

VACC POLICY

§

25.12.2020

TITLE I – INTRODUCTION

Article 1 Preamble

Polish VACC policy is a document that regulates rules in Polish VACC and is a fulfillment to the regulations that are in effect on VATSIM network, in particular *VATSIM Code of Conduct*, *VATSIM Code of Regulations*, *Global Rating Policy*, *Transfer and Visiting Controller Policy*, *VATEMEA Region Policy*, *VATEUD Division Policy*. Those documents have priority over the Polish VACC Policy.

Article 2 Polish VACC

1. Polish VACC is a non formal organisation that associates virtual aviation enthusiasts that are members of VATSIM network.
2. Polish VACC is not a registered entity.
3. Polish VACC is a part of VATSIM structures - member of European division (VATEUD), and European, Africa and Middle East region (VATEMEA), which both supervise VACC over its work.

TITLE II – MEMBERS

Article 3 Polish VACC members

1. Everyone who:
 - a. is registered VATSIM member and upholds unrestricted access to VATSIM services,
 - b. has been assigned to European division VATEUD and has chosen Polish VACC as default VACC,
 - c. is 13 years old or older,
 - d. accepts regulations in this policy and in other documents provided by Staff members, might be a member of Polish VACC.
2. Members of Polish VACC are divided into:
 - a. ATC members,
 - b. regular members,
3. ATC member is a member who:
 - a. has completed ATC training in the Polish VACC ATC School and has been promoted to a rating STU2 or higher from Polish VACC recommendation, or successfully completed a transfer process to Polish VACC,
 - b. remains Polish VACC member on the rights given in article 3 paragraph 1 of this policy.
4. Regular member is a member who:
 - a. complies with rules given in article 4 paragraph 1 of this Policy,
 - b. have assigned his certificate to Polish VACC in the VATSIM CERT system.

Article 4
Responsibilities of Polish VACC members

1. Each member of the Polish VACC is responsible for:
 - a. building a positive image of Polish VACC,
 - b. compliance with the provisions of the overriding VATSIM, VATEMEA and VATEUD provisions, this Policy, as well as other regulations of the Polish VACC,
 - c. maintaining appropriate relationships, personal culture and rules of social behavior with other members of the VATSIM and Polish VACC networks,
 - d. taking care of the security of information, tasks and documents entrusted to them, in particular those covered by regulations on the protection of personal data,
 - e. whenever possible, taking an active part in the activities of the Polish VACC,
 - f. provide information on any events, situations and events that may adversely affect the image of Polish VACC, its Board and / or members to the Director of the Polish VACC.
2. Members are required to:
 - a. compliance with instructions, rules and other documents relating to the operation and provision of air traffic control service, flight information service and others,
 - b. providing the service in the most professional way possible,
 - c. actively participate in events and meetings organized by or in cooperation with the Polish VACC, if possible,
 - d. treat all members courteously when exercising air traffic control and flight information services,
 - e. take part in consultations conducted by the Board or working groups.

Article 5
Rights of Polish VACC members

1. All members are entitled to:
 - a. receiving due support and necessary information regarding VATSIM services from Polish VACC Staff,
 - b. participate in the activities of the Polish VACC,
 - c. expressing a constructive opinion on the operation of the Polish VACC,
 - d. use the materials intended for them, made available by Polish VACC,
 - e. undergo ATC training in the Polish VACC, in accordance with the requirements specified in the Polish VACC ATC School.
2. Additionally, ATC members are entitled to
 - a. use of instructions and operational documents intended for them,
 - b. taking the position of air traffic control in FIR Warszawa in accordance with the permissions and rating held,
 - c. submit your candidacy to the Polish VACC Board, after announcing the recruitment,
 - d. obtaining information about their feedback sent via the feedback form,
 - e. work in working groups appointed by the Polish VACC Board.

Article 6

Disciplinary actions and members rewarding

1. Members can be disciplined and rewarded by the Polish VACC Board or at the request of a group of other members.
2. A member may be disciplined for violating the Polish VACC Policy, regulations or other supplementary regulations by:
 - a. warning letter,
 - b. access limitation to local VACC services,
 - c. submitting a request for punishment to supervisory authorities (VATEUD, VATEMEA, VATSIM BoG).
3. The member can be rewarded for the following reasons :
 - a. having successful recent mentoring activity (at least 2 students passing their exams in 6 consecutive months period),
 - b. being helpful for other members, especially newly registered,
 - c. taking active part in working groups appointed by the Board,
 - d. applying for other tasks announced by the Board,
 - e. being explicitly active and contributing in VACC growth.
4. The member can be rewarded by:
 - a. public, written praise, published on Polish VACC communication channels,
 - b. a special form of remuneration, which will be determined by the Polish VACC Board (e.g. priority in the queue to start ATC training).
5. If a request for disciplinary action or reward is submitted by a member of the Polish VACC Staff, the Board, after considering the matter, submits a suggestion of a penalty or form of reward to the Director of the Polish VACC. On this basis, the Polish VACC Director decides to impose a disciplinary action or reward on a member.
6. If a request for disciplinary action or reward is submitted by a group of at least 5 active members of the Polish VACC, the Board examines the application and decides whether to approve or reject it. The Board decides on the formula of the award or penalty by voting. Applicants are required to provide factual justification for their application
7. Penalties and rewards should be imposed proportionately.

Article 7

Major endorsement

1. Controllers who have a rating appropriate for the position and a valid *major endorsement* are entitled to take a major position.
2. *Major endorsement* is assigned for 90-day period.
3. *Major endorsement* is automatically renewed if you log into any of major positions, according to the rating, for a minimum period of 60 minutes, with a valid *major endorsement*.
4. After the expiry of *major endorsement*, members interested in its renewal, shall report to VACC Director. The Director orders a verification session to be conducted by the Polish VACC examiner. Depending on the outcome of a session, *major endorsement* is or is not assigned.

5. Upon admission to the practical training at Polish VACC, students of the VACC ATC Training Department receive *major endorsement* valid for the duration of the entire training.
6. The major positions in Polish VACC are:
 - a. EPWA_DEL, EPWA_GND, EPWA_TWR – for the S1 and S2 ratings,
 - b. EPWA_S_APP, EPWA_N_APP, EPWA_F_APP – for the S3 rating,
 - c. EPWW_CTR, EPWW_S_CTR, EPWW_N_CTR, EPWW_W_CTR, EPWW_I_CTR – for the C1 ratings and higher.

TITLE III – STAFF

Article 8

Staff and staff members

1. The Board collectively by delegation is responsible for running the VACC.
2. The Board is under the authority of supervisory bodies.
3. The specific tasks and duties of all members of the Board include:
 - a. taking care of proper development of Polish VACC,
 - b. performing tasks appropriate for each member of the Board,
 - c. representing the Polish VACC community in VATEUD, VATEMEA and VATSIM meetings, as well as in the media and the public,
 - d. promotion of virtual aviation, including VATSIM network,
 - e. maintaining materials appropriate for each member of the Board, available to members of the Polish VACC,
 - f. managing the works and activities of the Polish VACC.
4. Members of the Board are appointed for an indefinite period by the Polish VACC Director, in an amount appropriate to the current needs.
5. The Board of the Polish VACC consists of:
 - a. VACC Director,
 - b. Deputy VACC Director,
 - c. ATC Training Director,
 - d. other Staff members appointed as needed .
6. The Board presents an annual report on its work no later than the end of February of the following year.

Article 9

Polish VACC Director

1. The Director of the VACC is vested with the ultimate responsibility for the VACC.
2. The specific tasks of the Polish VACC Director include:
 - a. coordinating and managing the work of the Board,
 - b. receiving and considering complaints, motions and grievances addressing to the Polish VACC Board,
 - c. problems and conflicts resolution within the VACC,
 - d. directing the development of Polish VACC,

- e. taking disciplinary actions and rewarding members (as described in this policy),
 - f. accepting and handling member transfers,
 - g. reporting current affairs to VATEUD, VATEMEA and VATSIM BoG.
3. The Polish VACC Director is appointed by the VATEUD Division Director in the manner specified in the VATEUD Policy..
 4. The Polish VACC Director shall exercise his mandate until he/she resigns or is recalled. The VACC Director shall perform his duties until the appointment of a new VACC Director, and if he is unable to do so, Deputy VACC Director shall perform these duties.
 5. The Director of the Polish VACC selects a member from among the members of the Board who will act as Deputy VACC Director.

Article 10

Polish VACC staff

1. The remaining members of the Board are appointed by the VACC Director after the person concerned proposes their candidacy.
2. The recruitment process for the Board begins with public announcement of vacancies. In the announcement, the VACC Director specifies the scope of tasks of individual members of the Board and sets a deadline of at least 7 days for submitting applications.
3. After receiving the applications, the VACC Director examines the candidates and selects members of the Board.
4. The VACC Director has the right to dismiss a member of the Board if he has committed a serious breach of the rules and regulations, or because he is not involved in his duties (the member of the Board does not perform his work properly).
5. A member of the Board shall exercise his mandate until it expires, resigns or is recalled.

Article 11

Complaints for Polish VACC Staff members

1. All members might send their complaint for any member of Polish VACC to Polish VACC Director.
2. Complaints for Polish VACC Director shall be directed to VATEUD Division Director.

Article 12

Staff assistants

1. All Staff members might appoint their assistants in the number based on needs.
2. An assistant performs tasks specified by a member of the Board as part of the work of his department. The assistants are approved by the Polish VACC Board.
3. Staff assistants are not a part of the Board.

Article 13
Workgroups

1. The Board may appoint workgroups which may include all members of the Polish VACC.
2. The task of the workgroups is to carry out specific task.
3. Workgroups are made up especially of people who have competences and skills in a given field.
4. Workgroups may be entrusted with access necessary to perform the tasks and only for the duration of its implementation. The Director of Polish VACC decides about granting access.

TITLE IV – VISITING AND TRANSFER CONTROLLERS

Article 14
Visiting controllers

1. Apart from Polish VACC controllers, visiting controllers are also entitled to take a position in vFIR Warszawa under the visiting controllers' rights issued by Polish VACC.
2. Anyone who can become visiting controller:
 - a. has a minimum S3 rating in a VACC other than Polish VACC,
 - b. completed training in accordance with the training program for visiting controllers adopted by the ATC Training Director,
 - c. passed a checkride for a positive result (visiting OTS),
 - d. was adopted and accepted for training by the Polish VACC Director.
3. Visiting controllers are required to:
 - a. comply with the provisions of the VACC Policy and supplementary regulations,
 - b. care for the good name of Polish VACC,
 - c. providing air traffic control of the highest standard adopted in the Polish VACC and in compliance with all procedures.
4. Visiting controllers have the right:
 - a. to occupy positions in vFIR Warszawa in accordance with the permission of the visiting controllers issued by Polish VACC,
 - b. to occupy positions in vFIR Warszawa during events with the schedule. In this case, the member of the Board responsible for the organization of the events, first appoints the Polish VACC controllers, and finally, in the case of vacancies - visiting controllers.
 - c. use Polish VACC materials without restrictions on the terms adopted for Polish VACC members,
 - d. use the privileges provided for Polish VACC controllers.
5. The provision of the VACC Policy apply to visiting controllers. In terms of duties, penalties and rewards, visiting controllers are treated on an equal footing with Polish VACC controllers.
6. Visiting controllers are accepted for familiarization training at the Polish VACC according to the training queue in the ATC Training Department.

Article 15
Incoming controller transfer

1. The controller that can apply for the transfer of the controller from the home VACC to Polish VACC:
 - a. meets the condition described in TVCP,
 - b. is ready for a session to verify his skills after two familiarization sessions,
 - c. will report such a willingness to the Polish VACC Director.
2. After the supervisory body changes the VACC of the person concerned, he receives the assignment of a mentor and begins familiarization training. The mentor is assigned outside the order of training. Familiarization sessions are performed on the major airport positions, to which the transferring member to the Polish VACC has authority.
3. After the end of the two familiarization sessions, the mentor has the right, in case of doubts as to the state of knowledge of the transferring controller to the Polish VACC, or other justified grounds, to have an additional familiarization session.
4. After the end of the familiarization sessions, the mentor reports readiness to the exam (skills verification session) by the member transferring to Polish VACC.
5. The skills verification session is conducted by an authorized Polish VACC examiner in the position:
 - a. EPWW_CTR – in case of a controller transferring to Polish VACC with the rating of C1 or higher,
 - b. EPWA_S_APP – in case of a controller transferring to Polish VACC with the rating of S3,
 - c. EPWA_TWR – in case of a controller transferring to Polish VACC with the rating of S2..
6. After the first verification session with a negative result, the controller transferring to Polish VACC begins the additional training phase, in which he/she is entitled to one additional familiarization session with the mentor.
7. After the second verification session with negative result, the transfer is rejected under the TVCP rules.

Article 16
Outcoming controller transfer

1. Polish VACC controllers have the right to change (outcoming transfer) their VACC.
2. The controller interested in transferring to another VACC is obliged to inform the Polish VACC Director about this fact..
3. The Polish VACC Director releases him or her from the obligations and rights described in this Policy upon their transfer in the central VATSIM database.
4. On the day of transfer being accepted by the superior body, the controller transferring to another VACC is removed from the list of Polish VACC members, thus losing all rights and obligations towards Polish VACC.

TITLE V – FIR WARSZAWA

Article 17

ATC position occupancy rules

1. The following are entitled to log in on ATC positions in FIR Warszawa:
 - a. active members, holding at least S2 rating – in independent sessions,
 - b. Polish VACC ATC Training Department students, holding at least S1 rating – in the sessions carried out with the mentor.
2. Sessions on any position may be prior reservation or on a “first come, first served” basis. Reservation is not required.
3. Controllers may reserve a session any time in advance, but no later than 30 minutes before the scheduled start of session.
4. The positions in FIR Warszawa are taken by the controllers at their own discretion, skills and well-being..
5. Controllers holding:
 - a. S2 rating – can occupy all DEL, GND and TWR positions, with the proviso that they only serve in the airport control zone and on the ground ramp,
 - b. S3 rating – can occupy all positions for the S2 rating and all APP positions. These controllers may provide procedural air traffic control service at aerodromes without an approach radar, as well as all flight information service (FIS) stations, except EPWW_V_CTR,
 - c. C1 rating and higher – can occupy all positions within FIR Warszawa.
6. Some positions may be restricted for operational reasons. These restrictions will be published by means of NOTAMs or in documents published by the Board.
7. Before taking a position, the controller should make sure that:
 - a. has the appropriate skills to handle the position,
 - b. familiarized himself with the applicable procedures, in particular with the current NOTAMs.
8. Session length should be no less than 30 minutes.

Article 18

NOTAMs

1. Any restrictions, changes in local procedures, infrastructure or airspace closure are published using NOTAMs.
2. A properly designated member of the Board watches over the updating of NOTAMs.
3. All pilots and controllers are required to follow the NOTAMs.

Article 19
Changes in local procedures

1. Any changes to local regulations, in particular operating instructions, the VACC Policy, should be posted on the Polish VACC website at least one week in advance.
2. Amendments to operating instructions are prepared by the member of VACC Board competent for operational matters. This instruction is published after obtaining the approval of the Polish VACC Director.
3. Amendments to the regulations are prepared by the members of the VACC Board competent for the scope covered by the regulations, or in the case of general regulations - the VACC Director. The regulations are subject to approval by the VACC Director, or if drawn up by the VACC Director - Deputy VACC Director.
4. Amendments to the VACC Policy are subject to approval by the entire Polish VACC Board and the VATEUD Board.

TITLE VI – FINAL PROVISIONS

Article 20

1. The provisions of this Policy shall enter into force on 1st January 2021.
2. All members retain their status as of the date of announcement.
3. Members of the Board maintain their status as at the date of announcement.
4. The Constitution of the Polish VACC of October 10, 2019 is repealed.
5. Upon the entry into force of this Policy, all ordinances and resolutions of the VACC Board shall expire.
6. Regulations on special matters supplement the provisions of this Policy.
7. This Policy has been approved by the Polish VACC Board and the VATEUD Board.
8. In matters not contained in this Policy, the provisions of superior acts shall apply – *VATSIM Code of Conduct, VATSIM Code of Regulations, VATSIM Global Rating Policy, VATEMEA Policy, VATEUD Policy, etc.*