

# Event Documentation

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# Rules for "Vectors to Copenhagen"

Below are rules and guidelines for Vectors to Copenhagen. These must be adhered to and followed by every member to ensure a smooth event.

## Booking

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### 1. Do NOT crossbook

- This means if somebody has booked two positions (one early and one late) you shall NOT book the same two positions in reverse order
  - This is because it would leave a gap inbetween changes

### 2. Do NOT book similar positions every week

- Controllers may **not** book the same position two weeks in a row, unless no other positions are available or directed by a staff member for operational reasons
- Controllers **shall aim** not to book a position they have had on the same shift the last two weeks, unless no other is available or for operational reasons.

### 3. Booking etiquette must be strictly observed

- If you cancel your booking less than **48 hours** before the event (Saturday evening) Please write in the VTC staffing thread to make other members aware, so that they may rebook.
- If you cancel your booking less than **24 hours** before the event, take whatever actions needed to make sure your position is covered. Talk to people yourself, or suggest movement of roster.
- While force majeure can happen you must be confident you can show up when you book a position. If you are not completely sure, book a less critical position (A\_TWR, A\_GND, W\_APP, F\_APP are critical)

- If a position opens up, show consideration to people on other booked positions and be just a tad respectful to people who booked before you.
  - EXAMPLE: D\_TWR, A\_TWR and non-essential C\_TWR is booked. A\_TWR cancel their booking. Give the two other booked controllers a chance to staff this position, and take their secondary position.
  - If in doubt? Write on the VTC thread to sort it out.
- Be ready to control at the time you have booked. Be 10 minutes early, not 5 minutes late. Inform others if you will be delayed

#### 4. "ALL" event bookings

- EKCH\_O\_APP, EKCH\_F\_APP, EKDK\_A\_CTR, EKCH\_C\_TWR, EKBI and EKYT are "all event" bookable positions
- Any EKCH rated controller shall not occupy the regionals until all essential positions in EKCH are filled.
- Any controller who wish to begin each of these positions earlier, are free to do so, and shall write their intention in the chat.
- Any position not in any list of bookable positions, which a controller would like to sit on shall be advised via the chat. This shall only be done if all essential positions has been staffed.

## Controlling

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### 1. Rules and Procedures

- Be properly familiar with the LAI for your position.
- Ensure you are not only qualified but also capable for the position you control
  - EXAMPLE: If you are fresh checked out followed by 3 months of inactivity, EKCH\_F\_APP on late will not be for you. use common sense
- Show up in time to be briefed before your controlling time start (If on LATE or ALL positions only)

### 2. Switching of positions

- If your position closes after you switch, consider switching early (10 min before) to have everybody changed at 20.30
- If you sit at a less busy position be the one who take initiative to begin the changing 5 minutes before (20.25). It is a chain reaction and it must be started somewhere. Identify if you are in the best position to be that person.

- relieving a controller should be done with the callsign XXXX\_X1\_XXX. Do not take priority over the frequency until relieved controller is ready

## Time of Closure

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### 1. Booking time

- Ending time of the booking on LATE must be respected unless it is clear that the position is not needed with the current traffic flow

### 2. 15 minute buffer period

- All controllers MUST be able to stay a minimum of 15 minutes after their booking expire.
- This period shall be used to redirect any traffic still in the airspace
- ACC positions must
  - Clear the holding, or agree with another controller to take over.
  - Divert and re-clear as directed.
  - Mark last airplane which will be released from the sector by writing in the TAG
- APP and GND positions must
  - Coordinate with all adjacent positions.
  - Try to find a controller to take over if traffic load is high

## Software

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### 1. Euroscope

- All controllers must have the latest sector files installed with the latest "approved" version of Euroscope by VATSIM-Scandinavia.

### 2. Plugins

- vStrips must be installed and used by all ground controllers
- VaCDM plugin is encouraged to use
- vATIS must be updated before each use

# Rules for "Direct to Regionals"

## Booking

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### 1. Do NOT book similar positions every week

- Controllers shall aim to not book the same position two weeks in a row, unless no other positions are available or directed by a staff member for operational reasons

### 2. Booking etiquette must be strictly observed

- If you cancel your booking less than **48 hours** before the event (Saturday evening) Please write in the VTC staffing thread to make other members aware, so that they may rebook.
- If you cancel your booking less than **24 hours** before the event, take whatever actions needed to make sure your position is covered. Talk to people yourself, or suggest movement of roster.
- While force majeure can happen you must be confident you can show up when you book a position.
- If a position opens up, show consideration to people on other booked positions and be just a tad respectful to people who booked before you.
- Be ready to control at the time you have booked. Be 5 minutes early, not 5 minutes late. Inform others if you will be delayed

### 3. S1 controllers

- S1 controllers are free to book any position during DTR unless specifically mentioned otherwise
- S1 controllers shall ensure they are properly prepared, and possess the skillset to control efficiently before booking for the event
- **S1 controller staffing is a privilege and will be retracted if we see said controllers not adhering to the above.**

# Controlling

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## 1. Rules and Procedures

- Be properly familiar with the LAI for your position.
- Ensure you are not only qualified but also capable for the position you control
- Show up in time to be briefed before your controlling time start (If on LATE or ALL positions only)

## 2. Switching of positions

- Relieving a controller should be done with the callsign XXXX\_X1\_XXX. Do not take priority over the frequency until relieved controller is ready

# Time of Closure

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## 1. Booking time

- Ending time of the booking on LATE must be respected unless it is clear that the position is not needed with the current traffic flow

## 2. 15 minute buffer period

- All controllers MUST be able to stay a minimum of 15 minutes after their booking expire.
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# Software

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## 1. Euroscope

- All controllers must have the latest sector files installed with the latest "approved" version of Euroscope by VATSIM-Scandinavia.

## 2. Plugins

- vATIS must be updated before each use



# VTC Event Endorsement

From a date which is to be specified, all controllers must have completed the VTC Event Endorsment on moodle in order to man a position at VTC.

## Access to Course

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Course can be accessed below.

NO LINK. COURSE NOT YET COMPLETED



# VTC Event - Recency

Apart from have completed the training material for the position desired, following recency rules are in effect when sitting at Vectors to Copenhagen

## EKCH\_F\_APP

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For controllers wishing to man EKCH\_F\_APP during VTC during official bookable times, following extra requirements are in effect:

- Controller must have been online during VTC on an S3 position or higher during the preceeding 3 events before the event where he desires to book EKCH\_F\_APP

## EKDK\_B\_CTR

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For S3 controllers with **EKDK SOLO ENDORSEMENT** wishing to sit on EKDK\_B\_CTR during VTC during official bookable times, following extra requirements are in effect:

- MML endorsement must have been taken during S3 period