

# Rules for "Direct to Regionals"

## Booking

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

- Controllers should avoid booking the same position two weeks in a row, unless no other positions are available or they are directed to do so 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 (Tuesday evening), please write in the Direct to Regionals staffing thread to make others aware, so they may rebook.
- If you cancel your booking less than **24 hours** before the event, you must take the necessary steps to ensure your position is covered. Contact people directly, or suggest adjustments to the roster.
- While *force majeure* can occur, you must be confident that you can attend when you book a position.
- If a position becomes available, show consideration for those already booked and be respectful toward controllers who booked before you.
- Be ready to control at your scheduled time. Be **5 minutes early**, not 5 minutes late. Inform others if you will be delayed.

### 3. Non-event positions

- As a rule of thumb, all positions officially related to the event (as presented in the Direct to Regionals thread) have priority and must be booked before opening any other positions.
- EKCH\_TWR (in all forms), EKCH\_GND (in all forms) and EKCH\_DEL may not be staffed during the Direct to Regionals event.

- Exceptions may be made for TWR and / or GND staffing in cases of EKCH\_APP overload. Any such request must originate from EKCH\_APP and should only be used when absolutely necessary.

#### 4. S1 controllers

- S1 controllers may book any position during Direct to Regionals unless explicitly stated otherwise.
- S1 controllers must ensure they are properly prepared and possess the necessary skillset to control efficiently before booking for the event.
- *S1 controller staffing is a privilege and will be revoked if we observe repeated failure to adhere to these guidelines.*

## Controlling

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### 1. Rules and Procedures

- Be properly familiar with the LAI for your position.
- Ensure that you are not only *qualified* but also *capable* of controlling the position you book.
- Show up on time so you can be briefed before your controlling period begins.

### 2. Training during Direct to Regionals

- Training is generally permitted. For details, see [Guidelines for Training During Events](#).

## Time of Closure

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### 1. Booking Time

- The ending time of a booking must be respected unless it is clearly evident that the position is no longer required given the current traffic situation.

### 2. 15-Minute Buffer Period

- All controllers must be able to remain online for a minimum of 15 minutes after their booking expires.

- This period must be used to safely hand off or redirect any remaining traffic within the airspace.

# Software

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## 1. Euroscope

- All controllers must have the latest sector files installed and must use the latest approved version of EuroScope as designated by VATSIM-Scandinavia.

## 2. Plugins

- vATIS must be updated before each use.

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