



Membership Policies
Membership Policy

Middle East & North Africa Membership Department

Revision 01/2022

13 MAY 2022

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1. Control Pages

1.1. Document Identification

Document Identification	
Type	Policy
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1.2. Revision Records

Revision Number	Date	Description of Change	Author
01/2021	20/10/2020	Initial Document	Sam Julnes
02/2021	01/04/2021	Added section 5.4, 7 now becomes transfers into VATMENA, section 8 becomes internal division transfers, section 9 becomes visiting controllers, formatting updates	Sam Julnes
01/2022	13/05/2022	Policy review.	Chriss Klosowski

2. Definitions

Abbreviation	Definition
Board of Governor Member	Any member part of the VATSIM Board of Governors team.
Regional Staff Member	Any member part of the VATEMEA regional team.
Divisional Staff Member	Divisional Staff members of the VATMENA division as outlined in the divisional policy.
vACC Staff Member	vACC Staff members as outlined in the divisional policy.
Permanent Ban	A disciplinary action that involved the removal of a member from the VATMENA division. Such ban may or may not extend to the remainder of VATSIM too
Temporary Ban	The removal of all controlling privileges until the matter has been resolved
CoC	The VATSIM Code of Conduct

3. Referenced Documents

Title	Reference
VATSIM Transfer and Visiting Controller Policy	https://www.vatsim.net/documents/transfer-and-visiting-controller-policy
VATSIM Global Ratings Policy	https://www.vatsim.net/documents/global-ratings-policy

4. Introduction

The purpose of this document is to outline the membership policy new and existing members within VATMENA shall follow when conducting themselves within the division or any vACC under the VATMENA division. VATMENA divisional staff may take disciplinary actions against users found in breach of this policy.

vACC's within VATMENA may choose to further detail this policy to meet their specific vACC needs and requirements.

A member in good standing with the VATMENA division and the VATSIM network implies that:

- The member has no history of malicious activity pertaining to VATSIM or otherwise.
- The member has no history of disciplinary action taken in the last 12 months.
- The member has no active or pending DCRM cases against themselves in the last 12 months.
- The member has no negative references from any staff member within the VATMENA division or VATSIM network.

VATMENA reserves the right to deny any transfer or visiting controller request that does not satisfy the requirements of the [VATSIM Visiting and Transfer Controller Policy](#).

5. Membership

5.1. Application

Any member who agrees with the rules and objectives set in place by VATSIM Europe, Middle East & Africa may apply for membership. By being registered in the VATSIM membership database as "Middle East & Northern Africa (VATMENA)", the individual is automatically a member of VATSIM Middle East & Northern Africa.

5.2. Membership Queries

Queries relating to membership should be sent the VATMENA membership department via the VATMENA helpdesk.

5.3. Types of membership

VATSIM Middle East & Northern Africa recognizes the following membership levels:

Membership Level	Description
Pilot	A member with no VATMENA vACC assigned
Home Member	A member with their home division as VATMENA and/or is assigned to any vACC within VATMENA
Visiting Member	A member with their home division set outside of VATMENA but is a visiting member of any vACC within VATMENA

5.4. Assignment of vACC

A member's CERT record will show their home division and home vACC. For administration purposes, a member will have their vACC (subdivision) shown correctly on their CERT after ATC training has commenced.

Pilot/Observer (OBS) members assigned vACC or subdivision does not cause any negative impact therefore vACCs should not request any such change until that member begins their ATC training. Assignment of subdivision can be requested by any staff member in a vACC provided the above criteria has been met. CERT access is restricted to certain members of the VATMENA board, therefore one of these staff members shall be contacted should a members subdivision need updating or changing.

Under exceptional circumstances, observer members (OBS) may have their vACC assigned correctly on CERT to be able to correctly access certain vACC or division level systems and websites.

6. Interdivisional transfers

6.1. Transfers between VATMENA and another region or division within VATSIM

Except for the below, the VATMENA division adds no further procedures or conditions to Interdivisional transfers, therefore, transfers as such shall be undertaken in accordance with the [VATSIM Transfer and Visiting Controller Policy](#).

The member shall:

- Not have transferred in the preceding 90 days.
- Not received a rating upgrade in the preceding 90 days or;
 - Ensure their new rating is consolidated by attaining a minimum of 50 hours in the division or vACC in which it was attained and allowed 90 days to pass since said upgrade. (as per the [VATSIM Visiting and Transfer Controller Policy](#))

Be in good standing with the VATMENA division and the VATSIM network.

7. Transfers Into VATMENA

7.1. General Information

This section details the process and procedures the VATMENA division has in place with regards to inbound member transfers. Transfer controllers do not become full division members until the specific criteria has been accomplished.

Transfer controllers who are unwilling to agree to any training plan or conditions of transfer set forth by the VATMENA division or the vACC shall have their transfer cancelled and will be returned to their previous division. If this situation occurs that member shall not be eligible to request another transfer into the VATMENA division until at least 90 days have passed.

7.2. Observer (OBS) Members

Observer members are subject to the following when requesting to transfer into the VATMENA division.

The member shall:

- Not have transferred in the preceding 90 days.
- Be in good standing with the VATMENA division and the VATSIM network.

7.3. Student 1+ (S1+) Rated Members

The following section is compliant with section 1.9 of the [VATSIM transfer and visiting controller policy](#).

Any vACC within the VATMENA division may impose temporary restrictions on transfer controllers until such time that they can satisfactorily demonstrate full competency on their rating in accordance with local procedures. For each transfer controller an individual training plan may be drawn up by the vACC ATC training director to detail the course of action that shall be taken before that member is considered a full division member.

VATMENA reserves the right to limit the capacity for transferring members to safeguard training resources for its home members.

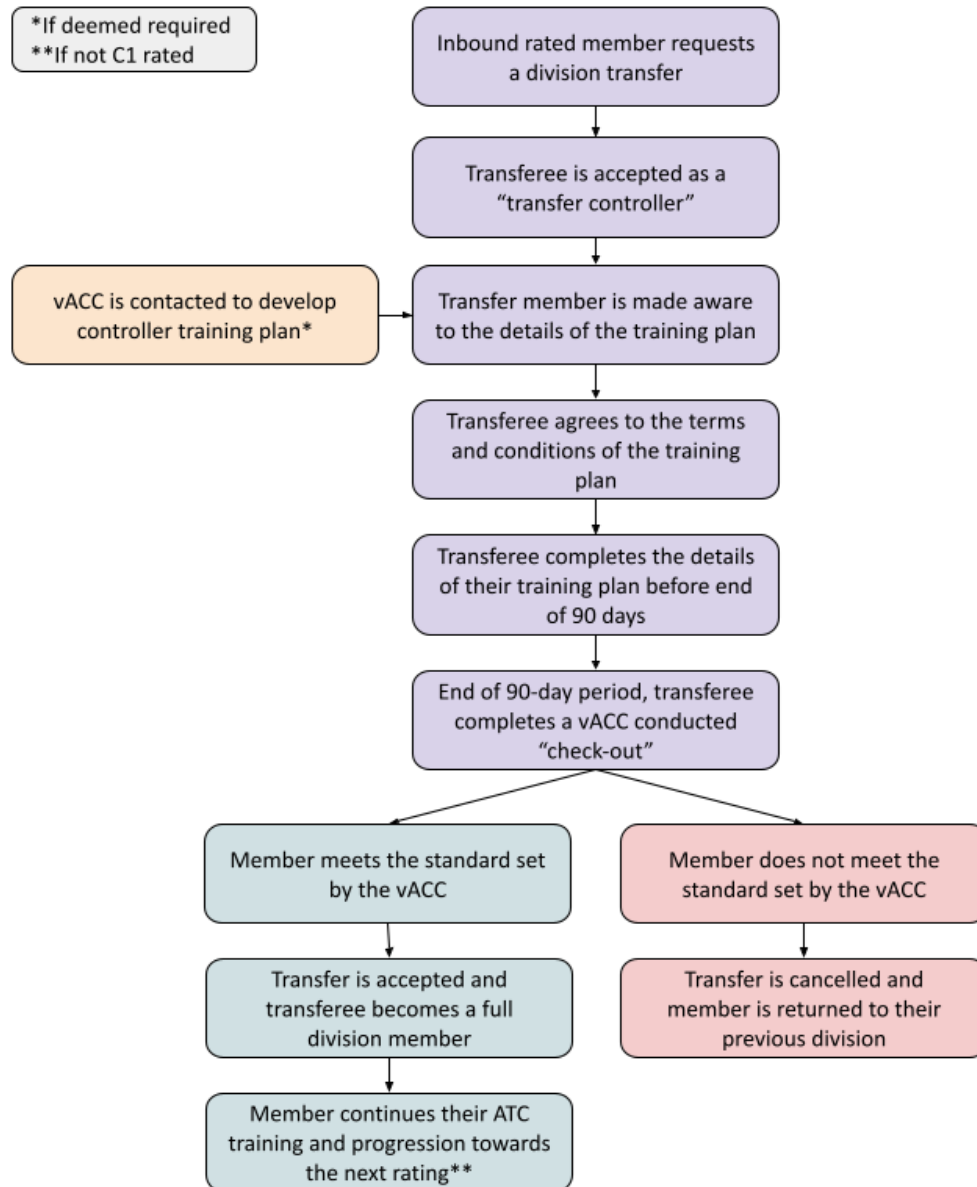
7.4. vACC Training Plan

The vACC may introduce a training plan specific to that controller, considering the division or region where they have transferred from along with the experience of that member. whilst there is no requirement for the vACC to apply this procedure it is recommended that if so, they should include the following to the training plan:

- The position(s) that controller may open initially, this could be lower than the highest position stipulated under the VATSIM Global Ratings Policy.
- Any training sessions the transfer controller will be required to undertake.
- The scope for how that controller shall ratify their rating and an expected timeframe as to when that will occur by.
- Any restrictions that controller will be subject to prior their rating ratification.

The transfer controller may request any reasonable adjustments to be made to the training plan, however, the vACC is under no obligation to accept such adjustments. If the transfer controller is unwilling to agree to the terms of their transfer, the transfer shall be cancelled, and the member returned to their previous division without any rating penalty.

The following details the process a transfer controller shall take when requesting to transfer into the VATMENA division.



8. Transfers Within VATMENA

8.1. General Information

All members, regardless of rating, wishing to transfer between one vACC and another vACC which are both within the VATMENA division shall ensure the following criteria is accomplished.

The member shall:

- Not have transferred in the preceding 90 days.
- Not received a rating upgrade in the preceding 90 days or;
 - Ensure their new rating is consolidated by attaining a minimum of 50 hours in the division or vACC in which it was attained and allowed 90 days to pass since said upgrade. (as per the [VATSIM Visiting and Transfer Controller Policy](#))
- Be in good standing with the VATMENA division and the VATSIM network.
- Have received approval from their previous vACC staff (when applicable) and their new vACC staff for their transfer.
- May be required to agree to the terms of any training plan the new vACC may wish to impose.

All transfer requests or queries should be sent to the VATMENA membership department via the VATMENA helpdesk.

8.2. Rating Specific

The following rating specific criteria shall be applied in addition to the general criteria listed in section 8.1.

8.2.1. Pilot/Observer (OBS) Rated members

Pilot/observer members may request to transfer between vACC's that fall under the VATSIM Middle East & Northern Africa division, provided that no formal ATC training has commenced within that members existing vACC. This document recognizes "formal ATC training" as the time when a mentor or an instructor commences any kind of mentoring session involving actual time spent training a member.

8.2.2. Student 1 (S1) Rated members

Members who are rated Student 1 (S1) may request a vACC transfer within the VATMENA division. If the member has gained their S1 rating in that vACC, it is at the discretion of the vACC staff as to if the member will be permitted to transfer out.

8.2.3. Student 2 (S2) Rated members

Members who are rated Student 2 (S2) may request a vACC transfer within the VATMENA division. If the member has gained their S2 rating in that vACC, it is at the discretion of that vACC staff as to if the member will be permitted to transfer. The member is also required to ensure their rating has been consolidated by meeting the criteria set out in the [VATSIM Visiting and Transfer Controller Policy](#). Due to this type of transfer remaining in the division, exceptions to this can be made at the discretion of either side vACC staff.

8.2.4. Student 3 (S3) Rated members

Members who are rated Student 3 (S3) may request a vACC transfer within the VATMENA division. If the member has gained their S3 rating in that vACC, it is at the discretion of that vACC staff as to if the member will be permitted to transfer. The member is also required to ensure their rating has been consolidated by meeting the criteria set out in the [VATSIM Visiting and Transfer Controller Policy](#). Due to this type of transfer remaining in the division, exceptions to this can be made at the discretion of either side vACC staff.

8.2.5. Controller (C1) Rated members

Members who are rated Controller (C1) may request a vACC transfer within the VATMENA division. If the member has gained their C1 rating in that vACC, it is at the discretion of that vACC staff as to if the member will be permitted to transfer. The member is also required to ensure their rating has been consolidated by meeting the criteria set out in the [VATSIM Visiting and Transfer Controller Policy](#). Due to this type of transfer remaining in the division, exceptions to this can be made at the discretion of either side vACC staff.

8.2.6. Senior Controller (C3) Rated members

As the rating of senior controller (C3) does not grant the member any further controlling privileges and is purely a recognition of experience, senior controllers shall follow the same process as controllers (C1) when requesting a vACC transfer.

9. Visiting controllers

9.1. vACC Visitors

VATMENA requires visiting members to have a minimum rating of S2. The member wishing to provide ATC services in other vACCs within the Middle East & North Africa may be authorized by the local vACC as a "Visiting Controller". A vACC reserves the right to ask the member's local vACC for a recommendation letter from the member's ATC Training Director. A visiting controller has the right to be listed on the vACC active roster and this roster shall be produced, if required for any administrative purpose.

After the application of the member has been processed; the member shall have 30 days to complete any theoretical examinations and an introductory session if required. All visitors from another vACC, division or region are subject to the [VATSIM Transfer and Visiting Controller policy](#).

The VATMENA division or the individual vACC reserves the right to limit the capacity for visiting members to safeguard the training resources for its home members.