vZHU ARTCC

Events Policy

vZHU-P004

Revision 1

Not for real-world use.

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The purpose of this Events Policy is to provide clarity for controllers on what is expected of them for each and every event. When a controller signs up for an event, the controller is agreeing to the terms of this policy. Violations of this policy will be handled on a case-by-case basis, ranging from a lower event score to being barred from signing up for ZHU events entirely.

Briefing

Briefings are essential to any event's success. They serve as an opportunity for the events team to discuss what is to be expected during the event. Items discussed include, but are not limited to: Weather, Airport Configurations, Positions, and Traffic Management Initiatives. Briefings shall take place 30 minutes prior to every event unless otherwise indicated by the events team. Any changes in when a briefing will be conducted shall be communicated to controllers by the Events Team at least 24 hours prior to the event's start time. This will be communicated via Email and Discord. For this reason, please pay attention to these modes of communication in the days leading up to the events. All controllers who signed up for the event and anyone who is interested in picking up a last-minute position shall attend the briefing.

Event Score

Event scores are calculated by taking the total time of the event and how long the controller was on during the event. After the event is done, the score is calculated and averaged with the other scores the controller has from past events. All home controllers will start with a score of 100 and visitors start with a score of 85.

<u>Event Sign-ups and Position Assignments</u>

Any controller, home, visiting, or MAVP, of rating "S1" or higher, is welcome to sign up for events. Controllers shall only sign up for positions for which they are certified.

Positions will be assigned no earlier than a week prior to the event. Positions initially assigned shall be tentative. They are subject to change at any time. A controller's refusal to work a position will not be tolerated. The events team will always strive to accommodate any controller's request for a position; however, this isn't guaranteed.

Selection for a position is based on a few factors, such as whether the controller is a home or visiting controller, the controller's event score, as well as prior track record with ZHU as a whole. Those who are assigned a position are also given their position based on the operational need for the ARTCC. Should a controller have any questions about their position or the event as a whole, they should be directed to the events team.

After an event is posted on the ZHU website a member will be able to sign up for that event unless said member has been marked as "unable to sign up for events." A member can be marked as "unable to sign up for events" for either multiple event no shows or for disciplinary problems that have been made known to the events team.

Positions will start to be assigned no earlier than a week before the event. All members that are signed up for events are expected to show up to the event. Any member unable to show for the event must notify the events team between 12 and 24 hours prior to event start. Members that are more than 10 minutes late to the briefing start [unless the Events Team is notified] will be counted as a no show and will be logged as such. All position assignments will be based on the member's events score. Members

with a higher event score and no disciplinary will have a higher priority for the position.

Event Support for VA's and Group Flights

All ATC requests from VA's and Group Flights shall notify the ZHU Events Team via email no less than 1 week prior to the event. With the following Event banner, Date and Time, Airports that are being requested to be staffed, Number of flights expected, and Route being flown. Also, we require that at least 24 hours before the event a confirmation email the known number of pilot signups for the event. Due to how much goes into getting controllers for events we request that the event has at least 7 to 10 flights. Failure to meet these requirements, the VA will have a lower priority for ATC support. Any VA found with consecutive violations will be temporarily suspended from ATC support for 3 months. Any VA found to have violated this SOP will, at the discretion of the Events Team, have future events withheld from the ZHU website.