

Visiting External Controllers

Introduction

The global [VATSIM Transfer and Visiting Controllers Policy \(TVCP\)](#) defines global requirements and rules for controllers who would like to transfer or visit another Region, Division, and Subdivision.

The VATSIM Scandinavia **Visiting Controller Policy for External Controllers** is based on the **TVCP** to ensure compliance with the global VATSIM policies. This policy applies to external controllers from another Region, Division, and Subdivision outside VATSIM Scandinavia who would like to become a Visiting Controller in one of VATSIM Scandinavia's FIR:

1. **Helsinki FIR** (Finland)
2. **Sweden FIR** (Sweden)
3. **Copenhagen FIR** (Denmark)
4. **Polaris FIR** (Norway)
5. **Reykjavik FIR** (Iceland)

Note: The five FIRs within VATSIM Scandinavia are considered to be different subdivisions with respect to training.

Requirements and procedures for VATSIM Scandinavia Home Controllers who would like to control within another FIR in VATSIM Scandinavia are defined in the VATSIM Scandinavia *Visiting Controller Policy for Home Controllers*.

Definition

A **Visiting Controller** is a controller who is granted permission to provide ATC in

an other Region, Division, Subdivision, and FIR, while still remaining assigned to their home Region, Division, Subdivision, and FIR.

Requirements

A VATSIM controller who would like to become a Visiting Controller in VATSIM Scandinavia must fulfil the following requirements:

1. **Rating**

Hold a S3 rating or higher.

2. **Experience**

Have provided at least 50 hours of active ATC after passing the check for their current rating in their home Region, Division, and Subdivision.

3. **Current**

Be considered a current ATC in their home Region, Division, and Subdivision.

4. **Active**

The Controller fulfill VATSIM Scandinavia's requirement of having provided at least 5 hours ATC during the last 6 months to be considered an active controller.

5. **Behaviour**

The controller is in good standing with VATSIM. No disciplinary issues within the last 12 months.

6. **Other Training**

Is not waiting for or has ongoing training in another Region, Division, Subdivision, and FIR.

Procedure

1. **Application**

A controller from a Region, Division, and Subdivision outside VATSIM

Scandinavia who would like to become a Visiting Controller in one of VATSIM Scandinavia's FIR should submit a request to [VATEUD](#).

2. **Information**

The application must contain the following information in the "*Reason for visiting request*" field:

- a. Application text detailing motivation and ability to provide good service to pilots after training.
- b. Home Region, Division, Subdivision, and FIR (vACC)
- c. Contact details of their home vACC Director and Training Director
- d. Selection of **one** (1) of the five FIRs Helsinki, Sweden, Copenhagen, Polaris, or Reykjavik to visit

Incomplete requests will be rejected. Make sure to provide the **all** details listed above.

3. **Approval**

The VATSIM Scandinavia Director is responsible for:

- a. Verifying that controllers applying to become Visiting Controllers fulfil all requirements
- b. Checking references from the controller's home vACC Director or Training Director
- c. Approving that the controller is accepted to register a training request for training to become a Visiting Controller

The VATSIM Scandinavia Director may delegate tasks (a) and (b) listed above to the VATSIM Scandinavia Training Director.

4. **Training**

The Training Director and the Training Lead in the visiting FIR are responsible for creating a familiarization training plan and making sure training to normal expected minimum standards are completed before any visiting rights are granted.

5. **Genuine Interest**

The controller should initially be provided familiarization training at an unrestricted Tower position. Once the controller has demonstrated genuine interest in participating in controlling in the VATSIM Scandinavia community, the training will continue. Demonstrating genuine interest could for example

be shown by consistently and regularly providing individual ATC for a reasonable time.

6. **Tier 1 and Tier 2 Training**

The controller may request Tier 1 and Tier 2 training after having provided at least 10 hours of individual ATC at unrestricted positions in the visiting FIR.

Rules

1. **Eligibility**

It is possible for controllers in any VATSIM Region, Division, and Subdivision to apply for training to control unrestricted, Tier 1 and Tier 2 positions in one of the FIRs in VATSIM Scandinavia as Visiting Controllers provided the requirements above are fulfilled.

2. **Previous VATSIM Scandinavia Home Controller**

A controller that has transferred out of VATSIM Scandinavia may become a Visiting Controller in VATSIM Scandinavia in the FIR they left without any additional training, if the application to become a Visiting Controller is received within 3 months of leaving VATSIM Scandinavia.

3. **Priority**

Training home controllers for higher ratings, endorsements, and familiarization training in another FIR is prioritized over training controllers who would like to become Visiting Controllers in VATSIM Scandinavia. A very rough estimate of waiting times for ATC training for home controllers is approximately 8 to 15 months. Though it is not impossible to become a Visiting Controller, the waiting times might be long.

4. **ATC Standards**

Visiting Controllers should provide ATC to at least the same minimum required standards as regular home controllers.

5. **Behaviour**

The Visiting Controller should understand and comply with the contents of the VATSIM Scandinavia's Constitution.

6. **Active ATC**

The Visiting Controller should provide at least 5 hours of ATC in VATSIM

Scandinavia each rolling 6-month period to remain active ATC. If the Visiting Controller does not fulfil the activity requirement, the Visiting Controller is considered inactive.

7. Fresh Training

An inactive Visiting Controller may apply for refresh training to become active ATC if the following requirements are fulfilled:

- a. The controller makes the request for refresh training within 6 months after becoming inactive
- b. It is the first time the Visiting Controller has become inactive in VATSIM Scandinavia
- c. The controller is considered current in their home Regional, Division, and Subdivision

8. Refresh Training Standards

An inactive Visiting Controller that fulfills the requirements for refresh training should be trained in the same way as regular home controllers in VATSIM Scandinavia.

9. Underperformance

If the Visiting Controller is found to be providing ATC below the expected minimum required standards:

- a. The Training Lead or the FIR Director should coordinate with the Training Director to issue a formal warning. The warning should clearly specify concrete evidence of under performance and a statement of what corrective actions the Visiting Controller would need to take to reach an acceptable level of ATC.
- b. The Visiting Controller should immediately implement corrective actions.
- c. If the Visiting Controller continues to underperform after 14 days, the Training Director should apply to VATEUD for removal of the controller's visiting rights in VATSIM Scandinavia.

10. Removal of Visiting Controller Privileges

A Visiting Controller is removed as a Visiting Controller in VATSIM Scandinavia if any of the following conditions occur:

- a. The Visiting Controller has become inactive a second time within 2 years of having performed refresh training.
- b. The Visiting Controller has been inactive for more than 6 months and has not by own initiative explicitly in written form requested refresh training.
- c. The Visiting Controller is underperforming, attempts to solve the problem has not been successful, and VATEUD has approved removal.

- d. Disciplinary action has been taken against the Visiting Controller in their home Region, Division, and Subdivision and removal has been approved by the EMEA Region Vice President.

11. Returning Visiting Controller

A controller who has been removed as a Visiting Controller in VATSIM Scandinavia is required to re-apply to become a Visiting Controller.

12. Rating Training

Visiting Controllers should be trained for higher ratings in their home Region, Division, and Subdivision. Thus, VATSIM Scandinavia does not provide ATC training for higher ratings for Visiting Controllers.

13. VATSIM Scandinavia Staff Positions

Visiting Controllers cannot hold staff positions at VATSIM Scandinavia.

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