# Rules for "Direct to Regionals"

## Booking

### 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 5minutes 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 specificlly mentioned otherwise
- S1 controllers shall ensure they are properly prepared, and posses the skillset to control effenciently before booking for the event
- **S1 controller staffing is a previlige and will be retracted if we see said controllers not adhering to the above.**

# Controlling

## 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

## 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

# Software

## 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