STANDARD OPERATING PROCEDURE (SOP)
DOCUMENT NUMBER: HKVACC-SOP013-R2
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REVISION: 2

SUBJECT: Hong Kong vACC Event Sign Up Standard Operating Procedures

EFFECTIVE DATE: 12 AUG 2024

SCOPE: Outlines standard procedures for signing up to control during official events within the Hong Kong FIR on VATSIM.

1. PURPOSE

1.1. This Standard Operating Procedure (SOP) sets forth the procedures for all controllers who intend to sign up to control during official events.

2. ROLES AND RESPONSIBILITIES

2.1. The Office of Primary Responsibility (OPR) for this SOP is the team under the supervision of the Facilities Director. This SOP shall be maintained, revised, updated or cancelled by the Facilities Director. Any suggestions for modification / amendment to this SOP should be sent to the Facilities Director for review.

3. DISTRIBUTION

3.1. This SOP is intended for controllers intending to sign up to control during official events.

4. BACKGROUND

4.1. This document has been written to serve as an official guideline for controllers wishing to sign up for an event slot on the VATSEA HQ system.

5. PREREQUISITES FOR SIGNING UP

5.1. <u>Rating</u>

5.1.1. 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 CTR position as an S1 rated controller).

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

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

6. REQUIREMENTS

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

6.2.   Controllers should sign up for a minimum of two consecutive hours unless otherwise specified.

6.2.1. This requirement (Section 6.2) may be waived by coordinating with other controllers.

6.2.2. For events with 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.

7. SIGN UP INSTRUCTIONS

7.1. Hong Kong vACC has adopted the VATSEA HQ system in order to organise event bookings more efficiently.

7.2. 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.

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

7.4. In order to begin the booking process, ensure that you have signed into the VATSEA HQ system.

7.4.1. To reach the event sign up page, you may find it on the calendar on the VATSEA HQ home page.

7.4.2. Click on the ATC Booking button.

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	HKG_W_CTR
Start (Zulu)	25 May 2024, 12:00
End (Zulu)	25 May 2024, 12:00

Submit   Email ATC

Show 10 ⌄ entries   Search: _____

Booking ID	Position	Controller	Start	End	
No data available in table					

Showing 0 to 0 of 0 entries   Previous   Next
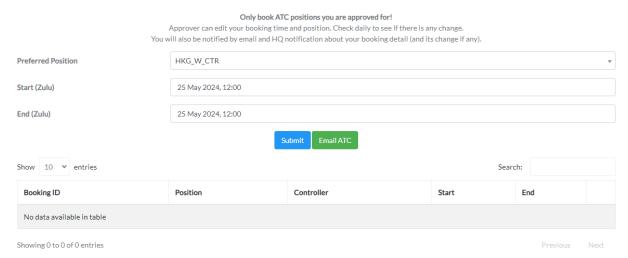
Figure 7.4: Event Sign Up Page

7.4.3. You will be prompted with a screen in which you can select a preferred position to book. Select the position that you would like to book, then select the start and end time with respect to Section 6.2. 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.

7.4.4. Bookings made on the VATSEA HQ are merely an indication of a controller's preferred position, and Hong Kong vACC staff will roster controllers based on a variety of factors, including but not limited to expected amount of traffic, training sessions, etc. Notwithstanding these factors, Hong Kong vACC staff will endeavour to roster controllers on a first-come-first-serve basis.

7.4.4.1. Controllers who book the same position during the same time slot may be rostered on a split sector of the booked position (e.g. a controller who has booked VHHH_APP may be rostered on VHHH_F_APP).

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

7.4.6. If you need additional assistance using the VATSEA HQ please contact any Hong Kong vACC staff member.

RECORD OF REVISION

DATE	REV.	REVISION CONTENT	APPROVAL
03 SEP 2022	0	Initial Release	J. PATIDAR / A. LEE
09 JUN 2024	1	Removed Section pertaining to Event Credits Updated Section 7.4.3	T. SIU
12 AUG 2024	2	Removed Section 5.2 pertaining to CPTs during events Added Section 7.4.4	T. SIU