SUBJ: Facility Events Policy

This document establishes the formal rules, regulations, procedures and guidelines which govern all controllers participating in official ZFW events

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Effective 2/19/2023
This order cancels all previous ZFW Events Policies and shall establish the ZFW JO 7210.5C

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Change Log

Date of Revision	REV #	Changed by	Explanation of Changes
27 July 2022	Orig.(A)	MN/MM/DE	● Creation
10 October 2022	1(B)	MM	● Corrected Acronyms table
29 October 2022	2(C)	MM	● Added Austin Jenkins as vZFW Events Coordinator

Chapter 1: General
Section 1: Introduction

1-1-1. Purpose

These guidelines direct the ZFW Events Department and define the standard operation of all ZFW events. This document should be the primary reference for all home and visiting controllers regarding events at ZFW.

Section 2. General Operations

1-2-1. Familiarization

All ZFW Controllers, home and visiting, are expected to be familiar with the contents of this document.

1-2-2. Revisions

Revisions to this document may be initiated by the Events Coordinator, the Air Traffic Manager, or the Deputy Air Traffic Manager at any point. When revisions are made, the relevant changes should be disseminated to the controllers of ZFW.

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1-2-3. Acronyms

ARTCC	Air Route Traffic Control Center
ATCSCC	Air Traffic Control System Command Center
ATM	Air Traffic Manager
CIC	Controller in Charge
DATM	Deputy Air Traffic Manager
DDATS	Deputy Director ATS (Central) (VATUSA5)
EC	Events Coordinator
EM	Events Manager (VATUSA15)
GDOS	Graphic Design & Outreach Specialist
NOM	National Operations Manager (VATUSA9)
RAPCON	Radar Approach Control (Military)
SOP	Standard Operating Procedures
TMU	Traffic Management Unit
TMUS	Traffic Management Unit Specialist(s)
TRACON	Terminal Radar Approach Control
VATNA	North American Region of VATSIM
VATSIM	Virtual Air Traffic Simulation Network
VATUSA	United States Region of VATNA
vZAB	Virtual Albuquerque ARTCC
vZFW	Virtual Fort Worth ARTCC
vZHU	Virtual Houston ARTCC
vZKC	Virtual Kansas City ARTCC
vZME	Virtual Memphis ARTCC

Chapter 2: Standard Event Procedures
Section 1: Position Requests

2-1-1. Requesting a Position
In order to receive a position during an event, you must submit a request on the ZFW website. Each event will have a specific webpage, you can locate it by clicking on the appropriate event image on the homepage. Ensure you are signed into the website before attempting to request a position. Do not request a position greater than your highest rating. (E.g, requesting an enroute position as a S2.)

2-1-2. Canceling a Position Request
If you determine that you are unavailable or would like to retract your position request, utilize the "Cancel Local/Tracon/Enroute Request" button at the bottom of the event page.

2-1-3. Canceling a Position Request < 24 Hours in Advance
If you are *forced* to cancel under 24 hours away from the event, you must contact the EC with proper reasoning. (See 2-4-2:1-a)

2-1-4. Joining Late/Without Signup
Late-comers are always allowed during events, however we greatly prefer controllers to sign up ahead of time. Any late-comer joining an event without their name on the staffing list will not be given priority staffing. The CIC has the right to deny a position, and will fit controllers where/if they can. Contact the CIC in the teamspeak for a position, **do not sign on without permission.**

Section 2: Expectations During Events

2-2-1. Expectations for Controllers
- Controllers who sign up or are added late are expected to control for the full duration of the event.
- Controllers are expected to control at their best ability.
  - Controllers are expected to coordinate with other controllers as required.
- **Controllers shall not sign in or out of a position without permission from the CIC.**
  - **Controllers will give a detailed briefing of their position to the relieving controller before transferring control.**
- If a controller requires relief, they will inform the CIC.
- Controllers are expected to attend the mandatory event briefing. (standard 30 minutes before start of event)

2-2-2. Expectations for the CIC
- The Controller in Charge will supervise all operations during the event period.
- The CIC will allow/deny position changes.
- The CIC will monitor the overall event.

- The CIC will follow all instructions given by the EC, DATM, or ATM.
- The CIC must release controllers at the end of the event, if controllers choose to sign off.

Section 3: General Operations

2-3-1. Event Briefings
1. All signed-up controllers are expected to attend the mandatory event briefing.
    a. In the case of a minor event such as a small group flight, the EC may dictate an event briefing unnecessary and provide all information in the ZFW Discord ahead of time.
2. Event briefings will take place thirty minutes before the start of the event, unless otherwise specified by the EC.

2-3-2. Training During Events
1. Any live-network training taking place during an event must be approved by the EC and TA before the event date.
2. Students must be monitored at all times by their mentor/instructor.
3. Mentors/Instructors will take over the position if they deem necessary.

2-3-3. OTS Examinations during Events
1. Any OTS taking place during an event must be approved by the EC and TA before the event date.
2. The OTS position will be determined by the EC and TA.
3. The Instructor conducting the OTS may end it earlier than the published end of the event, however the position must remain filled.
    a. The CIC may relieve the student with another controller after the end of the OTS.

2-3-5. ACE Team
1. The ACE Team will only be utilized under authority by the EC, DATM or ATM.
2. Home and visiting controllers will be given priority staffing over ACE members.
3. ACE members are expected to move around positions to where they are needed.

2-3-6. TeamSpeak
1. During an event period, the TeamSpeak will be utilized primarily for controller-controller coordination.
    a. Specific facility channels must be used for **coordination only**. They are to be considered a "quiet zone".
    b. Controllers are expected to be present somewhere in TeamSpeak during the event duration.
    c. Off-Topic general channels may be used during downtime, where controllers may socialize.

2-3-7. Controller in Charge
1. The CIC is a controller put in charge of all operations during an event.
2. The CIC is selected by the EC.
    a. The EC may take the responsibilities of the CIC if they are present during the event.
3. The CIC must be S3+, preferably C1+.
4. The CIC will direct all staffing during the event period, after the event ends they cease control.
5. The CIC will act as TMU if there is not a specific TMU in place during a large event.
6. The CIC will take the role of all controllers before the event, and will note any late comers/early leavers. This list must be sent to the EC after the event.

Section 4: Disciplinary Actions

2-4-1: Purpose
The purpose of the disciplinary system is to enforce correct etiquette during events and promote better attendance.

2-4-2: Strike System
All strikes may be waived/amended by the EC, DATM or ATM.

1. **Infractions**
    a. No Show (no notice) - 2 Strikes
    b. No Show (late notice) - 1 Strike
    c. Late - 1 Strike
    d. Missed Briefing - .5 Strike
    e. Leaving Early - .5 Strike
    f. Misconduct - 1-2 Strikes
2. **Consequences**
    a. Verbal Meeting/Warning - 2 Strikes
    b. Temporary Events Suspension - 4 Strikes
    c. Events Suspension - 5 Strikes

Almost all strikes can be avoided with simple communication, let the EC know.

Chapter 3: Events Team
Section 1: Introduction

3-1-1: Purpose
The purpose of the Events Team is to assist the EC with the creation, planning and putting on of ARTCC Events.

Section 2: Roles & Responsibilities

3-2-1: Events Coordinator
The Events Coordinator is the lead of the events department, with the responsibility of ensuring the overall success of all its proceedings. The Events Coordinator is tasked with filling positions on the events team. (ec@zfwartcc.net)

3-2-2: Assistant Events Coordinator
The Assistant Events Coordinator reports to the EC and completes tasks assigned by the EC. The AEC may act in charge in the EC's stead. The AEC is responsible for monitoring the events team and dealing with every-day activities in collaboration with the EC. (aec@zfwartcc.net)

3-2-3: Graphic Design & Outreach Specialist
The Graphic Design & Outreach Specialist is responsible for creation of all media content in relation to events (Banners, Icons, Logos). They are responsible for the communication with virtual airlines and other VATSIM- related groups, as well as the upkeep of all ZFW social media accounts.

3-2-4: TMU Specialist(s)
The TMU Specialist(s) are specifically trained to operate as TMU during large ARTCC events.

3-2-5: Members
Members of the event team who do not have a specific role are involved in the planning and creation of ARTCC events.

All members of the event team (specialist or not) are included in meetings and general planning of ARTCC events.