

# VATUSA DIVISION POLICY



		Document Number:	<b>DP003</b>
Title:	<b>Events</b>	Effective Date:	<b>03/09/2018</b>

## 1. Status

- 1.1. This policy supersedes VATUSA Event Submission policy, dated 12/22/2017.
- 1.2. The following changes were incorporated in this revision:
  - 1.2.1. Clarifications on FNO Airport Selection and slight rearrangement of policy numbers
  - 1.2.2. Added clause 5.4.3 restricting use of tragedies in event theming.

## 2. Purpose

- 2.1. To establish division-wide clarification and standardization on the process for holding events within VATUSA.

## 3. Applicability

- 3.1. This policy applies to all VATUSA facilities.

## 4. Definitions

- 4.1. Friday Night Operations (FNO): A key weekly VATSIM event, hosted by VATUSA but planned and coordinated by facilities, that attracts a significant number of pilots and controllers.
- 4.2. Live Event: Any Division or facility event that has an in-person contingent of at least 4 controllers.

## 5. Policy/Procedure

### 5.1. Friday Night Operations (FNO)

- 5.1.1. Friday Night Operations (FNO) Events are formally bid on a 6-month schedule (JAN-JUN / JUL-DEC).
- 5.1.2. Each facility will be guaranteed 1 FNO opportunity per bid. Facilities that are unable to support an FNO on their own are encouraged to schedule a joint-FNO (with another, adjoining, facility), etc. Facilities that are still unable to support an FNO should reply during the bidding process that they decline to host an FNO during the bid period.
- 5.1.3. Any airport chosen to host FNO must be physically able of accommodating FNO level traffic (Multiple long runways, multiple gates, etc.). VATUSA reserves the right to require an airport change if it deems the host airport to be unable to support FNO level traffic.
- 5.1.4. FNO may not be cancelled by a facility for any reason.
- 5.1.5. If a facility is unable to support its scheduled FNO, it must provide coverage for the date. This may be accomplished by “borrowing” controllers for the event, requesting assistance from the ACE Team, agreeing with another facility to take over the date, switching dates with another facility, etc. If the facility is still unable to support or have another facility take over the scheduled FNO, the facility must provide notice to VATUSA at least 10 days prior to the event to allow VATUSA ample time to transfer control of the event and advertise the new location.
  - 5.1.5.1. Failure to do so will result in loss of the facility’s next FNO bid if the FNO is coordinated (saved) by VATUSA at the last minute. If the FNO is cancelled, that facility will lose their next 2 FNO bids

## 5.2. Other VATUSA Events

- 5.2.1. Saturday afternoon / evening events are not formally bid and do not require approval to book within 6 months of the event date. Saturday afternoon / evening events outside of this 6-month window require VATUSA approval prior to reserving the date.
- 5.2.2. Recurring Events such as regional nights may be submitted for a maximum of 4 occurrences in a row. This may be extended in 2-week intervals provided no facility has booked that date or time slot within a week of the fourth occurrence.  
For example, an event repeats itself every Thursday at 7:00pm. This event may only be submitted 4 times. On the third Thursday, if no facility has booked an event for the fifth Thursday at 7:00pm then you may book the 5th and 6th Thursday.
- 5.2.3. VATUSA will only sponsor one event per date and time period. If an event is submitted that conflicts with an already approved event, that event will be denied and the submitting facility shall discontinue all event preparations for that date and time. This is done in fairness to the facility hosting the original event to maximize the amount of traffic they might see during their event.
  - 5.2.3.1. Facilities wishing to host overlapping events are encouraged to work together to deconflict the dates and/or times, if possible.
  - 5.2.3.2. Upon joint-request of both facilities requesting an overlapping event to the VATUSA Event Manager, overlap of up to one hour may be permitted.
- 5.2.4. Use of the word "Live" in event titles, descriptions, banners or any other event-related information is restricted to those events meeting the definition of "live event."

## 5.3. Interdivisional Events

- 5.3.1. VATUSA Event Coordinators must include the VATUSA Events Manager (VATUSA5) in all interdivisional event coordination and communication (e.g. joint events with VATCAN, VATMEX, VATCAR, etc.). This is due to higher exposure and expectations associated with multiple divisions advertising the event to pilots, and a history of high-visibility failures in the past.  
For example, if ZSE and VATCAN plan a crossfire event featuring KPDX and CYVR, the Division Event Manager must be included in all planning/coordination.
  - 5.3.1.1. This does not apply to facilities who share a common border with another division and request neighbor support for their own event. For example, if ZSE requests CZVR center support for an FNO at KSEA, the Division Event Manager does not need to be involved.

#### 5.4. Event Submissions

5.4.1. Event submissions must contain, at a minimum:

5.4.1.1. Date and time of event

5.4.1.2. Title and featured airports

5.4.1.3. General description and theme

5.4.2. Event submissions not meeting this criterion or considered to be of a "to be determined" nature will be denied. This is to prevent facilities from reserving a date with no plan on how to fulfill the event, thus essentially blocking other facilities from planning an event on that date/time.

5.4.3. Events may not use nor make reference to any real-world event, aviation related or not, that involves a tragedy where there has been injury or loss of life as a part of the theming or reason for having the event. This includes but is not limited to 9/11 memorial fly-ins, air disaster memorial flights, or honor flights for victims of a tragedy.