



WESTCOASTATC OPERATIONS
Aeronautical Information Manual Version D

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: WestCoastATC Conflict Resolution
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Pages: 16

This instruction implements procedures for all aspects inside the WestCoastATC community. It applies to all members of our community. This instruction supersedes all other regulations within WestCoastATC.

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Fellow Aviators,

On behalf of WestCoastATC I would like to say welcome and thank you. Thank you for the dedication and support you have shown to us in the past. Thank you for giving your time to the flight simulation community. Thank you for choosing WestCoastATC as your premier flight simulation organization. We at WestCoastATC hope to enhance the level of enjoyment that you achieve in your hobby through several key aspects. Whether it is in the form of Air Traffic Control services or the great PROPS racing division, we at WestCoastATC are committed to serving you. Each member makes WestCoastATC what it is and that is what separates us from the general "run of the mill" Flight Simulation community. We are a family, a group of friends that lend support when able, and enjoy a great hobby together. Friendships are made at WestCoastATC and that is truly what makes us great! Please review this publication as it will help us to serve you better and keep everyone on the same page. As always, if you ever have any questions feel free to use our forums or catch one of us with either an (R) or an (SA) in our callsign on the Team Speak servers. Once again, we thank all of you for your dedication and support here at WestCoastATC. Keep them in the air...

v/r,

John Bratcher

JOHN BRATCHER
Executive Director
WestCoastATC

Chapter 1

GENERAL INFORMATION

1.1. Enforceable Language. The words below will have the following meanings wherever they are used in this instruction:

1.1.1. “Shall”, an action verb in the imperative sense, means a procedure is mandatory.

1.1.2. “Should” means a procedure is recommended.

1.1.3. “May” or “need not” means a procedure is optional.

1.2. Membership. Users of any WestCoastATC flight server shall be registered members at the WestCoastATC website. Members joining the website will be bound by the terms and conditions as stated on the site and in this regulation.

1.3. Forum Usage. All members are encouraged to utilize the forums at WestCoastATC. The forums are a venue for publicizing administrative activity and allow members to communicate with each other collectively.

1.3.1. All members using the forums shall do so in a professional manner.

1.3.2. At no time shall a member utilize any hateful, slanderous, or derogatory terms, nor shall any member use any offensive language while posting in the WestCoastATC forums.

Chapter 2

TEAM SPEAK

2.1. Team Speak Servers. WestCoastATC utilizes TeamSpeak (TS) for voice communication inside the WestCoastATC system. Because not everyone has the same equipment and internet connection type, we have established these guidelines for optimal performance for everyone in our sessions. Members shall make sure you are using the latest TeamSpeak software release. You may obtain the current version from <http://www.goteamspeak.com> .

2.1.1. The Servers are as follows:

2.1.1.1. ATC TS server IP: 64.119.37.58 port 8767

2.1.1.2. Free TS server IP (US1): 64.119.37.58 port 8767

2.1.1.3. PROPS TS server IP: 64.119.37.60 port 8767

2.1.2. When signing into these servers, members shall utilize callsigns compliant with appropriate regional aviation callsign regulations or as approved by WestCoastATC for VFO operations. These callsigns shall also match what the member is logged into FSHost with.

2.1.2.1. Administrators of WestCoastATC are exempt from this policy and must abide by the policies set by the Staff Operating Procedures.

2.1.3. At no time shall any callsign contain any hateful, slanderous, or derogatory terms within its text. Any member violating this policy will be asked to change the callsign or may be banned from using the services provided by WestCoastATC.

2.1.4. Your **website login and password** will be required for access to The Free Server TeamSpeak. This will aid in the reduction of hacking and improve dissemination of important information contained within the AIM. This password is not to be shared openly by users, and persons requiring it shall be directed to the AIM on the WestCoastATC web site. Members distributing this password without direction to the AIM document may be subject to disciplinary action.

2.1.5. When attempting to access the Free TS Server make sure you enter your **website login and password** in the area where it says Registered. Make sure Registered is selected.

2.2. Radio Etiquette. The following procedures shall be followed while on the TeamSpeak servers:

2.2.1. Members shall not use the voice activated feature of TeamSpeak nor use a voice-activated microphone/headset. Assignment and use of a “push to talk” key is mandatory.

2.2.2. Members shall identify themselves when communicating on the TeamSpeak Servers.

2.2.3. Members shall attempt to not step on, interfere with, nor talk over other members. Be mindful that a lag time does exist between transmission and reception.

2.2.4. Members shall at no time argue with other members on TeamSpeak. If problems arise, members should contact a WestCoastATC administrator for resolution.

2.2.5. Members shall at no time utilize language that is offensive in nature and/or contains any terms that are hateful, slanderous, or derogatory.

2.2.6. Members shall be vigilant in their efforts to behave and communicate professionally at all times. Due to the public nature of TeamSpeak and the diversity of its users, derogatory references to race, culture, religion, etc., are strictly forbidden in accordance with protections provided by laws of the United States of America.

Chapter 3

ATC SESSIONS

3.1. ATC Session. The ATC division of WestCoastATC is tasked with providing Air Traffic Control (ATC) services to pilots on dedicated server(s).

3.2. ATC FSHost Server. WestCoastATC has a dedicated for Air Traffic Control sessions. The IP for the FSHost server is 64.119.37.60 Port: 23456.

3.3. Session Information. Information for scheduled ATC sessions shall be disseminated as follows:

3.3.1. If more than 6 hours are available between session inception and scheduled start time, the sponsoring controller(s) will send an email notifying members of the session and its procedures.

3.3.2. The sponsoring controller(s) will post session information on the WestCoastATC web site calendar. The home page of our web site displays the next scheduled event, per the controller-maintained calendar information.

3.3.3. The server will be open 30 minutes prior to session start time, to allow for pre-filing of flight plans. Flight plan processing by the Clearance Delivery controller will not begin until the published session start time.

3.4. Session Format. ATC sessions will be conducted as follows:

3.4.1. All sessions will have a UNICOM frequency allocated on channel 118.50. This frequency will be used by pilots when not under direct control of ATC controllers.

3.4.2. All sessions will have a CLEARANCE DELIVERY frequency allocated on channel 119.65. This frequency is the starting point for any ATC session, with Flight Simulator login access password and session-specific information displayed in the text area on the right side of TeamSpeak (when 119.65 is highlighted on the left). For sessions with multiple channels used for Clearance Delivery, the controller on 119.65 will direct you to the proper frequency for clearance.

3.4.3. ATC services will be provided only while within the bounds of coverage as advertised in the session announcement. Once a pilot leaves the airspace of the controller, the controller will either switch the pilot to another controller covering the follow-on airspace or switch the pilot to the UNICOM frequency 118.50.

3.4.4. Pilots relegated to UNICOM while outside of controlled airspace will be notified via a channel whisper to 118.50 when approaching controlled airspace, with instructions for establishing ATC communication on the new frequency.

3.4.5. Pilots who wish to receive credit for their flight in the WestCoastATC database are required to log into FSHost under their registered callsign.

3.4.5.1 TeamSpeak and FSHost login names must be identical..

3.4.5.2 Flights under callsigns not registered with WestCoastATC will not be credited.

3.4.6. All pilots shall file a flight plan in the multiplayer chat box as follows:

+fp CALLSIGN AIRCRAFT IFR/VFR ALTITUDE ROUTE REMARKS

Example: +fp N12345 C172 VFR 035 KATL.KAHN RMK ***NEW PILOT***

3.4.6.3. Pilots requesting Reduced Vertical Separation Minimums (RVSM) must so designate with /Q next to their aircraft identifier, as in N12345 C172/Q IFR 320 KMEM.ARG.RZC.KXNA

3.4.7. Discussion in all matters not immediately applicable in the performance of pilot or controller duties in a running session shall be withheld until after session completion. The pilot may request contact information be sent via TeamSpeak text as workflow allows. No superfluous conversation or commentary shall occur while the ATC session is active.

3.4.8 THE PILOT IS THE FINAL AUTHORITY IN THE SAFE CONDUCT OF FLIGHT.

3.4.8.1 At no time shall a member question the instructions of a controller, except when to do so would place safety of flight in jeopardy.

3.4.8.2 It is incumbent upon the pilot to exercise final authority on the safety and execution of ATC instructions. Due to the virtual nature of Flight Simulator and its scenery, controllers have limited knowledge of terrain and obstructions from user to user. Pilots must not to allow controlled flight into terrain (CFIT), taxi instructions that conflict with scenery objects, etc.

3.4.8.3 Pilots who cannot comply with ATC instructions shall advise such with the phrase “cannot comply” and a very brief explanation, such as “terrain” or “obstruction,” as applicable.

3.4.8.4 Final authority shall not be abused nor exercised unnecessarily. Abuse of this authority may result in disciplinary action.

3.4.9. Pilots not affiliated with an Official Virtual Flight Organization at WestCoastATC and requesting a callsign other than that specified in the flight plan must state their spoken callsign in the remarks section. A list of Official VFOs is in Appendix 2 of this regulation.

Example: DAL123 B747 IFR 220 KATL.KMIA RMK CALLSIGN “DELTA 123”

Chapter 4

FREE SERVERS

4.1. Free FSHost Server. WestCoastATC has three servers that are dedicated to “free flight” operations. WestCoastATC provides these servers 24 hours a day at no charge to the member. These servers are run by FSHost and the member should use them accordingly. The IP for the FSHost servers are as follows:

4.1.1. Free server #1 IP: 64.119.37.62 port 23456

4.1.2. Free server #2 IP: 64.119.37.62 port 23456 (23460 if not found by “search”)

4.1.3. Free server #3 IP: 64.119.37.62 port 23456 (23459 if not found by “search”)

4.2. General Free Server Operations. All members operating on the Free Servers shall adhere to the following:

4.2.1. At no time shall a pilot purposely crash into another pilot’s aircraft.

4.2.2. At no time shall a pilot log into any server while positioned on a runway.

4.2.2.1. If no parking spot is available, the pilot will move off of the runway or slew/taxi to an otherwise neutral position prior to server connection.

4.2.3. At no time shall a pilot flying on the free server utilizing a callsign construed as offensive in nature and/or contains any terms that are hateful, slanderous, or derogatory.

4.2.4. Pilots flying on the free servers shall log into the WestCoastATC 24 hour free TeamSpeak server for communication.

4.3. Free Server Flight Plans. All members are able to file flight plans on the free server and receive credit via the WestCoastATC system for their flight time.

4.3.1. Pilots are encouraged to file flight plans while flying on the free servers.

4.3.2. Flight plans should be filed as described in section 3.4.6.

4.4. Free Server #2 Operations. Free server #2 is password protected and available to WestCoastATC members only, via the password published in this regulation. This password is not to be shared openly by users. Persons requiring the password shall be directed to the AIM on the WestCoastATC web site. Members distributing this password without direction to the AIM document may be subject to disciplinary action.

4.4.1. The password for the “Member’s Only” server is: **wcatc**

4.5. HOP settings on servers. Servers #1 and #3 have FSHost hop lists available.

4.5.1. Server #1 is set to a rotating hop list that is changed periodically. To access the Hop List, type “?Hop” in the multiplayer chat box. After completing a hop leg, you will be provided instructions for the next leg on the list. Your progress is stored and available via the “24 HOUR SERVER” menu item on the WestCoastATC home page, “Hop Series Status Page” hyperlink.

4.5.2. Server #3 is setup with a special Hawaiian Island hop list. Progress may be monitored via a chat box query as described above.

4.6. Flight Time on Free Servers. To ensure a fair and balanced atmosphere is maintained in the name of good stewardship, a monthly time restriction is in effect. Similar to limitations placed upon real-world commercial pilots, this limitation is intended to keep our pilots “honest” when accruing hours flown online.

4.6.1. No member shall exceed 120 credited flight hours in any calendar month. A member may fly more than 120 hours but cannot file a flight plan for time beyond 120 hours.

4.6.2. Members exceeding 120 filed flight hours in a calendar month will be suspended from our servers for a period of 72 hours.

4.6.3. If, after the 72 hour suspension and before the month concludes, a member continues to file for time exceeding 120 hours, the member will be denied server access for the remainder of the month.

4.6.4. Members who repeatedly violate this restriction will be banned from further server access, and will be required to contact a member of the Conflict Resolution Team for reinstatement.

4.6.5. The 120 hour limitation applies only to those accrued on Free Servers 1, 2, and 3. Hours flown on the ATC and PROPS servers are not subject to, nor figured into, this regulation.

Chapter 5

VIRTUAL FLIGHT ORGANIZATIONS

5.1. Virtual Flight Organizations. WestCoastATC provides several benefits to Virtual Flight Organizations (VFOs). To ensure that only the best is offered to our membership, the Virtual Flight Organization Division of WestCoastATC screens all applicants thoroughly. In order to become and remain affiliated with WestCoastATC, VFOs must adhere to the guidelines set forth in this regulation.

5.2. Affiliation Application Requirements. The following requirements must be satisfied before a VFO is accepted into the WestCoastATC affiliation program, and if accepted, maintained in good standing thereafter:

- 5.2.1. The Owner must be at no less than 17 years of age.
- 5.2.2. The VFO must have no less than 5 active members.
- 5.2.3. The Owner must submit a description of the VFO operation plan.
- 5.2.4. The Owner must submit a valid email address.
- 5.2.5. The Owner must submit a second point of contact and alternate email address.
- 5.2.6. The Owner must operate, maintain, and submit the address of the VFO web site.
- 5.2.7. The Owner must submit a unique VFO name. Multiple similarly-named VFOs will be disallowed (i.e. two American Airlines, two Deltas, etc.).
- 5.2.8. The Owner must submit the VFO callsign and description of how it is to be spoken by ATC controllers (i.e. "VAA..." pronounced "Allied", or "WTR*..." pronounced "West Star").

5.3. Virtual Flight Organization Probation Requirements. After a VFO is accepted, they must meet the following requirements within the first 30 days in order to remain on the affiliate list and receive VFO benefits:

- | 5.3.1. Each member of the VFO must achieve no less than 1 hour of logged online flight time.
- 5.3.2. The VFO must collectively achieve no less than 20 hours of online time from its membership.
- | 5.3.3. Five members must be on the VFO roster within 5 days of activation at WCATC.

5.4. Affiliation requirements. After a VFO has completed the application and probation process, they must adhere to the following requirements (in addition to those aforementioned) to remain on the active affiliate list and receive VFO benefits:

5.4.1. The VFO website must remain operational. The VFO web site's home page shall contain a hyperlink or banner pointing to WestCoastATC and visible in plain sight.

5.4.2. The VFO must have valid primary and alternate points of contact, with email addresses, on file with WestCoastATC.

5.4.3. The VFO must maintain a minimum of 10 hours collective flight time per calendar month.

5.4.4. The VFO must maintain a minimum of 5 pilots on their active pilot roster.

5.5. Virtual Flight Organization Benefits. WestCoastATC will always strive to provide our VFOs with top notch benefits in the Flight Simulation community. The following benefits are provided to a VFO completing the application process:

5.5.1. Each VFO will receive a VFO Profile on the WestCoastATC website that contains a VFO Banner, active pilot roster, and other valuable information about that VFO.

5.5.2. Each VFO Owner will receive, upon completion of their probationary period, TeamSpeak Channel Administrator (CA) rights on the VFO's allocated channels. The CA will be able to edit channel descriptions and passwords, remove players, and send text messages within the bounds of the VFO channel structure.

5.5.3. Each VFO will receive one channel and one sub-channel on the Free TeamSpeak Server.

5.5.3.1. VFOs may request additional TeamSpeak sub-channels with each \$10,000 in PilotPay™ collectively earned by the VFO, not to exceed a total of three sub-channels.

5.5.3.3. VFO TeamSpeak channels shall not contain numeric frequencies or labels reflecting Air Traffic Control positions.

Chapter 6

PROPS RACING

6.1. PROPS Racing. This section is reserved for future editions.

Chapter 7

VJPL

7.1. **VJPL.** This section is reserved for future editions.

Appendix 1

ALTITUDE/DIRECTION OF FLIGHT REFERENCE

Utilize the following chart to ensure that the pilots have filed the correct altitude for direction of flight. Use the memory aid “**NEODD and SWEVEN**”. It means all departures from due north and all points east (360 through 179 degrees) will be at odd flight levels and all departures from due south and all points west (180 through 359 degrees) will be at even flight levels.

Separate instrument flight rules (IFR) aircraft using the following minima between altitudes:

- a. Up to and including FL 410- 1,000 feet.
- b. Apply 2,000 feet at or above FL 290 between non-RVSM aircraft and all other aircraft at or above FL 290.
- c. Above FL 410- 2,000 feet

In order to be considered for RVSM, the pilot must file /Q next to their aircraft identifier.

Example: N12345 SR22/Q IFR 320 KMEM.ARG.RZC.KXNA

IFR Altitude Assignment

Aircraft Operating	On course degrees magnetic	Assign	Examples
Below 3,000 feet above surface	Any course	Any altitude	
At and below FL 410	0 through 179	Odd cardinal altitude or flight levels at intervals of 2,000 feet	3,000, 5,000, FL 310, FL 330
	180 through 359	Even cardinal altitude or flight levels at intervals of 2,000 feet	4,000, 6,000, FL 320, FL 340
Above FL 410	0 through 179	Odd cardinal flight levels at intervals of 4,000 feet beginning with FL 450	FL 450, FL 490, FL 530
	180 through 359	Odd cardinal flight levels at intervals of 4,000 feet beginning with FL 430	FL 430, FL 470, FL 510

VFR

Up to but not including FL180, 500 FT separation from IFR altitudes.

Appendix 2

OFFICIAL WESTCOASTATC CALLSIGNS

Utilize the following callsigns during ATC sessions. Any pilot not flying under these callsigns will have their spoken callsign in the remarks section of their flight plan.

VA/VFSO Name	ATC Identifier	Spoken Callsign
The Aviator Society	VAA_XXX	Allied XXX
BlueGrass Airlines	BGA_XXX	BlueGrass XXX
Caribe Charter VA	CBA_XXX	Caribe XXX
Livewire Airlines	LA_XXX	Live Wire XXX
Shavron Air	SHV*XXX	Shavron Air XXX
West*Star Virtual Airlines	WTR*XXX	West Star XXX
Virtual USA airways	USA_XXX	
Virtual Military Forces	VMF_XXX	
PacWest Aero	PAC_XXX	
Sky Taxi Airways	SKY_XXX	
EverGreen International Airlines	EGIA_XXX	

Appendix 3**AVIATION PHONETIC ALPHABET**

Utilize the following Alphabet for all communications with members involving aviation..

Letter	Phonetic Letter
A	Alpha
B	Bravo
C	Charlie
D	Delta
E	Echo
F	Foxtrot
G	Golf
H	Hotel
I	India
J	Juliet
K	Kilo
L	Lima
M	Mike
N	November
O	Oscar
P	Papa
Q	Quebec
R	Romeo
S	Sierra
T	Tango
U	Uniform
V	Victor
W	Whiskey
X	X-ray
Y	Yankee
Z	Zulu