



**Membership Policy**  
Membership Department

EFFECTIVE 01 MAR 2024



# Table of Contents

<b>1. Control Pages</b>	<b>3</b>
1.1. Document Identification	3
1.2. Revision Records	3
<b>2. Definitions</b>	<b>4</b>
<b>3. Referenced Documents</b>	<b>4</b>
<b>4. Introduction</b>	<b>5</b>
<b>5. Membership</b>	<b>6</b>
5.1. Application	6
5.2. Membership Queries	6
5.3. Types of membership	6
5.4. Assignment of vACC	6
<b>6. Transfer Periods</b>	<b>6</b>
<b>7. Interdivisional transfers</b>	<b>7</b>
7.1. Transfers between VATMENA and another region or division within VATSIM	7
<b>8. Transfers Into VATMENA</b>	<b>7</b>
8.1. General Information	7
8.2. Student 1+ (S1+) Rated Members	7
<b>9. Transfers Within VATMENA</b>	<b>7</b>
9.1. General Information	7
9.2. Rating Specific	7
9.2.1. Pilot/Observer (OBS) Rated members	8
9.2.2. Student 1 (S1) Rated members	8
9.2.3. Student 2 (S2) Rated members	8
9.2.4. Student 3 (S3) Rated members	8
9.2.5. Controller (C1) Rated members	8
9.2.6. Senior Controller (C3) Rated members	8
<b>10. Visiting controllers</b>	<b>9</b>
10.1. Visiting Application Process	9



# 1. Control Pages

## 1.1. Document Identification

Document Identification	
Type	Policy
Revision	01/2024
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Prepared By	Shahzin Shajid – MENA5, Ismail Hassan – MENA4
Approved By	John Koranteng – MENA1
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## 1.2. Revision Records

Revision Number	Date	Summary of Changes	Authors
01/2020	20/10/2020	Initial issue	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	Chris Klosowski
01/2024	01/03/2024	Policy amendments as per GCAP TVCP New Brand, New Format Minor Edits	Shahzin Shajid, Ismail Hassan



## 2. Definitions

Abbreviation Definition	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	<a href="https://www.vatsim.net/documents/transfer-and-visiting-controller-policy">https://www.vatsim.net/documents/transfer-and-visiting-controller-policy</a>
VATSIM Global Ratings Policy	<a href="https://www.vatsim.net/documents/global-ratings-policy">https://www.vatsim.net/documents/global-ratings-policy</a>



## 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 to the VATMENA membership department either via email or the VATMENA support bot on the VATMENA discord. Links to both can be found on [vatsim.me](http://vatsim.me)

### 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. Transfer Periods

The Transfer Period is the time permitted for a controller to complete their transfer. During this period, a transferring member has **90 days** to complete the transfer process into VATMENA. Should the transferring member decide to cancel their transfer request, the controller shall be transferred back to their previous allocation. Extensions will only be provided once a Tier 1 or Tier 2 training plan necessitates a competency check; the transfer period will be extended by 30 days.



## 7. Interdivisional transfers

### 7.1. 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:**

- Be in good standing with the VATMENA division and the VATSIM network.
- Not have transferred in the preceding 90 days.
- Not received a rating upgrade in the preceding 90 days or;
  - If a rating upgrade has been received, the member must have completed a minimum of 50 hours in the VACC where the rating was obtained, and 90 days must have elapsed since the rating upgrade.

## 8. Transfers Into VATMENA

### 8.1. General Information

This section outlines the procedures and criteria for transferring into VATMENA. Controllers seeking transfer are not designated as full division members until they meet all requirements outlined herein.

Should a controller express unwillingness to comply with any training plan or transfer conditions established by VATMENA or the pertinent VACC, their transfer request will be denied and they will be directed to return to their previous division. A new request for transfer can only be made after a 90-day interval following the initial denial.

### 8.2. Student 1+ (S1+) Rated Members

The following section is compliant with section 4 and section 5 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.

## 9. Transfers Within VATMENA

### 9.1. General Information

All account holders with an ATC 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 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.
- 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 Support bot.

### 9.2. Rating Specific

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



#### 9.2.1. 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 member's 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.

#### 9.2.2. Student 1 (S1) Rated members

Members who are rated Student 1 (S1) may request a vACC transfer within the VATMENA division in accordance to sections 4 and 5 of the [VATSIM Visiting and Transfer Controller Policy](#) and sections 9.1 of the VATMENA Membership Policy.

#### 9.2.3. Student 2 (S2) Rated members

Members who are rated Student 2 (S2) may request a vACC transfer within the VATMENA division. 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](#).

#### 9.2.4. Student 3 (S3) Rated members

Members who are rated Student 3 (S3) may request a vACC transfer within the VATMENA division. 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](#).

#### 9.2.5. Controller (C1) Rated members

Members who are rated Controller 1 (C1) may request a vACC transfer within the VATMENA division. 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](#).

#### 9.2.6. 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.





## 10. Visiting controllers

VATMENA requires visiting members for any subdivision to have a minimum rating of S3. VATMENA may also allow members with the S2 rating to visit other subdivisions **within the division**. 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.

A visiting applicant may request to control specific positions, unrestricted positions, designated positions or even combinations of these. A Subdivision can require controllers to gain Visiting Controller status on Unrestricted Positions and a minimum of 10 hours experience on these positions prior to allowing them to visit Designated positions.

### 10.1. Visiting Application Process

A visiting application is not permitted until a controller has completed **at least 50 hours** on positions that require their current rating in their current home allocation.

VATMENA reserves the right to reject a visiting application if:

- The member does not meet the visiting requirements in accordance to the [VATSIM Visiting and Transfer Controller Policy](#).
- There is a disciplinary history within the last year.
- The subdivision being visited has a requirement of a set number of hours for resident controllers to remain current that the member has not met. **Assessment of this criteria is limited to the preceding two quarters only.**