



Singapore vACC Constitution

VERSION 2.0

Updated on 23 December 2020

Effective from **1 January 2021**

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1. Purpose

Singapore vACC (hereafter referred to as “SINvACC”) is a part of the VATSIM Network and aims to provide air traffic control services for online flight simulation within the area of the Republic of Singapore (hereafter referred to as “SINvACC Airspace”). For this purpose, SINvACC particularly organizes the basic and further education of virtual air traffic controllers and pilots as well as the staffing of air traffic control positions. The rules established by VATSIM are obligatory for all SINvACC members.

2. SINvACC Staff

2.1. Director (ACCSGP1)

The SINvACC Director represents SINvACC internally and externally. He is responsible for all vACC operations and the appointment and dismissal of the Deputy Director (ACCSGP2). Together with the Deputy Director (ACCSGP2), they are responsible for the appointment and dismissal of SINvACC staff members.

ACCSGP1 shall be appointed by the VATSIM Southeast Asia Divisional Director (VATSEA1).

2.2. Staff Members

Staff members run regular SINvACC business conducted by the SINvACC Director. Every staff member manages his portfolio in accordance to his responsibilities as set out by the Director.

Staff members include the:

- SINvACC Director (ACCSGP1)
- Deputy Director (ACCSGP2)
- Training Director (ACCSGP3)
- Facilities Director (ACCSGP6)
- Events Director (ACCSGP7)
- Webmaster (ACCSGP10)

Deputies for each staff position may be appointed should the need arise.

Unoccupied staff positions open for recruitment will be announced to all SINvACC members through its web services and Facebook page. Applications will be accepted for a minimum of 7 days, starting from the day of publication. ACCSGP1 and ACCSGP2 are solely responsible for the selection and appointment of SINvACC staff members.

3. Membership

3.1. Start of Membership (Applications)

SINvACC membership begins with approval of a member's request for enrolment into SINvACC as a resident or visiting controller. Applications can be made through the VATSEA HQ Ticketing System. An application must include the following information:

A member must state his complete name as registered on VATSIM. VATSIM membership is required for enrolment to SINvACC.

The decision to accept an application is made by either the SINvACC Director, Deputy Director, or Training Director. Enrolment may be denied without a reason – the denial does not need to be accounted for.

3.2. Termination of Membership

The SINvACC membership is terminated upon a member's resignation or his exclusion from SINvACC or as soon as a member's VATSIM membership is terminated. A member's resignation becomes effective upon receipt of the member's notice of resignation by the staff.

A member may be excluded from SINvACC by staff decision if the member has severely or persistently violated SINvACC or VATSIM rules. The member's VATSIM membership remains unaffected unless decided upon by VATSIM Staff. The final decision must be announced to the member. The decision must also be announced to VATSIM Southeast Asia Division (hereafter referred to as "VATSEA"). The affected SINvACC member has the right to appeal against the decision. Appeals must be done within 7 days of the termination notice.

3.3 Rights and Obligations of Home Controllers

Every SINvACC member has the right to use SINvACC services within the limits of the currently valid SINvACC and VATSIM rules. SINvACC services are defined as all online services provided by Singapore vACC to SINvACC members, including ATC Training. All members are obliged to display mutual consideration and respect for each other. Every member must behave in a way that no other SINvACC or VATSIM member may be precluded or detracted from using SINvACC or VATSIM services. By using SINvACC services, every SINvACC member agrees that required personal data are saved and processed for the use of SINvACC services. A member's right to staff air traffic positions within SINvACC's area is ruled by the Control Restrictions and Guidelines (Section 4) of this SOP.

A member may be excluded from the use of all or some SINvACC services for a period of up to one month by decision of ACCSGP1 or ACCSGP2 if the member has violated SINvACC or VATSIM rules. The affected SINvACC member has the right to lodge a complaint against the decision.

4. Control Restrictions and Guidelines

4.1 Position Restrictions by Rating

No Controller may login and control an active position without first passing the Theory and Practical examination and receiving an orientation from Instructors or Mentors. Position Restrictions for working positions are as follows:

- S1-rated controllers may work up to DEL and GND.
- S2-rated controllers may work up to TWR.
- S3-rated controllers may work up to DEP/APP and all relevant positions.
- Controllers C1-rated and above may work all positions up to CTR within SINvACC.

Controllers are only allowed to control in Singapore Changi with their rating until approval is given by an Instructor to control other airports in Singapore.

4.2 Operation Activity

All controllers, home and visiting, are to remain online for a time no less than thirty (30) minutes upon opening an active position.

4.3 Priority and Regulations

Staffing of working positions shall adopt a top-down structure. Singapore Radar (WSJC_CTR) should be manned as the primary position. If the controller is CTR-certified, he should man CTR as their primary duty. If he is not CTR-certified, the next position to be manned will be Approach. If a controller is not certified to work a radar position, he shall man a Tower, Ground or Clearance delivery position, depending on his training status.

Controllers will exercise good judgment when logging in to a position and will not "jump" positions for traffic. Controllers shall not at any point in time handle traffic which does not fall under their area of control.

Controllers, regardless of rating, should check in as observers and/or coordinate via Discord with the current controller before logging in to control. Controllers should check in with the online controller (if any) on what positions are available to him before manning that position. If the current controller wishes to step into another position, the new controller should honour the decision of the current controller.

4.3 Booking a position

Controllers may book a position to control in the VATSEA HQ System. Booking conditions are stated below:

- Bookings shall only be considered valid from the HQ system.
- There shall only be a maximum of 1 booking per calendar day per controller to allow others to use the facility.
- Book main sectors only even if you are on solo. e.g. WSSS_1_TWR, WSJC_CTR
- If no one booked a slot at that specific time when you wish to control on an ad-hoc basis, then the controller may go online without booking.
- Controllers who book their ATC slot will have priority over ad-hoc controllers who will be required to move to a lower facility should they wish to continue unless the controller who reserved the slot gives written proof that they wish to release the slot.
- Bookings shall be made at least 3 hours in advance.
- Changes to bookings are not allowed. Should there be an amendment, controllers shall cancel their booking and re-book with all the terms listed.
- Controllers who do not log in within five (5) minutes of their booked slot shall have their booking cancelled.
- Controllers who will be late for their slot shall inform the SINvACC Discord Server at least thirty (30) minutes prior to the booking. They must log on within ten (10) minutes after their booked time. Another controller may take over the booked position until the original controller has logged on to VATSIM.
- Controllers who booked a slot and loses connection to the network will be allowed to have their booked position taken over by another controller. Should the controller return within ten (10) minutes after disconnecting, they can take back their previous position.
- Note that ATC training with a mentor/instructor or CPT will supersede any booking and it can be done on the SINvACC Discord Channel. There may be last-minute bookings by mentors and instructors.
- Event bookings will still be made through the event ATC booking system.

4.4 Closing a Position

Active controllers shall provide at least a five-minute notice before logging off, both on the frequency and on ATC chat. The controller stepping down should also notify all neighbouring controllers through the use of the “.break” function. This is to provide pilots with adequate time and information that ATC services are about to cease. This policy does not apply if another relief controller is about to log into the same position. Controllers shall brief the relieving controller on each aircraft and its status before closing.

5. Training

5.1. Training Personnel

5.1.1 Training Mentor

Mentors will be appointed by the SINvACC Training Director (ACCSGP3). Mentors shall have a minimum of one student and a maximum of five. Mentors are to update ACCSGP3 on the progress of their students.

Mentors are not allowed to mentor students while on a solo position. They must use the highest rating-approved position available to them.

5.1.2. Instructors

Instructors are appointed by VATSEA and holds the Instructor 1 (I1) or Instructor 3 (I3) rating.

5.1.3. Examiners

All Instructors are approved examiners by rating. Examiners for Singapore vACC must be approved by VATSEA and be compliant to section 4 of the *VATSEA Division Rating Requirements Policy*. Approved Examiners will be listed on the VATSEA website.

5.2. Training Regulations

5.2.1. Training Terms and Conditions

- should commit at least 2 hours per training session.
- should stick to the agreed training date and time.
- must inform their mentor/instructor at least 5 minutes prior to their training session should they be late.
- must inform their mentor/instructor at least 12 hours in advance should they wish to postpone their training session.
- must complete their rating training before a request to transfer to another vACC/Division.
- are responsible to arrange for training sessions.
- will be suspended from training for 6 months should they miss more than 2 training sessions without a valid reason.

6. Callsigns

6.1. Controller Initials

Resident SINvACC members will be issued with unique two-character controller initials. When not on active duty, SINvACC members observing should log in with their issued initials in the format SIN_(initials)_OBS, e.g. *SIN_EL_OBS*.

6.2. Staff Callsigns

SINvACC staff (appointed by the SINvACC Director and Deputy Director) not on active controlling duty should log in with their staff callsign, e.g. ACCSGP6.

6.3. Instructor Callsigns

While performing active Instructor duties on a working position, Instructors should assume the callsign for the working position with “_I_” as an identifier, e.g. WSSS_I_APP.

6.4. Training Mentor Callsigns

SINvACC Training Mentors (appointed by the SINvACC Training Department) should assume the callsign for the working position with “_M_” as an identifier, e.g. WSSS_M_TWR, while performing active mentoring duties on a working position.

6.4. Solo Callsigns

SINvACC students with a solo validation are not required to use “_S_” as an identifier, e.g. ~~WSSS_S_TWR~~, while on the solo-rated working position.

7. Activity Policy

7.1 Activity Requirements

Resident controllers are required to control a minimum of five (5) hours per quarter (3 months).

Visiting controllers are required to control a minimum of three (3) hours per quarter (3 months).

Members who are inactive after each quarter (3 months) upon assignment or transfer to SINvACC shall be placed on the Inactive Controllers roster. These members are required to inform the SINvACC Director, Deputy Director or Training Director should they wish to be placed on the active controller list.

SINvACC members who are inactive for over 2 quarters (6 months) will be removed from the roster and their membership with SINvACC will be terminated without notice.

Members who cannot be contacted at their email address recorded in VATSIM's database shall be dropped from SINvACC roster after a period of inactivity as prescribed above.

7.2 Leave of Absence

Members who have notified the SINvACC Director (ACCSGP1) or Deputy Director (ACCSGP2) or Training Director (ACCSGP3) applying for a Leave of Absence may be exempted from the above regulations during the period of the applied leave under the approval of the abovementioned staff.

The member must contact the Director at the end of the leave period if the leave of absence needs to be extended.

Members who were away for a period of 6 months or more are required to undergo a familiarisation with an approved mentor or instructor before returning to active service.

8. Transfer and Visiting Controller Policy

8.1 Transfer policy

Controllers wishing to transfer in or out of SINvACC shall make proper notification to the Director. The request for transfer should include a brief reason for transfer, current vACC (for incoming controllers) or intended vACC for transfer (for outgoing SINvACC members).

The SINvACC Director (ACCSGP1) or SINvACC Deputy Director (VATSEA2) has not more than seven (7) days to deliberate the request for transfer.

If ACCSGP1/2 decides that the transfer request be approved, he will process the transfer and update the SINvACC roster appropriately.

Transfers to SINvACC can be denied for any one or more of the following reasons:

- a) The member has an unsatisfactory disciplinary record with their current vACC.
- b) The member was a former member of SINvACC dismissed or transferred out for disciplinary reasons.
- c) The member was a former member of SINvACC dismissed or transferred out for reasons related to inactivity.
- d) The member has shown a disrespectful attitude towards other controllers.
- e) The member has shown disrespect for or non-compliance of the SINvACC policies and procedures.

VATSIM Transfer and Visiting Controller's Policy prescribed on the VATSIM website are also binding in addition to the local requirements as prescribed above.

8.2. Visiting Controller Policy

Controllers from other vACCs and Divisions are welcome to visit and man a control position under the following guidelines:

The visiting controller must not have a negative disciplinary record with VATSIM within the last six (6) months. Major disciplinary problem is considered as:

- a) Suspended by VATSIM for 1 week or more.
- b) Banned from a VACC/FIR.
- c) More than 3 conflict resolution submissions within one (1) year period.

Requests for Visiting Controller rights can be made by via the VATSEA HQ Ticketing System and must have a recommendation letter sent by his residing vACC or Division Director. The application will be deliberated by the Singapore vACC Staff and may be denied without a reason – the denial does not need to be accounted for.

Visiting controllers must hold a rating of S3 or higher.

Controllers with approved Visiting Control rights must abide by the Control Restrictions and Guidelines as prescribed in this document and must abide by all SINvACC Standard Operating Procedures (SOP). Approved Visiting Controllers are subjected to the same activity requirements as prescribed in Section 6.1 (“Activity Requirements”), failing which the Visiting Controller will be listed as inactive.

Inactive Visiting Controller members who wish to return to Singapore vACC are required to send in a new application.

All visiting controllers are expected to be familiar with facility procedures for the position he chooses to control and is subjected to a practical check/certification by the SINvACC Training Director.