

**STANDARD OPERATING PROCEDURES (SOP)**

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**SUBJECT: Hong Kong VACC Event Sign Up**

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## Table of Contents

<b>1. DISTRIBUTION AND SCOPE .....</b>	<b>3</b>
<b>2. BACKGROUND.....</b>	<b>3</b>
<b>3. PREQUISTES FOR SIGNING UP .....</b>	<b>3</b>
<b>4. REQUIREMENTS .....</b>	<b>4</b>
<b>5. EVENT CREDIT .....</b>	<b>4</b>
<b>6. SIGN UP INSTRUCTIONS.....</b>	<b>5</b>
<b>RECORD OF REVISION .....</b>	<b>7</b>

## 1. DISTRIBUTION AND SCOPE

### 1.1. DISTRIBUTION

1.1.1. The intended audience is both the training team of Hong Kong VACC, including instructors and mentors and all controllers who receive instruction through the guidelines of this document at Hong Kong VACC.

### 1.2. SCOPE

1.2.1. This syllabus document is written to provide an official guideline to signing up for an event slot on the VATSEA HQ System.

### 1.3. EXCLUSION OF LIABILITY

1.3.1. This manual is for use on the VATSIM Network only and should never be adopted for real world use. The information published by VATSIM within this document is made available without warranty of any kind; the organization accepts no responsibility or liability whether direct or indirect, as to the currency, accuracy or quality of the information, nor for any consequence of its use.

## 2. BACKGROUND

2.1. Previously there were no written guidelines for event sign ups at Hong Kong VACC. Some rules outlined here may have been observed by controllers already. With the introduction of the VATSEA HQ System, this policy will reemphasize the importance of signing up for an ATC slot during an event correctly.

## 3. PREQUITES FOR SIGNING UP

### 3.1. Rating

3.1.1. Prior to signing up for an event slot ensure that your rating is suitable for the position that you are signing up for (i.e. do not sign up for a radar position as an S1 rated controller).

3.1.2. If you have received a solo validation for a position, ensure the validation does not expire before the time of your slot. If it does please coordinate with your instructor/mentor for further guidance.

3.1.3. If any mentor/ instructor intend to conduct a training session during an event, the mentor/ instructor should sign up for the trainee.

### 3.2. Controller Practical Test during event

3.2.1. If you plan to have your CPT during an event, please ensure that your instructor is notified at least 14 days in advanced so that time can be blocked off for your test.

3.2.2. Ensure that all VATSEA CPT policies are followed.

## 4. REQUIREMENTS

4.1. Controllers shall sign up for a slot no later than 30 mins before the start time of the event (i.e. if the event starts at 1200Z your slot must be booked by 1130Z)

4.2. Controllers shall sign up for a minimum of two consecutive hours unless otherwise specified.

4.2.1. These two hour slots will be visibly noted next to the position name on the VATSEA HQ sign up page.

4.2.2. Controllers may bypass this requirement by coordinating with another controller to split the two hours.

4.2.3. For events that have an odd number of hours where even splits of two hours may not be possible, slots will be created as close as possible at the discretion of Hong Kong VACC staff.

## 5. EVENT CREDIT

5.1. In order to receive event credit, all requirements under section 4 in this SOP as well as requirements listed under section 12 on the Training Syllabus (HKVACC-P051-R3) must be followed.

5.2. As listed in the Training Syllabus

5.3. Controllers may earn credit via a booked slot or without a booking

### 5.4. Booked Slot

5.4.1. A maximum of 1 event credit per event.

5.4.2. 1 event credit equates to 1 slot (2 consecutive hours) that you signed up for and

controlled. (This does not mean you can't control for more slots)

5.4.3. For slots that are split between two controllers, the credit will be distributed evenly (in most cases 0.5 credit for each controller respectively).

5.4.4. Controllers may also earn credit by booking a backup slot.

5.4.4.1. This credit may only be earned if the controller is present and available on the Hong Kong VACC Discord during their booked slot. The controller must be ready to log on to a position in which they qualify for at any moment during this time.

#### 5.5. Without a booking

5.5.1. We take into consideration that controllers may have last minute time changes that prompts them to become available during event after the 30 minute sign up cut off has passed.

5.5.2. Controllers may receive a maximum of 0.5 credit for 2 hours of controlling in this case.

5.5.3. The back-up slot policy does not apply to controllers without a booking. A controller must be actively controlling in order to receive the credit.

5.6. Additional event credit in special circumstances (i.e. World Flight, Kai Tak events, events going excessively overtime) may be granted under discretion by HKVACC Manager of Training. HKVACC Manager of Training will assess when these situations arise and grant additional credit. You do not need to contact staff to request this.

## 6. SIGN UP INSTRUCTIONS

6.1. Hong Kong VACC has adapted the VATSEA-HQ system in order to organize event bookings more efficiently.

6.2. Bookings will be available for local controllers for the first 24 hours. The vacant bookings will be made available to all controllers, local and visiting, after the first 24 hours.

6.3. Should there be a need for this process to be exempt, controllers will be notified in advance.

6.4. In order to begin the booking process, ensure that you are signed up and signed into the VATSEA-HQ system

6.4.1. To reach the event sign up page, you may either find it on the calendar on the VATSEA-HQ home page or via a link posted in the Discord.

## 6.4.2. Click on the ATC Booking button

Request ATC Position | [ATC Booking Process](#) | [CLICK HERE TO REVIEW THE RULES](#)

Only book ATC positions you are approved for!  
Approver can edit your booking time and position. Check daily to see if there is any change.  
You will also be notified by email and HQ notification about your booking detail (and its change if any).

Preferred Position: Choose a position

Start (Zulu): [Empty]

End (Zulu): VHHH\_S\_TWR (12Z-14Z)  
VHHH\_S\_TWR (14Z-16Z)

Submit Email ATC

Show 10 entries Search

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Only book ATC positions you are approved for!  
Approver can edit your booking time and position. Check daily to see if there is any change.  
You will also be notified by email and HQ notification about your booking detail (and its change if any).

Preferred Position: VHHH\_S\_TWR (12Z-14Z)

Start (Zulu): 25 Jul 2021, 12:00

End (Zulu): 25 Jul 2021, 14:00

Submit Email ATC

6.4.3. You will be prompted with a screen in which you can select a preferred position to book. As pictured below you will have options for 2 hour slots within a position. Select the position that you'd like to book. Then select the start and end time that matches the slot. If you have coordinated with another controller to split the slot, select the start and end time that matches the split time. Lastly, click submit.

6.4.4. Once your slot has been confirmed please ensure that you show up promptly to complete any controller handoff coordination and set up.

6.4.5. If you need addition assistance using the VATSEA-HQ please contact an HKVACC staff member.

## RECORD OF REVISION

DATE	REV.	REVISION CONTENT	APPROVAL
3 SEP 2022		Initial Version	J. PATIDAR/ A. LEE