
	VATSIM Network North America Region	SOP/ Policy/ Procedure #	2013 - 002
	Visiting and Transfer Controllers	Revision #	01
		Implementation Date	02/03/2013
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Superseded SOP/ Policy/ Procedure	03/05 – Visiting and Transfer Controllers	Approval	

Policy and Procedure

1. Purpose

To clarify policy concerning visiting and transferring controller within the VATSIM North America Region (VATNA).

2. Procedure

1. VATSIM North America (VATNA) shall establish policy regarding visiting and transferring controllers. Divisional Directors and sub-Division Directors may submit requests for changes and amendments to the policy, however, the ultimate approval remains with the Regional Director.
2. No visiting or transferring controller policy may contain any restriction that denies a person from applying and qualifying as a visiting/transferring controller, which is based solely on a user's VATSIM rating.
3. No Division or sub-Division shall suspend their visiting controller or transferring controller program without the consent of the Regional Director.
4. Position restrictions during certain events may be authorized, provided that those restrictions apply equally to both assigned sub-Division members and visiting controllers.
5. Acceptance as a visiting controller within a particular sub-Division is a privilege, thus visiting controllers shall abide by all requirements, testing, and procedures specified within that particular sub-division. The sub-Divisional Director may request assistance from the Divisional Director if disciplinary issues arise. The Divisional Director shall have the authority to remove a visiting controller. The sub-division shall have the right to remove a visiting controller who is deemed inactive, by published policy.
6. A roster of visiting controllers shall be maintained on the sub-Division website, in a public, non-protected location, that can be easily accessed by VATSIM Supervisors, Administrators, and other staff members.
7. Transferring and visiting controllers shall be bound by the requirements set forth in the VATSIM Executive Committee Policy – Transfer and Visiting Controller – Global Policy (<http://www.vatsim.net/staff/ec/ec-policies/>).

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8. Intra-Division and inter-division transferring and visiting controller shall also be subject to the restrictions set forth in the VATSIM Executive Committee Policy – Transfer and Visiting Controller – Global Policy (<http://www.vatsim.net/staff/ec/ec-policies/>). In addition, transferring controllers shall be subject to the 90-day rule when requesting visiting controller status in the Division or sub-Division they are departing; visiting controller status shall not be automatic. Divisional Directors shall ensure sub-division compliance.
9. Pilot/ Observer rated controllers shall not be subject to the restrictions set forth in the VATSIM Executive Committee Policy – Transfer and Visiting Controller – Global Policy (<http://www.vatsim.net/staff/ec/ec-policies/>), however unnecessary transferring shall be addressed by the Divisional Director.

3. References

N/A

4. Definitions

1. POSITION - Defined as those positions identified in the VATSIM Code of Conduct that exclusively pertain to the control of air traffic within VATSIM.
2. RATING - A VATSIM-assigned designation that identifies the administrative level of a particular VATSIM member. A rating also reflects a minimal competence level of a VATSIM member.
3. VISITING CONTROLLER – a person who wishes to occasionally operate in another division whilst retaining the permanent relationship with their existing HOME division.
4. TRANSFERRING CONTROLLER - a person wishing to permanently transfer to another region/division so that their relationship with their old division ceases and the new division becomes their registered HOME division.