



VMX001

VATMEX General Division Policy

Board of Directors

Revision Control

Board of Directors - VATMEX General Division Policy	
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Chapter 1. General

1.1 Name

- (1) The name of the organization is "VATSIM México". The organization may alternately be known as "VATMEX" and will henceforth be referred to as such in the document.

1.2 Purpose

- (1) The purpose of VATMEX is to provide the best possible experience for the simulation of Air Traffic Control Services within the México (MMFR) and Mazatlán Oceanic (MMZO) FIRs on the VATSIM Network.

1.3 Disclaimer

- (1) The information contained on this document is to be used for flight simulation purposes only on the VATSIM network. It is not **intended**, nor should it be used for real world navigation. This document is not affiliated with SENEAM, MAZATLAN ACC, DGAC, or any governing aviation body.

1.4 Terminology

- (2) For the purpose of this document, the following definitions shall apply:
 - (a) Home Member – A VATSIM member whose primary division is VATMEX, as shown in the VATSIM membership system.
 - (b) Visiting Controller – A VATSIM member who is approved to control VATMEX positions without being a home member, under the terms of the Transferring and Visiting Controller Policy (TVCP).
 - (c) Transfer – The act of changing one's home division to VATMEX, requiring approval under the TVCP.
 - (d) Board of Directors (BoD) – A group of staff members appointed by the Division Director to oversee and manage various departments of the Division.
 - (e) Assessor – A qualified individual (Mentor, Instructor, or Examiner) overseeing a training session, solo endorsement, or examination.
 - (f) Solo Endorsement – A temporary permission granted to a student to control a specific position independently of their rating, under supervision of the ATC Training Department.
 - (g) Rating – The certification level awarded to a VATSIM controller, defined globally (e.g., OBS, S1, S2, S3, C1, C3, I1, I3).
 - (h) Mentor – A controller assigned by the Training Department to provide structured guidance to a trainee.

- (i) Instructor – A member holding the I1 or I3 rating, authorized to conduct training and issue practical assessments.
- (j) Examiner – A designated instructor authorized to perform theoretical and/or practical evaluations for rating upgrades.
- (k) SOP (Standard Operating Procedure) – A document detailing specific controlling procedures for a FIR, sector, or airport.
- (l) Temporary Procedure – A short-term operational directive published by the Operations Department, often for events or unusual circumstances.
- (m) Event Controller Roster – A list of assigned controller positions for a VATMEX event.
- (n) VATMEX SPL (Standard Positions List) – A published list of authorized VATMEX positions, their frequencies, and any associated restrictions.
- (o) FMP/TMU – Flow Management Position or Traffic Management Unit; not implemented in VATMEX unless explicitly authorized.
- (p) GCAP – Global Controller Administration Policy; governs the management of controller activity across VATSIM.
- (q) TVCP – Transferring and Visiting Controller Policy; defines procedures and limitations for members transferring or visiting other Divisions.
- (r) CoC – VATSIM Code of Conduct; outlines behavioral expectations for members on the network.
- (s) CoR – VATSIM Code of Regulations; defines the legal and structural foundation of the organization.

1.5 Global Policy

- (1) This document adheres to all applicable VATSIM Global Policies. In the event of any contradiction, the VATSIM Global Policies shall take precedence.
- (2) The following specific VATSIM Global Policies are referenced in this document and should be reviewed:
 - (a) Global Controller Administration Policy (GCAP)
 - (b) Transferring and Visiting Controller Policy (TVCP)
 - (c) Code Of Conduct (CoC)
 - (d) Code of Regulations (CoR)
 - (e) ATC Frequency and Information Management Policy (AFIMP)
 - (f) Approved Software

1.6 Staff

- (1) A Division Director shall be appointed by the Vice President for the Americas Region (VATGOV3) to run the Division and appoint local staff.
 - (a) The Division Director can only be removed by VATGOV3
- (2) The Division Director shall appoint a Board of Directors, formed of positions defined by the Division Director to run the division.
 - (a) A member of BoD must be a home member of VATMEX.
 - (b) The Division Director delegates responsibility to each member of the BoD as outlined in their job description.
 - (c) The BoD shall meet at the least once per calendar quarter to decide and collaborate on issues affecting the division.
- (3) There is no minimum rating required to be appointed to the BoD, though specific roles may require a minimum rating to perform their duties. This requirement shall be published in the job description.
- (4) The Division Director may appoint a Deputy Division Director with the approval of VATGOV3.
 - (a) The Deputy Director may hold this position separately or concurrently to another BoD position.
 - (b) The Division Director may choose to delegate their authority to the Deputy Division Director.
 - (c) The Deputy Division Director shall temporarily assume the responsibilities of the Division Director when:
 - 1) The Division Director declares themselves temporarily absent.
 - 2) The Vice President for the Americas Region declares the Division Director temporarily absent.
 - 3) Upon resignation or removal of the Division Director, unless otherwise specified by VATGOV3.
 - (d) The Division Director may, in consultation with VATGOV3, remove the Deputy Division Director.
- (5) The BoD members are allocated a unique networks callsign in the format "VATMEXn", where "n" is a positive integer published on each position's job description.
- (6) Members of the BoD may appoint staff to assist in their department as Departmental Staff.
 - (a) Departmental Staff appointments must be approved by the Division Director.

- (b) Minimum ratings can be required for any appointment, which must be specified in the job description.
- (c) Departmental Staff shall be home members of VATMEX, though exceptions may be granted in accordance with TCVP and BoD discretion.

1.7 Ratings

- (1) Global Policy defines the ratings to be used on the VATSIM Network. For this policy, ratings are referenced as follows:
 - (a) Controller Ratings – A rating awarded according to progress through the ATC training system (OBS, S1, S2, S3, C1)
 - (b) Honorary Rating – A rating awarded as an acknowledgment of contribution to the development of the Division (C3).
 - (c) Instructor Rating – A rating awarded to ATC Instructors (I1, I3)
- (2) Allocation and removal of an Instructor Rating is the sole responsibility of the ATC Training Department and can only be allocated to members meeting the following requirements:
 - (a) The rating of I1 is reserved for members with an active status on the VATMEX Roster, holding an S3 Controller Rating and have received instructor training from the ATC Training Department.
 - (b) The rating of I3 is reserved for the Director of the ATC Training Department and shall be removed upon removal or resignation.

Chapter 2. Network Use

2.1 Controller Positions

- (1) Controllers providing services in the Mexico Division must only staff positions authorized by the Operations Department and shall do so in accordance with the published Standard Operating Procedures (SOP).
- (2) A list of authorized positions, frequencies and restrictions known as VATMEX Standard Positions List (VATMEX SPL) shall be published by the Operations Department.
- (3) Temporary positions may be published for the purpose of events or other special circumstances by the Operations Department. This may include the authorization of positions that do not provide top-down control in accordance to GCAP 4.6(c).

2.2 Network Connections

- (1) Controllers shall only utilize callsigns and frequencies approved for use by the Operations Department and listed on the VATMEX SPL.

- (2) To allow for better coordination, connected controllers must log onto the VATMEX Discord Server unless they are unable to do so.
 - (a) Controllers not able to log onto the VATMEX Discord server are still obligated to coordinate by alternative channels, like private messages and global controller chat.
- (3) Controllers connecting for observing sessions shall log on with the following format
 - (a) XX_OBS / XXX_OBS / MMZZ_OBS – MMZZ_OBS – where X and Z are replaced with initials or airport codes as appropriate. Members shall preferably log in displaying initials in place of 'X' or airport ICAO code instead of 'Z'. (I.E. AA_OBS or MMMX_OBS)
 - (b) VATMEX – Approved for Board of Directors, only as outlined in 1.4(5).
- (4) Controllers relieving other online controllers, shall utilize an additional underscore (_) prior to the final suffix of the callsign. (e.g. MMEX_5_CTR is relieved by MMEX_5__CTR) unless otherwise documented on the facilities SOP.
- (5) Mentors must connect with a callsign associated with the position their student is connected to (e.g. MMMX_I_TWR with MMMX_TWR). A mentor can supervise a single frequency only.
- (6) Controllers shall operate on a single frequency. Grouping of frequencies is allowed for no more than 10 minutes to facilitate the opening/closing of frequencies or to allow other controllers a short break. Exceptions to this rule may be granted by the Operations Department on SOPs or Temporary Procedures.
- (7) Enroute controllers may group two or more frequencies for a longer period where required for operational advantage.

2.3 Roster and Currency

- (1) The VATMEX website contains a roster that stipulates what a member can control and is amalgamated from Division, Training, TVCP, GCAP and other Global Policies. If the roster does not list member as able to control a position, they shall not login as controllers.
 - (a) To remain current on the VATMEX roster, home controllers shall have at least 3 hours controlling VATMEX-designated positions within the past 90 days.
 - (b) Where a controller is subject to the removal of controlling permissions under GCAP 9.1, they shall not log on to positions to which they have been restricted from operating.
- (2) During ATC Training sessions, validations or practical exams, controllers must obtain the express permission from the mentor/instructor/examiner (hereafter 'Assessor') prior to:
 - (a) A split of an underlying Ground/Delivery (GND/DEL) is opened during a Ground or Tower Training Session.

- (b) A split of an underlying Tower (TWR) is opened during a Tower Training Session.
- (c) A split of an Approach (APP) position is opened during an Approach Training Session.
- (d) A split of the student's Enroute Sector (CTR) is opened during an Enroute Training Session.
- (3) During validations or practical exams, students on solo endorsements or students receiving mentoring must obtain the express permission from the Assessor to control an adjacent position.
- (4) For controlling during events, a suitable member of the ATC Training Department responsible for a student's training and a suitable member from the Operations Department responsible for the event must give permission to:
 - (a) Students with a solo endorsement to control event positions.
 - (b) Training sessions to be conducted on event positions.
- (5) Flow Management positions are currently not implemented on VATMEX. Controllers are therefore prohibited from connecting as "FMP" or "TMU" position unless a Temporary Procedure is published by the Operations Department.

2.4 Bookings and Reservations

- (1) During official VATMEX events, the Events Team may determine whether a Controller Roster is required. If so, the Operations Department shall post a controller roster.
- (2) Controllers may request an assignment on an Event Controller Roster. The Operations Department then will book controllers on said roster.
 - (a) The Operations Teams is responsible for the roster and is permitted to make changes to the roster during the event, including but not limited to removing controllers from positions if required.
 - (b) Allocation of controlling positions during rostered events may be subject to a priority order including but not limited to rating, experience, training status, active mentoring, and division status.
- (3) Members who violate VATMEX booking rules, fail to honor their bookings or fail to attend their rostered positions during events, may be subject to sanctions, including but not limited to removal from future rosters, lower priority for position assignments, or other disciplinary action in accordance with Global Policy.

2.5 Network Behavior

- (1) The Public ATC Chat shall only be used for operational messages intended for multiple controllers. Controllers must show consideration to users with larger

visibility ranges and avoid choosing this method of communication unless operationally required.

- (2) Controllers may refuse to handle in flight emergencies in accordance with CoC B6. Controllers first shall ask pilots to stop the emergency, if the pilot refuses, then the controller shall ask the traffic to immediately disconnect from the network.
 - (a) Controllers may ask emergency traffic to stop the emergency at any time, even if the controller granted permission before.
 - (b) During ATC training sessions, the assessor may decide to refuse an emergency on behalf of their student under the same conditions.
 - (c) Refusal to handle an emergency during a training session or examination, shall not be interpreted by the assessor as a negative mark on behalf of the student.

2.6 Controller Performance

- (1) Controlling permissions may be removed in accordance with GCAP Chapter 9. This process shall be administered under the supervision of a suitable member from the BoD.
- (2) Where a member fails below the standard required to control, feedback should be submitted via VATMEX website with detailed information of the issues witnessed.
- (3) Whenever possible, controllers that fall below the required standard should receive information and time to improve according to the principles of GCAP 9.1
- (4) It shall be the responsibility of a controller to ensure they are improving to the required standard if they are notified they are performing below it. VATMEX may or may not provide additional training based on instructor availability but will try to accommodate requests on a best-effort basis.

Chapter 3. ATC Training

3.1 General

- (1) To be eligible for training members must have completed 25 hours consolidation on VATMEX control positions requiring their current rating.
 - (a) Only Home Members are eligible to be trained for a new ATC Rating.
 - (b) Controllers must have active status and permission to control unrestricted for their current rating on the VATMEX Controller Roster to receive ATC Training.
- (2) S2, S3 and C1 ratings require a theoretical and a practical exam with a VATMEX examiner.
- (3) The ATC Training Department may define where training and examinations can occur for an ATC rating and is not obliged to provide training at a location requested by the trainee.

3.2 Training Process

- (1) Approval to perform training sessions is granted by the ATC Training Department. No members shall conduct a training session on a position they are not authorized.
 - (a) To conduct a training session, a controller must be currently authorized to control the position they are training, and all positions potentially covered top-down.
- (2) Students are required by the Division to put in sufficient effort to progress in all forms of training. This includes self-directed learning outside of formal training sessions and controlling on the network to remain fluent.
 - (a) It is the student's responsibility to monitor the established means of communication to follow up on training requests, schedule training sessions, which shall have a reasonable frequency, request access to learning materials, and any other elements necessary for the successful completion of their training.
 - (b) Trainees that do not put in sufficient effort towards their training progress may have their training suspended.
 - (c) Where a trainee is identified as not making suitable progress given the mentoring resources provided to them, the ATC Training Department may intervene. This includes but is not limited to stopping training.

Chapter 4. Visiting and Transferring Controllers

4.1 Visiting and Transferring Process

- (1) The Visiting & Transferring Process shall be available as a separate policy published on the VATMEX website.
- (2) Visiting Controllers are not permitted to request status on Tier 2 positions until they have obtained permission to control unrestricted at their relevant rating.
- (3) VATMEX may limit the ATC Training resources available to visiting controllers and transferees to prioritize home controllers in accordance with TVCP 6.2(b).

4.2 Visiting Controllers Status

- (1) Visiting Controllers are subject to the same activity requirements as home controllers, as defined within 2.3.1(a).
- (2) Visiting Controllers may control during events, however, VATMEX may give preference to Home Controllers when a controller roster is required.
- (3) Visiting Controllers removed from the VATMEX Controller Roster, must wait a minimum of 6 months before reapplying for visiting controller status.