controller 3 (C3)   |
| • Student 1 (S1)         | • Instructor 1 (I1)   |
| • Student 2 (S2)         | • Instructor 3 (I3)   |
| • Student 3 (S3)         | • Supervisor (SUP)    |
| • Controller 1 (C1)      | • Administrator (ADM) |

While the following position suffix are used within Indian Airspace

\_DEL \_GND \_TWR \_APP \_DEP \_CTR \_ATIS

## 4) MEMBERSHIP

### 4.1) Membership Levels

#### 4.1.1) vACC Resident

vACC Resident is any VATSIM member who is assigned to India vACC.

#### 4.1.2) vACC Local Controller

vACC Local Controller is any VATSIM member assigned to India vACC under VATSIM Cert, with a Global Controller rating of Student 1 (S1) or higher.

#### 4.1.3) vACC Visiting Controller

vACC Visiting Controller is any VATSIM member not assigned to India vACC who is an approved visiting controller to India vACC.

#### 4.1.4) vACC Mentor / Instructor

vACC Mentor / Instructor is anyone who holds a current mentor or instructor status within the vACC for vACC ATC training. Note members outside of the vACC with an Instructor rating (I1/I3) are not an instructor to the vACC.

#### 4.1.5) vACC Visiting Mentor

vACC Visiting Mentor is a member who is not assigned to India vACC via VATSIM Cert but holds a mentor status. Visiting mentors are treated as the same as mentors and must oblige to the Mentor & Instructor policy when available.

#### 4.1.6) vACC Examiners

vACC Examiners are members who are a part of VATSIM West Asia Division but not limited to a vACC resident of India who hold a Examiners Status. Members who hold an examiner status and holds a rating of Controller 1 (C1) or higher provides services to examinations such as CPTs (Controller Practical Test). Examiners are not limited to having an Instructor rating to gain an Examiner status.

#### 4.1.7) vACC Staff

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

#### 4.2) Local Controller Policy

Any certified India vACC Local Controller may provide services to any approved position within the vACC up to their Global Rating. There is no specified time requirement for vACC Local Controllers. The expectations of a local controller are as follows.

- A. Must adhere to local procedures and policies as well as policies set by the Division and VATSIM
- B. All visiting controllers are treated as a local controller with the same expectations
- C. Must only control positions that they are approved for within the vACC and under the HQ system.

#### 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 **Student 2 (S2)** is required to become a visiting controller
- C. Visiting Controllers are required to maintain an hourly requirement of 3 hours or greater each month to maintain a visiting controller status. Members are required to contact the vACC if unable to maintain the requirement. The hourly requirement does not include any hours on Asia Flight Service Station. Members who are an approved controller of the VATASIA Specialist of ATC Project are waived from the hourly requirement if holding a visiting controller status as well.
- 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 VATSIMs Visiting and Transfer Policy
- B. Member must be rated Student 2 (S2) or above.
- C. Member must not have been removed as a visitor controller in the past 30 days
- D. Members are supposed to send an email to the official Email ID of ACCIND1 or to ACCIND2 in the absence of ACCIND1 and CC to ACCIND3, Stating the details as mentioned below,

##### E. Details:

- 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 in VATSIM general.
- Unable to comply with vACC policies and local restrictions
- 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 each calendar month to ensure visiting controllers have met the hourly requirement. If a visiting controller has not met the hourly requirement for a particular month, then they are supposed to make up for the lost hours in the preceding 2 months, failing which they may be removed from the ATC Roster and have their visiting status revoked. If a visiting status is revoked and a removal from the roster is conducted then that member will have to wait 30 days before re-applying for visiting status. If he/she is unable to maintain his hourly requirement then he must inform the vACC in advance. Exemptions can be made on case by case for an extension or leave of absence.

### **5) ATC TRAINING**

#### **5.1) General Information**

Currently ATC Training Policies are in development. An announcement will be made once these policies are ready for release.

#### **5.2) ATC Training Request**

Interested Candidates need to send an Email to the official Email ID of ACCIND3 OR to ACCIND1 in the absence of ACCIND3, or to ACCIND2 in the absence of both ACCIND1 and ACCIND3, mentioning the details below

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

#### **5.3) Mentors & Instructors**

Policy yet to be established



---

## 6) ATC BOOKINGS

### 6.1) General Information

Currently India vACC is yet to establish an official day to day booking system for controllers.

## 7) AIRSPACE OPERATIONS

### 7.1) General Information

All India vACC Airspace operations are conducted by the India vACC Operations Department. In accordance with this, 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 operation team will assist the vACC for the same.

## 8) DISCORD

### 8.1) West Asia Discord Server

India vACC uses the West Asia Division Discord server as the official way of communication amongst the members. India vACC has its own subsection within the discord server and members local and visitors are encouraged to join the server. The discord server is also the official method of receiving up to date information of the operations within India vACC. As a reminder to all members using the discord. Members must oblige to the VATWA discord server policy at all times and to VATSIM Policies as well. Members found in breach of such policies may be removed from the discord server A link to the discord can be found on the division website <https://vatwa.net/>.

### 8.2) Rules and Regulation of Channels pertaining to "INDIA vACC" under the VATWA Discord Server

#### 8.2.1) General Rules:

1. The India vACC Discord channel of VATWA Discord server is for hobby related discussions only. Any person found insulting, bullying, or harassing another user shall be removed from the Discord server and have their membership from the India vACC terminated without prejudice.
2. It is required that controllers be in Discord co-ordination channels for event briefings and the duration of events, unless with the express permission of the ATC training director or the director

---

Of India vACC.

3. The use of the VATWA Discord servers is a privilege, not a right.
4. All members shall treat one another with respect and courtesy while on the Discord server.
5. Discord privileges may be revoked at any time for any reason by the VATWA Division Staff or India vACC Staffs.
6. Any appeals of privilege revocations must be sent, in writing, to the *India* vACC Director and India vACC Deputy Director.
7. Any conflict within the India vACC Channels of VATWA Discord server, shall be documented, and sent to the India vACC staff immediately.
8. Members shall not engage with offensive content at all. Simply screenshot and/or video record the issue and send it to the vACC staff. Upon review of the evidence from the member, if any member of the India vACC is found to be in violation of the Code of Conduct or any of the India vACC policies, the member will be subject to removal from the vACC immediately.

## 9) Minimum Session Time

### 9.1) General

The India vACC strives to provide a consistent and good quality of service to pilots who choose to fly in the 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.

## 10. Conflict Resolution

### 10.1 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 staffs at their discretion to attempt to resolve the matter. If resolution cannot be done informally, the higher staffs 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 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 disregard, if repeat Instances occur, India vACC staff retain the rights to revoke any approvals and/or sign offs that member may have for any period of time deemed appropriate

India Virtual Area Control Centre

VATSIMWestAsiaDivision

## Record of Revision and Amendments

Date	Rev. No	Revision Content	Effective Date	Approval
13/08/2020	P001.01	Creation and Approval of Document	14/08/20	B.Murdoch R.Shahzad A.Stefopoulos
13-01-2021	P001.02	<ol style="list-style-type: none"> <li>1. Revision made in Sub Article 1.1</li> <li>2. Revision made in Sub Article 1.3</li> <li>3. Revision made in Sub Article 1.5</li> <li>4. Change of Point B in Clause 4.3</li> <li>5. Change of Sub-Clause D of Clause 4.3.1</li> <li>6. Revision made in Clause 4.3.3</li> <li>7. Revision made in Sub Article 5.2</li> <li>8. Revision made in Sub Article 7.1</li> <li>9. Addition of Sub-Article 8.2 with Clause 8.2.1</li> <li>10. Addition of Article-9 with Sub Article 9.1</li> <li>11. Addition of Article 10 with Sub Article 10.1</li> <li>12. Addition of Article 11 with sub Article 11.1</li> <li>13. Change of Front Page</li> <li>14. Color Scheme Changed</li> </ol>	<DATE>	D.Sen B.Murdoch R.Shahzad
12-08-2021	P001.03	<ol style="list-style-type: none"> <li>1. Updated details</li> </ol>	12/08/2021	J. Parikh B.Murdoch R.Shahzad