



# BANGLADESH vACC Constitution

Version 1.25d

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# 1 Preliminaries

## 1.1 Purpose

Bangladesh vACC (hereafter referred to as “ACCBGD” or “BGDvACC”) is part of the VATSIM Network and aims to provide air traffic control services for online flight simulation within the area of the People's Republic of Bangladesh (hereafter referred to as “ACCBGD Airspace”). To support this, ACCBGD promotes virtual air traffic in its airspace and organizes the basic and further education of virtual air traffic controllers and pilots. ACCBGD is also responsible for staffing of air traffic control positions. For administrative purposes, ACCBGD is part of VATSIM West Asia division (hereafter referred to as “VATWA”).

## 1.2 Limitation of Liability

This document has been prepared for use on the VATSIM network only. It should never be used for real world aviation operations. Under no circumstances shall the authors be held liable for any personal injury and/or death from the misuse of this document.

## 1.3 Scope

This document lays down the code of conduct all members, regardless of membership status, shall follow when controlling, training, or participating in any activities within the Bangladesh vACC. Bangladesh vACC staff reserve the right to revoke a controller’s approvals if any of these procedures are found to have been disregarded.

By being a member of the vACC pilots and controllers are bound by the procedures and requirements laid down in this policy. Failure to comply with this policy will violate the condition of the individual’s Bangladesh vACC membership and result in the removal of controlling privileges in the Bangladesh vACC.

## 1.4 Language of communication:

The International civil aviation authority (ICAO) requires all pilots and controllers to communicate in English using ICAO standard phraseology. The Bangladesh vACC requires all controllers to communicate in English when connected to the VATSIM network. standard phraseology can be found in the publicly available real-world radiotelephony manuals which controllers are always expected to follow.

## 1.5 Definition

“May” – the action or practice is discretionary.

“Will” – the action or practice is logically necessary; however, exceptions may exist.

“Should” – recommended, best practice.

“Shall” – the action or practice is strictly required.

## 2 Guiding Principles

The guiding principles support the purpose for VATSIM as stated in the VATSIM code of conduct: “to educate, to provide a realistic simulation of flying and air traffic control and, **most importantly**, to provide a fun environment for everyone to enjoy our hobby.”. ACCBGD seeks to achieve this by:

- Being honest (ethical) and unbiased (fair) toward all VATSIM members by consistently acting with integrity and accountability.
- Maintaining high quality ATC services and growing the capabilities of the vACC members..
- Creating an environment where everyone feels safe to provide and seek constructive feedback.

VATSIM Bangladesh vACC reserves the right to change this constitution at any time, without notice, by revising the terms and conditions herein. A VATSIM member’s continued use of VATSIM Bangladesh following any such changes shall constitute the member’s acceptance of such changes.

## 3 Staff

### 3.1 Director

The Bangladesh vACC director (“ACCBGD1”) position is appointed by the director, VATSIM West Asia (VATWA1).

The Bangladesh vACC director position represents Bangladesh vACC internally and externally. This position reports to VATWA1 and is responsible for all vACC operation.

The vACC director is also responsible for approving all internal vACC documents, coordinating with the division leadership, resolve any conflict that may arise within the vACC as appropriate and monitor & maintain the quality of the air control services provided by the vACC staff.

The vACC director in alignment with West Asia Division Director reserves the right to change this constitution, at any time, without notice by revising the terms and conditions herein. A VATSIM member’s continued use of VATSIM Bangladesh airspace following any such changes shall constitute the member’s acceptance of such changes.

### 3.2 Staff Members

Staff members run regular vACC business conducted by the vACC director. Every staff member manages his portfolio in accordance with his responsibilities as set out by the director.

Staff member positions include:

- ACCBGD1 - Director vACC
- ACCBGD2 - Director ATC
- ACCBGD3 - Director Events & PR
- ACCBGD4 - Director Membership
- ACCBGD5 - Webmaster (if required)

The ACCBGD1 may appoint additional staff as appropriate in alignment with the division director (VATWA1). Deputies for each staff position may also be appointed should the need arise.

ACCBGD1 has all approval rights of the other vACC staff, i.e., ACCBGD1 can address tasks and approvals assigned to ACCBGD2, ACCBGD3 and ACCBGD4. A staff member may delegate task assignment to others in the interest of the vACC and in alignment with the vACC director (ACCBGD1).

Vacant staff position open for recruitment will be announced on the VATSIM forum. Applications will be accepted for a minimum of seven days, starting from the date of publication. The vACC director is solely responsible for the selection and appointment of the vACC staff members.

## 4 Membership

### 4.1 Start of membership (application)

ACCBGD membership begins with approval of the members request for enrollment into the ACCBGD as a resident or visiting controller. Applications shall be made through the VATWA HQ ticketing system. An application must include the following information:

A member must state his complete name and membership number as registered on VATSIM. VATSIM membership is required for enrollment into ACCBGD.

The decision to accept an application is made by the ACCBGD director or a staff nominated by the ACCBGD1. Enrollment may be denied without a reason – the denial may be for private and confidential reasons and therefore, does not need to be accounted for.

### 4.2 Termination of membership:

The ACCBGD membership is terminated upon a member's resignation or his exclusion from ACCBGD or as soon as a member's VATSIM membership is terminated. A member's resignation becomes effective upon receipt of the member's notice of resignation by the staff.

A member may be excluded from ACCBGD by staff decision if the member has severely or persistently violated ACCBGD or VATSIM rules. The member's VATSIM membership remains unaffected unless decided upon by VATSIM Staff. The final decision must be announced to the member. The decision must also be announced to VATSIM West Asia Division. The affected ACCBGD member has the right to appeal against the decision. Appeals must be done within 7 days of the termination notice.

### 4.3 IT hardware, software, and competency requirement:

Members are responsible for ensuring they have the necessary hardware and software and demonstrate ability to communicate and function effectively on VATSIM. Members who wish to control in Bangladesh vACC must demonstrate that they have audio equipment (microphone and speakers/headphones) that performs to the satisfaction of the Instructors. Properly functioning IT equipment, reliable connection to the internet and adequate language proficiency are condition precedent for ATC training eligibility.

### 4.4 Member conduct:

The Bangladesh vACC strives to always maintain an exceptional standard of controlling and to closely mimic ATC operations in the real world. VATSIM connects to several different flight simulators and brings together members with a wide range of competency and facilities. The resulting differences between the real world and the simulated ATC environment limits the degree to which realism can be incorporated. Consistent with VATSIM code of conduct, the purpose of Bangladesh vACC is to “provide a fun environment for everyone to enjoy our hobby”. Therefore, it is vACC policy to prioritize a positive, stress free and friendly Pilot experience over realism at all times.

Direct and indirect use of profane words, bullying, trolling or any and all other forms of belittling, demeaning or disrespectful expression is strictly prohibited at all times during ATC operations, vACC discord and all other vACC platforms. Hate speech, violence, derogatory remarks, or personal attacks towards pilots on frequency shall result

in termination of membership from the vACC without prejudice. A controller who has been found to be in violation of this requirement shall also be reported to the VATSIM network.

Pleading ignorance when found breaking these procedures and operations in any of the Bangladesh vACC's is not a valid excuse. It is a member's duty to keep up to date with all the vACC policies. Staff members may make an announcement when a policy is updated as a courtesy but ultimately it is the members responsibility to ensure they remain acquainted with the latest procedures. Members shall be given a warning on the first instance of any procedure disregard, if repeat instances occur Bangladesh vACC staff retain the right to revoke any approvals and/or sign offs which a member may have for any period deemed appropriate.

Any controller who, after careful investigation, has been found to have violated any article of the VATSIM Code of Conduct as either a controller, pilot or observer shall be immediately removed from the Bangladesh vACC membership without prior notice.

## 4.5 Rights and Obligations of Home Controllers

Every ACCBGD member has the right to use ACCBGD services within the limits of the currently valid ACCBGD and VATSIM rules. ACCBGD services are defined as all online services provided by Bangladesh vACC to ACCBGD members, including ATC Training. All members are obliged to display mutual consideration and respect for each other. Every member must behave in a way that no other ACCBGD or VATSIM member may be precluded or detracted from using ACCBGD or VATSIM services. By using ACCBGD services, every ACCBGD member agrees that required personal data are saved and processed for the use of ACCBGD services. A member's right to staff air traffic positions within ACCBGD's area is ruled by the Control Restrictions and Guidelines laid out in this document.

A member may be excluded from the use of all or some ACCBGD services for a period of up to one month by decision of ACCBGD1 or ACCBGD2 if the member has violated ACCBGD or VATSIM rules. The affected ACCBGD member has the right to appeal against the decision.

## 4.6 Culture of Constructive Feedback & Recognition

Bangladesh vACC promotes a culture of constructive feedback which helps to improve the performance of the controllers. Both formal and informal feedback is highly encouraged. Recognizing Pilots and Controllers on social media and other communication channels is appreciated and encouraged. Controllers and Pilots can at any time provide written feedback to the vACC Director as appropriate.

## 5 Conflict resolution:

Should any conflicts or disputes arise, members are required to contact the vACC Director and attempt to resolve the matter informally. Should the conflict continue, the vACC Director shall notify the Division Director and/or the DCRM at their discretion to attempt to resolve the matter. If resolution cannot be done informally, the DCRM may open an investigation to determine what, if any, violations occurred and follow established VATSIM procedures to resolve the dispute.

Any unacceptable conduct towards pilots, other controllers, or on any of the Bangladesh vACC platforms (HQ, social media, Discord server etc.) while representing the vACC will result in a member's removal.

## 6 Control Restrictions and Guidelines

### 6.1 Position Restrictions by Rating

No Controller may login and control an active position without first passing the Theory and Practical examination and receiving an orientation from Instructors or Mentors. Position Restrictions for working positions are as follows:

- S1-rated controllers may work up to DEL and GND and basic TWR.
- S2-rated controllers may work up to TWR.
- S3-rated controllers may work up to DEP/APP and all lower positions.
- Controllers C1-rated and above may work all positions up to CTR.

All controllers, home and visiting, are expected to remain online for a time no less than thirty (30) minutes upon opening an active position.

Solo validations are subject to removal if a controller has been found in violation of the Code of Conduct and Code of Regulations.

### 6.2 Priority and Regulations

Staffing of working positions shall adopt a top-down structure. Dhaka Radar (VGFR\_CTR) should be manned as the primary position. CTR-certified controllers are approved to operate CTR as their primary duty. Likewise, APP-certified controllers are approved to operate APP. If a controller is not certified to work a radar position, he may operate a Tower, Ground or Clearance delivery position, depending on training status. A controller may at his discretion operate a position below his rating, e.g., a CTR-certified controller can operate GND.

Controllers shall exercise good judgment when logging in to a position and will not "jump" positions for traffic. Controllers shall not at any point in time handle traffic which does not fall under their area of control.

Controllers, regardless of rating, should check in as observers and/or coordinate via Discord with the current controller before logging in to control. Controllers should check in with the online controller (if any) on what positions are available before manning that position. If the current controller wishes to step into another position, the new controller should honor the decision of the current controller.

### 6.3 Booking a position

Controllers may book a position to control in the VATWA HQ System. Booking conditions are stated below:

- Bookings shall only be considered valid from the HQ system.
- If no one booked a slot at that specific time when you wish to control on an ad-hoc basis, then the controller may go online without booking.
- Controllers who book their ATC slot will have priority over ad-hoc controllers who will be required to move to a lower facility should they wish to continue unless the controller who reserved the slot gives written proof that they wish to release the slot.
- Changes to bookings are not discouraged. Should there be an amendment, controllers are advised to cancel their booking and re-book.
- Controllers who do not log in within five (5) minutes of their booked slot shall be considered to have their booking cancelled.
- Controllers who booked a slot and loses connection to the network will be allowed to have their

booked position taken over by another controller. Should the controller return within ten (10) minutes after disconnecting, they can take back their previous position.

- Note that ATC training with a mentor/instructor or CPT will supersede any booking and it can be done on the ACCBGD Discord Channel. There may be last-minute bookings by mentors and instructors.
- Event bookings shall be made through event ATC booking system in HQ.

## 6.4 Closing a Position

Active controllers should provide at least a five-minute notice before logging off, both on the frequency and on ATC chat. The controller stepping down should also notify all neighboring controllers through the use of the “.break” function. This is to provide pilots with adequate time and information that ATC services are about to cease. This policy does not apply if another relief controller is about to log into the same position. Controllers shall brief the relieving controller on each aircraft and its status before closing.

## 7 Operational considerations:

### 7.1 Non-standard requests:

If a Pilot intention or request is not practiced in real world Bangladesh airspace including non-standard arrival and departures - it is vACC policy to allow it unless traffic safety is in jeopardy. In case safety and smooth traffic flow is at risk - the ATC is to address them using available means including radar vectors. Complex ATC instructions and any form of altercation is to be avoided at all times. Controllers and Pilots can at any time provide written feedback to the vACC Director as appropriate.

### 7.2 Gate assignment on arrival:

Due to scenery differences, Pilots may taxi to a different gate than assigned by ATC. vACC policy is not to confront pilots over this unless safety of other traffic is in jeopardy. If a Pilot requests a specific gate or ramp/apron - it is vACC policy to allow it even if it is not appropriate considering aircraft, the controller may suggest an appropriate apron or gate.

### 7.3 Restricted airspaces:

Restricted airspaces are not implemented and not in effect at this time.

### 7.4 Aircraft performance vs. aerodrome facility:

If a Pilot connection shows that it is an aircraft unsuitable for an aerodrome (e.g., an A380 at an airport with maximum runway length of 4000ft), the ATC is to allow it after sending a note of caution to the Pilot about the situation. This is because VATSIM does not prevent a Pilot from connecting to VATSIM as a B78x and flying a Cessna 150 in the simulator. Should operational challenges arise as a result of allowing aircraft with performance unsuitable for an aerodrome, the controller is to handle this using available means, including seeking supervisor assistance.

### 7.5 ATC Positions:

Any airport within Bangladesh vACC can open any ATC position available in the VGFR FIR ATS communication facilities list, even if such position does not exist in the real world.

## 7.6 Procedural tower:

VATSIM network has complete radar coverage. Procedural tower is not implemented in Bangladesh vACC. An ATC unit may function as a procedural tower at his discretion for traffic management, technical reasons or at Pilot request. However, the minimum rating to function as procedural TOWER is Student 2 (S2) and the student shall go through sufficient training for procedural tower as stated in VATSIM GRP section 4.6 and Appendix A.

## 7.7 Text-only ATC and Pilots:

In today's connected world it is possible to provide ATC services on VATSIM from anywhere there is an internet connection. However, not all locations may be suitable for voice communication. Therefore, text-only ATC is approved in Bangladesh vACC if a controller prefers not to communicate on voice due to personal circumstances. Likewise, text-only Pilots should be treated no differently than Pilots on voice.

# 8 Training

## 8.1 Training Personnel

### 8.1.1 Training Mentors

Mentors will be appointed by the ACCBGD Training Director (ACCBGD2). Mentors shall have a minimum of one student and a maximum of five. Mentors are to update ACCBGD2 on the progress of their students.

Mentors are not allowed to mentor students while on a solo position. They must use the highest rating-approved position available to them.

### 8.1.2 Instructors

Instructors are appointed by VATWA and holds the Instructor 1 (I1) or Instructor 3 (I3) rating.

### 8.1.3 Examiners

All Instructors are approved examiners by rating. Examiners for Bangladesh vACC must be approved by VATWA and be compliant to all applicable Division Rating Requirements Policy.

## 8.2 Training Terms & Regulations

All students:

- should commit at least 2 hours per training session.
- should stick to the agreed training date and time.
- must inform their mentor/instructor at least 5 minutes prior to their training session should they be late.
- must inform their mentor/instructor at least 12 hours in advance should they wish to postpone their training session.
- must complete their rating training before a request to transfer to another vACC/Division.
- are responsible to arrange for training sessions.
- will be suspended from training for 6 months should they miss more than 2 training sessions without a valid reason.

## 8.3 Sweatbox Server:

Sweatbox can be used for only training purposes, no member of the Bangladesh vACC community, classified as a resident controller to be allowed to use the sweatbox server at any given time without prior approval of the

Bangladesh vACC staff. Also, to ensure that the vACC and the Controller Practical Testing gets the most exposure, sweatbox can be used as a backup method of providing the practical exam after approval from Division.

## 8.4 Controller Test standard

The standard and requirement for all controller tests (practical and academic) is set by the VATSIM West Asia Division. Any VATSIM global standard also applies.

# 9 Callsigns, Endorsements and Controller Information

## 9.1 Controller Initials

Resident ACCBGD members will be issued with unique two-character controller initials. When not on active duty, ACCBGD members observing can log in with their issued initials in the format BGD\_(initial)\_OBS, e.g., BGD\_TY\_OBS.

## 9.2 Staff Callsigns

ACCBGD staff (appointed by the ACCBGD Director and Deputy Director) not on active controlling duty may log in with their staff callsign, e.g., ACCBGD6.

## 9.3 Training Callsigns

All mentors, instructors and controllers are advised to refer to the table below for determining appropriate callsign to use:

| Student's ATC Position                           | Student online with supervision? | Instructor callsign      | Mentor callsign          | Student callsign         |
|--|----------------------------------|--------------------------|--------------------------|--------------------------|
| GND/TWR:<br>TWR trainee (S1)                     | Yes                              | ****_I_GND<br>****_I_TWR | ****_M_GND<br>****_M_TWR | ****_GND<br>****_TWR     |
|  | No                               | NOT ALLOWED              |                          |                          |
| Basic TWR:<br>TWR trainee (S1)                   | No                               | NOT APPLICABLE           |                          | ****_TWR                 |
| APP/CTR:<br>APP trainee (S2)<br>CTR trainee (S3) | Yes                              | ****_I_APP<br>****_I_CTR | ****_M_APP<br>****_M_CTR | ****_APP<br>****_CTR     |
|  | No                               | NOT APPLICABLE           |                          | ****_T_APP<br>****_T_CTR |

## 9.4 Solo Callsigns

ACCBGD APP and CTR students with a solo validation are allowed to control online without supervision. Solo validated students shall use “\_T\_” as an identifier, e.g., VGHS\_T\_APP or VGHS\_T\_CTR, while controlling.

## 9.5 Tower Endorsement

During the time ATC training is provided to students for Ground, the vACC training department can provide Basic Tower training along with GND. Alternatively, at the discretion of ACCBGD training director, further training can be provided to Students to open Basic Tower after accumulating sufficient hours on Ground satisfactorily.

If ACCBGD training director and ACCBGD director are satisfied that the student is performing up to the standards of Basic Tower, then TWR endorsement may be granted upon recommendation from the students assigned mentor/instructor, which shall be documented in the HQ endorsement page.

Alternatively at the discretion of the ACCBGD training director, the student may be trained up to GND and endorsement granted accordingly.

TWR approval is documented and maintained in the VATWA HQ ATC Roster (<https://hq.vatwa.net/vacc/BGD>). Tower approvals shall be understandable as (without any additional endorsement):

S1 Rating + TWR approval in HQ = Basic Tower

S2 Rating + TWR approval in HQ = Procedural Tower (irrespective of Procedural Tower exists in ACCBGD or not)

Examples:

| Name | Rating                | Status   | Approved For | Endorsement/approval                    |
|------|-----------------------|----------|--------------|---|
|      | Tower Trainee (S1)    | Resident | DEL,GND      | DEL, GND only – no Tower endorsement    |
|      | Tower Trainee (S1)    | Resident | DEL,GND,TWR  | Basic Tower                             |
|      | Tower Controller (S2) | Resident | DEL,GND,TWR  | Basic Tower as well as Procedural Tower |

Basic Tower endorsement is based on knowledge and performance – there is no minimum hour or time-in-rating requirement to receive Basic Tower endorsement. Endorsement for Basic Tower may be revoked if an S1 controller is found to have violated any of the conditions of the endorsement.

## 9.6 Controller Information

ACCBGD Controllers should display the following Controller information without quotes or any other text or symbol when operating a regular ATC position:

- INFO line 2: The radio callsign of the ATC position
- INFO line 3: Pilot briefing and charts -> [bdvacc.net/pilot-briefing](http://bdvacc.net/pilot-briefing)
- INFO line 4: Feedback -> <https://vatwa.net/feedback>

All other aspect of the Controller frequency, callsign and information shall be governed by the VATSIM “air traffic control frequency and information management policy” located at:

<https://www.vatsim.net/sites/default/files/documents/ATC%20Frequency%20and%20Information%20Management%20Policy.pdf>

## 10 Activity Policy

### 10.1 Activity Requirements

Resident controllers are expected to control a minimum of five (5) hours per quarter (3 months). Visiting controllers are expected to control a minimum of three (3) hours per quarter (3 months).

Members who are inactive after each quarter (3 months) upon assignment or transfer to ACCBGD shall be placed on the Inactive Controllers roster. These members are expected to inform the ACCBGD Director, Deputy Director or Training Director should they wish to be placed on the active controller list.

ACCBGD members who are inactive for over 2 quarters (6 months) may be removed from the roster and their membership with ACCBGD may be terminated without notice.

Members who cannot be contacted at their email address recorded in VATSIM's database may be dropped from ACCBGD roster after a period of inactivity as prescribed above.

The vACC director may waive activity requirement on a case-by-case basis.

## 10.2 Leave of Absence

Members who have notified the ACCBGD Director (ACCBGD1) or Training Director (ACCBGD2) applying for a Leave of Absence may be exempted from the above regulations during the period of the applied leave under the approval of the abovementioned staff.

The member should contact the vACC Director at the end of the leave period if the leave of absence needs to be extended.

Members who were away for a period of 6 months or more may be required to undergo a familiarization with an approved mentor or instructor before returning to active service.

# 11 Transfer and Visiting Controller Policy

## 11.1 Transfer policy

Controllers wishing to transfer in or out of ACCBGD shall make proper notification to the Director. The request for transfer should include a brief reason for transfer, current vACC (for incoming controllers) or intended vACC for transfer (for outgoing ACCBGD members), however a Controller may request a transfer without showing reason as well.

The ACCBGD Director (ACCBGD1) has not more than seven (7) days to deliberate the request for transfer. If ACCBGD1 decides that the transfer request be approved, he will process the transfer and update the ACCBGD roster appropriately. Transfers to ACCBGD can be denied for any one or more of the following reasons:

- The member has an unsatisfactory disciplinary record with their current vACC.
- The member is a former member of ACCBGD dismissed or transferred out for disciplinary reasons.
- The member is a former member of ACCBGD dismissed or transferred out for reasons related to inactivity.
- The member has shown a disrespectful attitude towards other controllers which has been documented.
- The member has shown disrespect for or non-compliance of the ACCBGD policies and procedures which has been documented.

Similar to enrollment, a transfer may be denied without a reason – the denial may be for private and confidential reasons and therefore, does not need to be accounted for.

VATSIM Transfer and Visiting Controller's Policy prescribed on the VATSIM website are also binding in addition to the local requirements as prescribed above.

## 11.2 Visiting Controller Policy

Controllers from other vACCs and Divisions are welcome to visit and man a control position under the following guidelines:

The visiting controller should not have a negative disciplinary record with VATSIM within the last six (6) months. Major disciplinary problem is considered as:

- Suspended by VATSIM for 1 week or more.
- Banned from a VACC/FIR.
- More than 3 conflict resolution submissions within one (1) year period.

Requests for Visiting Controller rights can be made by via the VATWA HQ Ticketing System and must have a recommendation letter sent by his residing vACC or Division Director. The application will be deliberated by the Bangladesh vACC Staff and may be denied without a reason – the denial does not need to be accounted for.

Visiting controllers must hold a rating of S3 or higher, however this may be waived at the discretion of the vACC Director (ACCBGD1).

Controllers with approved Visiting Control rights must abide by the Control Restrictions and Guidelines as prescribed in this document and must abide by all ACCBGD Standard Operating Procedures (SOP). Approved Visiting Controllers are subjected to the activity requirements as described in section Activity Policy - Activity Requirements (above).

Inactive Visiting Controller members who wish to return to Bangladesh vACC may contact the vACC director for guidance.

Prior to controlling, all visiting controllers are expected to become familiar with all facility procedures for the position he chooses to control and may be required to pass a practical check/certification by the ACCBGD Training Director. Time needed to gain familiarity do not waive the activity requirement for visiting controllers.

## 12 Discord Server

VATSIM Bangladesh vACC have an official Discord server for its members to use upon enrolling in the Bangladesh vACC. Members should monitor the discord server for all vACC related activity updates. Members are required to comply with all applicable Discord server rules as stated therein.

Controllers may at their discretion make themselves available on the Discord server during controlling. Controlling has priority over Discord server participation. During high workload conditions it may be prudent to deafen Discord in order to focus on controlling.

## 13 Streaming Controllers

To ensure the highest quality of controlling experience for pilots, controllers who wish to stream to any online platform shall ensure their controlling duties take priority over stream-related chat or notifications. Controllers who wish to stream shall ensure that they make any other members in the Discord coordination channel aware that they are streaming and have the consent of other members. Otherwise, streaming controllers shall move to a separate discord channel.

## Change log

| Date        | Comment   | Owner                       |
|-------------|---|-----------------------------|
| 18 AUG 2021 | Initial release   | Tanveer Yasser<br>(1009883) |
| 18 SEP 2021 | <ul style="list-style-type: none"><li>Renamed Section 9 Callsigns to 9 Callsigns and Controller Information</li><li>Replaced 9.3-9.5 with 9.3 Training Callsigns</li><li>Renumbered 9.6 Solo Callsigns to 9.4 Solo Callsigns</li><li>Added 9.5 Basic Tower Policy</li><li>Added 9.6 Controller Information</li><li>Added change log</li></ul> | Tanveer Yasser<br>(1009883) |
| 14 OCT 2021 | <ul style="list-style-type: none"><li>Updated Basic Tower Policy</li></ul>  | Tanveer Yasser<br>(1009883) |