

VATIL – Policies and Regulations

Last updated: 14/10/20

A. Preface:

- 1) VATIL is a Division of VATSIM Network's VATAME Region Therefore; all of VATIL-maintained websites, forums, Facebook page, etc. are an integral part of VATSIM, hence:
 - a. All of VATSIM's Code of Conduct (Hereby CoC), VATSIM's Code of Regulations (Hereby CoR) and VATAME's regulations and policies are still in effect.
 - b. Whenever a dispute is reached over possible differences between those policies, VATSIM's CoR and CoR will receive the first priority, VATAME's policies will be in second priority, and VATIL's policies will be set in the third priority.
 - c. If any disputes will arouse due to language differences of this policy document, the English version will prevail.
- 2) VATIL's officially-maintained assets are:

Official website: <http://www.vatil.org.il>
Official forum: <http://www.vatil.org.il/forum>
Facebook page: <https://www.facebook.com/vatsimisrael>
Instagram: https://www.instagram.com/vatil_official/
YouTube: <https://www.youtube.com/channel/UCJz4pI9JoYQn99x3N86OXDA>
- 3) VATIL is a non-profit organization managed and maintained by its members on a voluntarily basis. Membership in VATIL therefore is free of charge.

B. VATIL Membership

- 1) A member of VATSIM Israel Division (Hereby VATIL), is an individual registered to VATSIM, possesses a valid VATSIM account and number, and who registered him/herself as a VATIL member through VATSIM's Membership Dashboard.¹
- 2) Privileges of a VATIL member:
 - a. Being entitled to freely participate in VATIL's events and activities inside and outside VATSIM network.
 - b. Being able to freely use our Forum with VATIL-member status.
 - c. Eligible to become a resident Air Traffic Controller.²
 - d. Eligible to become a VATIL Staff member.
- 3) Leaving VATIL either on a temporary or a permanent basis to another Division or Region is possible, and any such transfer is covered and subject to the provisions of VATSIM Visiting Controller Policy.

¹ <https://www.vatsim.net/members/member-help>

² Under certain circumstances. Please refer to ATC section.

C. VATIL Staff Members

- 1) VATIL's Staff Members are VATIL members who were appointed to serve, voluntarily, in different duties for the sake of the effective management of the Division.
 - a. Each Staff Member has an affixed callsign ("VATILx", as the "X" stands for the relevant staff position number), and is listed on the Division's Staff page, along with his/her position description, and an e-mail link.
 - b. In order to prevent confusion, Non-Staff members are hereby asked not to connect in VATSIM and our Discord Server with the mentioned callsigns.

- 2) Divisional Director:
 - a. The Divisional Director (VATIL1) is a VATIL member appointed to the task of managing the Division. VATIL2, AKA the Deputy Director will replace him/her with all necessary duties in a case of an absence of such Director. In a case of vacancy of VATIL1, the VATSIM Vice President Europe (VATGOV4) can nominate any existing VATIL Staff member to fill the position on an interim basis until the appointment of a permanent Director.

 - b. The process of electing a Director: (1) The outgoing VATIL director will publish in VATIL's forum a Call for bids for the task, while describing all the necessary requirements. Such call will be published no less than 3-months before the outgoing director's resignation come into effect. (2) Eligible members should nominate themselves via e-mail to the outgoing VATIL director within 30 days of the call's publication. (3) The outgoing VATIL director will conduct, if needed, interview sessions with potential candidates and choose his successor according to the best interests of VATIL, while trying to stick with the minimum requirements for the position as much as possible. (4) If the minimal requirements for the task are not met completely, the Divisional Director will pick the nominee who is most capable of running the division. Nonetheless, if **critical VATSIM requirements** are not met (for example: Nominee has only S3 and not C1 rating, then the outgoing director will continue his task officially until the training program for the new director will be fully completed). (4) Once chosen, the outgoing director will present the nominee in front of the Regional Director who will give his final seal of approval. (5) Once given the seal of approval, the new director will undergo extensive orientation and on-the-job training sessions prior to his official inauguration.

 - c. Minimum requirements for the Divisional Director position: (1) The nominee must hold a minimal ATC rating of C1, and being an active pilot with at least a 500-hour flying record in VATSIM. (2) The nominee must be an active VATIL member for at least two consecutive years prior to the nomination application. (3) The nominee must be familiar with VATSIM's and VATIL's regulations (4) The nominee is willing to invest a reasonable amount of time both VATIL's Forum and Discord Server, and be accessible towards Divisional and Staff members seeking for his assistance. (5) The nominee has no substantial behavior history in both VATSIM and VATIL alike.

- 3) ATC Training Department Manager:
 - a. ATC Training Department Manager (Hereafter: Training Manager) is the 2nd most important position in VATIL's staff, and is considered as a key position within any VaCC or a division inside VATSIM network. Due to this position's importance, the Training Manager will serve in most parts as the Divisional Director's deputy according to his own discretion, and will cooperate with him fully in everything related to ATC training and qualification inside VATIL, and to set VATIL's policy regarding ATC training.
 - b. Minimal requirements for the task: (1) The nominee must hold a minimal ATC ranking of I1. I.e., to have experience in ATC training within VATIL; and to be an active pilot with at least a 500-hour flying record in VATSIM. (2) The nominee's age will not be under 17. (3) The nominee must be familiar with VATSIM's and VATIL's regulations (4) The nominee is willing to invest a reasonable amount of time both VATIL's Forum and Discord Server, and be accessible towards ATCs and ATC instructors seeking for his help. (5) The nominee has no substantial behavior history in both VATSIM and VATIL alike.

- 4) Staff Members:
 - a. Staff members should be appointed by the Divisional Director after a Call for bid for a certain staff position is published on VATIL's Forum. Any member who thinks he/she is qualified for a published position will send an e-mail to the Divisional Director who will appoint the best qualifying nominee. The chosen nominee must be approved by the Regional Director, only then his/her position will come into effect.
 - b. Staff members who could not fulfill any longer their position, or wish to step down from their staff duties must notify the Divisional Director in advance, and suggest an appropriate substitution. In a case of a certain position's vacancy, the Divisional Director will temporarily nominate a VATIL member to fill the position on an interim basis, until a permanent staff member is appointed for the task, according to article C-4a of this document.

D. Air Traffic Controlling in Israel

- 1) All Air Traffic Controllers in Israel have been certified by VATIL's ATC Training Department Manager, and possess VATSIM-relevant rating levels to control in certain positions.

- 2) Active ATC positions in Israel:
 - a. Ben Gurion
 - i. LLBG_ATIS
 - ii. LLBG_DEL
 - iii. LLBG_W_GND
 - iv. LLBG_E_GND
 - v. LLBG_D_TWR
 - vi. LLBG_A_TWR
 - vii. LLBG_D_APP

- viii. LLBG_A_APP
 - ix. LLBG_TMA
 - b. Sde Dov Airport & AFB
 - i. LLSD_ATIS
 - ii. LLSD_TWR
 - c. Herzliya
 - i. LLHZ_TWR
 - d. Eilat Ramon
 - i. LLER_ATIS
 - ii. LLER_TWR
 - e. Haifa
 - i. LLHA_ATIS
 - ii. LLHA_TWR
 - f. Rosh Pina
 - i. LLIB_ATIS
 - ii. LLIB_TWR
 - g. Ramat David AFB
 - i. LLRD_TWR
 - h. Palmahim AFB
 - i. LLOA_TWR
 - i. Tel Nof AFB
 - i. LLEK_TWR
 - j. Hatzor AFB
 - i. LLHS_TWR
 - k. Hatzerim AFB
 - i. LLHB_TWR
 - l. Nevatim AFB
 - i. LLNV_CTR
 - m. Ramon AFB
 - i. LLRM_TWR
 - n. Ovda International Airport & AFB
 - i. LLOV_TWR
 - o. Centers:
 - i. LLNC_CTR
 - ii. LLSC_CTR
 - iii. LLLL_CTR
- 3) Qualification ratings: VATIL acts in accordance to VATSIM's ATC ratings.
- a. The following ratings will apply as follows:
 - i. **Student (S1)**: Controllers with such ratings are allowed to log on and provide ATC services as Delivery (DEL), Ground (GND) and as a trainee Tower (TWR).
 - ii. **Student (S2)**: Controllers with such ratings are allowed to open any position of a Student (S1) and in addition an S2 may provide ATC services as Delivery (DEL), Ground (GND), Tower (TWR) and as trainee for Approach/Departure (APP/DEP) positions.
 - iii. **Student (S3)**: Ground (GND), Tower (TWR), Approach/Departure (APP/DEP) and as a Center (CTR) trainee.

iv. **Controller (C1)** and above: May log in and provide ATC services in all mentioned positions.

b. In any case, any person holding a higher rating may control in lower positions. However, he/she must be trained and qualified to control in such positions after being introduced to such position with proper endorsement

4) Special Airspace, and airports:

According to VATSIM's Global Ratings Policy (GRP), LLLL_CTR has been designated a "Special Center", and LLBG as "Major Airport". Therefore, as VATSIM stipulates that these positions will be controlled by a suitably qualified and/or experienced controllers, VATIL's training department will ensure that each controller who controls under these positions will receive the proper training program for these specific positions in order to meet with VATSIM's GRP.

5) Controlled VFR airspace:

- c. Definition: Controlled VFR, or CVFR in short, is a special VFR method adopted in Israel, in order to allow the General Aviation traffic within Israel's restrictive airspace. As the Israeli airspace in real-life is a small, yet crowded airspace, shared both by military and civilian aviation, the Israeli Civil Aviation Authority introduced special flight corridors for General Aviation, thus allowing VFR flights (under special guidelines) within those corridors.
- d. Method: Usage of specific routes, waypoints and altitudes designated by Israeli Civil Aviation Authorities-published charts. (Charts are available only in Hebrew) and according to VATIL SOP document
- e. Policies Regulations:
 - i. Due to the fact that CVFR-related charts are published only in Hebrew, and due to the fact that in real-life use case ATC services in GA airports and airspaces such as HAGAV and PLUTO are also given in only in Hebrew, ATC and training for CVFR flights and ATC will be given in VATIL only in Hebrew.
 - ii. Non-Hebrew speaker pilot who would like to perform a VFR flight in Israel is fully entitled to do so. Due to language difficulties, the pilot should advise the ATC of his inability to communicate in Hebrew, and the ATC will guide the pilot to his/her destination in English, according to moment's traffic situation.
 - iii. Due to language limitations, CVFR-related ATC positions, such as LLHZ_TWR, LLBG_TMA, LLHA_TWR, LLIB_TWR and PLUTO CTRs are hereby limited to Hebrew-speaking controllers only.
 - iv. IFR and CVFR combined ATC positions: For the convenience of Non-Hebrew-speaking controllers, and visiting controllers wishing to control positions with mixed IFR and CVFR traffic, Will add in their Notes/Remarks once connected online that no local (Hebrew) language will be served and/or no CVFR flights are served. Those positions will managed in English only and/or will not offer any CVFR traffic coverage

al together. The exact limitation of a visiting controller will be determined case by case by the training department.

- 6) How to become a resident controller in VATIL: Threshold requirements:
- a. Policy for VATIL members:
 - i. Membership in VATIL.
 - ii. Personal Interview with ATC training manager (VATIL2).
 - iv. Fast track upgrade: Available for Real Life ATCs, Commercial and Airline pilots: This program is applicable for real life ATCs and pilots holding Commercial Pilot or Airliner Pilot License, aiming at reducing the time required for theoretical examinations and waiting times.
 1. Procedure:
 - a. Candidate for the Fast Track program applies to the Divisional Training Director for Fast Track program with the evidence that he/she holds a valid CP or ATP License. The best acceptable evidence is the copy of his/her License.³
 - b. VATIL Training Director grants candidate access to the Fast Track program.
 - c. The CPT for the targeted rating (and any rating level below if deemed necessary), will be conducted by the VATIL Training Department, as stipulated by Divisional Policy and the Global Rating Policy. The training department must prove the candidate's practical abilities for all rating levels up to and including the targeted rating, i.e. skills related to Controller Clients such as VRC or Euroscope. Practical Tests are to be conducted at the discretion of the training department.
 - d. VATIL's Training department may refuse candidates for this program who are not members of VATIL, according to the following terms:
 1. The candidate fails to submit his real life licenses and/or relevant documents.
 2. The candidate proves to have bad VATSIM record.
 3. The candidate displays immature behavior.
 4. The fails to understand and comply with the concepts of virtual controlling.
 5. The candidate fails to pass 3 consecutive theory tests.
 - b. Policy for Visiting Controllers:
 - i. Must be a member of VATSIM Network.
 - ii. Visiting controller shall be endorsed on a parallel and/or lower position in his home division/vACC. i.e.: A visiting controller cannot control in positions not allowed by his ranking and/or training in his home division/vACC.
 - iii. Any person wishing to control in Israel must contact VATIL's Training Department Manager. During which, the person will mention his VATSIM ID, his/her VATSIM ATC Rank, His endorsements and qualifications within his/her local division/VaCC and his/her total controlling hours.

³ A brief resume explaining the real life aviation experience of the candidate is also required.

iv. The Visiting Controller must undergo familiarization training sessions in order to be granted an endorsement allowing the visiting member to open the relevant ATC position. For opened positions for visiting controllers please refer to Section D-8c of this document.

iii. Minimum training session hours : 2 hours of theoretical study + 6 hours of online ATC sessions with mentor.

c. Regulations for visiting Controllers

i. The opening positions for Non-Hebrew speaking visiting controllers will be determined case by case individually by the training department

ii. Some ATC positions are currently opened to Hebrew-speaking controllers only, due to language barrier. For language barrier problems in the Israeli Airspace please refer to section 5 of this document.

iii. Training and mentoring program for visiting ATCs will be set up personally by Training manager

iv. Validation of Visiting Controllers: **Training Program will be established by ATC Training manager**

7) ATC training program and promotion track for VATIL members:

a. Regulations of training:

i. A qualified ATC applicant⁴ must file an application to VATIL's ATC Training Department Manager, during which state his/her: VATSIM ID, experience in VATSIM, and must undergo an interview with the ATC Training Department Manager for the review of the application.

ii. After the initial interview, a mentor will be assigned to the applicant or will be enrolled on the closest course to be held in a date provided in advance.

iii. The training program for each rank will include: Theoretic training, simulations in accordance to the position qualification, Theoretic material for the exam, enriching material, experience gaining by controlling with a mentor, and a final rating exam qualifying the trainee as a qualified ATC along with the receiving the appropriate rating afterwards.

Regulations of training.

b. Qualification for S1

i. Having at least 15 hours of simulation sessions.

ii. Having at least 5 hours of online training.

iii. Passing a theoretical exams on the specific GND position trained and General Knowledge in aviation.

iv. Passing an S1 practical exam.

c. Qualification for S2

i. Having obtained an S1 Rating.

ii. Having at least 30 hours of online training.

iii. Passing theoretical exams on the specific TWR position trained.

iv. Passing an S2 exam in VATSIM in the specific position trained.

⁴ Please refer to section D6-a of this document for threshold requirements for ATCs.

- d. Qualification for S3
 - i. Having obtained an S2 Rating.
 - ii. Having at least 50 hours of online training.
 - iii. Passing a "Radar Basics" and LLBG_APP theoretical exams.
 - iv. Passing an S3 exam online as LLBG_APP.
- e. **Qualification for C1 and Centers controlling:**
 - i. Having obtained an S3 Rating..
 - ii. Having at least 50 hours online training
 - iii. Passing theoretical exams.
 - iv. Passing an C1 exam as LLLL_CTR

8) Validation of Qualification of an ATC:

- a. Every Air Traffic Controller in VATIL must control a minimum amount of time within a given time period in accordance to his/her qualification, rating and seniority in order to remain as an Active ATC. Therefore, the validation of a certain ATC who does not keep his/her qualification valid will have his/her validation void off until he/her will undergo a brief reintroduction session by approved mentors, thus making the controller re-fit to control.
- b. Period of validation: The period of validation varies from each controller rating and seniority from quite obvious reasons: A person with less experience as an ATC will need more time to be re-fit to control, whereas a person with an appropriate seniority will need less time to keep his/her validation in effect. Therefore, the minimal validation rating set:
 - i. S1-S2 Rating holding controllers: 5 hours per month.
 - ii. S3 Rating holding controllers: 5 hours per month.
 - iii. C1 Rating holding controllers: 5 hours per month.
 - iv. Instructor controllers: 5 Hours per month.
 - v. Senior Instructors: 5 hours per month.
- c. The list of active ATC will be officially updated and published in VATIL's official web site every month. Every ATC in VATIL is obliged to check his/her status in that document. Whether a problem arouses, an ATC is obliged to contact VATIL's ATC Training Department Manager to get it fixed.
- d. **Cases of ATC and/or Trainee's endorsement revocation:**
 - i. An ATC does not comply with his/her validation period. Note: Exceptions are possible only after such an ATC contacts VATIL's ATC Training Department Manager to settle the issue in front of him/her.
 - ii. An ATC and/or Trainee is caught controlling number of times not according to VATIL's SOP official document and/or with very low controlling skills, opposed to the method in which he/her were qualified and examined for, without showing any signs of improvement despite mentoring offered.
 - iii. A Trainee's qualification program will stop in cases of: (1) Lack of seriousness in his/her training program (2) Disrespecting mentors,

Instructors, Staff members and other pilots (3) Lack of credibility, especially after being caught cheating in an exam. (4) Other decisions in which VATIL's ATC Training manager will find it fit to stop the qualification progress for a trainee.

- e. **Renewal of validation:** In any case, an ATC may have his validation restored and/or renewed according to the following procedures and regulations:
 - i. An inactive ATC will contact VATIL's Training Department Manager, and he/she will assign the ATC a mentor in order to make him/her refit for control. The mentor will update the ATC with all new regulations.
 - ii. An inactive ATC must control for a fixed amount of time with a mentor, prior to be released for self-controlling after being declared as "refit to control".
 - iii. The amount of time needed to control with mentorship is set in accordance to the ATC's rating and seniority. Therefore: S1-S3 controllers: 3 hours; C1 controllers: 2 hours; C3 and above: 1 hour. **Note:** This article is subjected to changes in accordance to each ATC individually.
 - iv. ATCs who had their validation suspended due to VATSIM disciplinary issues may have their validation restored within the period of up to 45 days of declaration of validation suspension. An ATC managing to settle both VATSIM disciplinary issues and both a brief mentoring session may be declared as re-fit to control within this time period. Any ATC who had his validation suspended for 45 days and did not renew his validation in this timeframe must renew it in accordance to inactive ATC procedures (Please refer to Section D8-d-iii of this document).

E. **Politics in VATIL**

- 1) Prohibition of engaging into Political activities within VATIL's framework:
As VATSIM is an organization which succeeds attracting and bringing together people from all over the world, one of its greatest mottos emphasizes the complete separation of politics to the hobby of virtual aviation, thus keeping the virtual flight environment "clear" of politics. Therefore, despite the complex political situation regarding the State of Israel, VATIL Division and its Staff fully supports and adheres to VATSIM's policies in regarding this issue, and prohibits any sort of involvement in politics in our day-to-day lives. Such involvements will not be tolerated in any way, shape or form and will be subjected to VATSIM's disciplinary procedures, explained below.
- 2) Flights to/from Politically Sensitive Areas (PSA)
- 3) a. Due to the fragile political situation in Israel, VATIL has designated two airports under the VATSIM-recognized Politically Sensitive Areas (Hereby, PSA). Flight to and from PSAs are fully allowed. However, all pilots flying into and from a PSA must fully comply with the following regulations:
 - i. Filing a proper, civilian only flightplan, according to VATSIM's standards.
 - ii. Stating the purpose of the flight in the Remarks section of the flightplan.
 - iii. Follow the procedures and policies set by VATIL for specific airspace (Section E-2c).

b. The currently active PSAs within VATIL are:

- i. LGVZ (Yasser Arafat/Dahaniya International Airport [Closed])
- ii. LLJR (AKA OJJR, Jerusalem's Atarot/Kalandia Airport [Closed])

c. For more information on the PSAs and regulations please refer to the following links: [link needed.](#)

Status of Gaza (LVGZ) and Atarot (LLJR) Airports:

b. Due to the fragile political situation in Israel, the two following airports are hereby considered as Political Sensitive Areas (Hereby, PSA):

- i. LGVZ (Yasser Arafat/Dahaniya International Airport [Closed])
- ii. LLJR (AKA OJJR, Jerusalem's Atarot/Kalandia Airport [Closed])

c. Flights to PSA are possible, however, all pilots flying to a PSA must fully comply with the following:

- i. Filing a proper, civilian only flightplan, according to VATSIM's standards.
- ii. Stating the purpose of the flight in the Remarks section of the flightplan.
- iii. Follow the procedures and policies set by VATIL for specific airspace (Section E-2c).

d. PSA procedures: and policies

i. LVGZ:

1. As LVGZ is an in operational airport since year 2000, VATIL does not keep the airport active, and as such, does not provide any ATC services in the airport, and will not offer any nav aids and/or charts for pilots wishing to fly in/out of the airport.
2. In general, LLLL_CTR (Tel Aviv Control) does not offer controlling services to LGVZ. However, due to the problematic airspace in Israel (Please refer to section Section D4 of this document), a controller might contact an LVGZ inbound/outbound pilot. In such case, the pilot is obligated to obtain radar contact with the controller.
3. To make it clear, flights to/from LVGZ involving military callsigns and/or aircraft are strictly prohibited.
4. A pilot wishing to fly/to LVGZ is not allowed to make any politics-related remarks and in the filed flightplan.

ii. LLJR:

1. As LLJR is inoperable since 2001, VATIL does not keep the airport active, and as such, does not provide any ATC services in the airport, and will not offer any nav aids and/or charts for pilots wishing to fly in/out of the airport.
2. As LLJR falls under LLLL_CTR's jurisdiction in general, and LLBG's TMA in particular, any pilot wishing to fly in/to the airport is subjected to those stations' jurisdiction, and therefore the pilot is obligated to obtain radar contact with such controllers if were to be online.
3. International flights to/from LLJR are allowed, however must be under civilian regulations, and must not involve military callsigns and/or aircraft.
4. Despite section E-2b-i, military flights to/from LLJR are allowed, however, must be performed from airports within Israel only,

and must fall under VATSIM's rules and guidelines (Refer also to section E-3)

- 4) Military flights in VATIL: Military flights are allowed within VATIL, as long they:
 - a. Do not interfere with civilian flights and are not simulate combat missions.
 - b. Do not interfere with politically sensitive airspace, in accordance to section E2 of this document.
 - e. Do not have any political messages passed or stated by their activity and/or remarks.
 - f. Must follow IFR and/or VFR guidelines.
 - g. Flying according to different routes and/or procedures only after an approval of an Air Traffic Controller (if present)
 - h. Follow VATSIM's Special Operation Administration (VSOA) Policy.⁶

F. Conflict Resolution and Disciplinary Procedures

- 1) To the extent possible, VATIL strives to prevent conflicts and disputes from reaching a point that detracts from our activities, or results in disciplinary action.
- 2) It is not the intention of VATIL to be involved in "personality conflicts". However, if disputes do become disruptive in nature, or if specific complaints are brought forward, then the Division Conflict Resolution Manager (DCRM), may intervene, or be asked to intervene. The DCRM will also be called upon in case of a Supervisor suspension of a user, for determination of guilt and suspension application (if required).
- 3) Basically, a member may be suspended for 24 or 48 hours by a Supervisor for acting illegally within VATSIM Network. The DCRM will automatically be notified for 48 hour suspensions, and soon after that, the suspending Supervisor and the suspended member may be called upon by the DCRM to give further evidence. The DCRM will soon decide the penalty, further suspension or not, and inform all parties involved. If the suspended member disagrees, then he/she still have the right to appeal the decision to the Region Conflict Resolution Manager (RCRP).
- 4) Disciplinary action may be taken against a member, if a Supervisor performs a 48 hours temporary suspension, or if the VATIL Director requests it from the VATIL DCRM.
- 5) For further information on disciplinary procedures, please read the VATSIM Code-of-Conduct (CoC) and Code-of-Regulations (CoR).

G. Homepage, Forum and Resources Management

- 1) VATIL, as a non-profit organization manages its resources on a voluntarily basis based donations received by its members for the sake of its proper management. All VATIL's expenses are managed in a specially-created PayPal account.
- 2) In most cases, VATIL spends each year on the following: Servers and website-related subscriptions, Services for VATIL's flight school, expenses made for VATIL's annual events (VATIL conference and VATIL control room), buying equipment for events such as VATIL control room and more.

⁶ Please refer to Section I3 of this document for further information

- 3) In cases where VATIL needs to lease a facility for organizing its annual conferences, such expenses will be divided equally among participating members, and will be mentioned in VATIL's annual expenses document.
- 4) VATIL's official PayPal account address is: vatil1@vatil.org.il. For your own safety please note: VATIL **will never** send payment request towards members. If in any way someone has received such mail PayPal using this address, please inform the Divisional Manager immediately.
- 5) Donations policy:
 - a. Every person who wishes to donate to VATIL is fully entitled to donate any amount of money, according to his/her discretion, openly or discretely.
 - b. Procedure:
 - i. A person wishing to donate to VATIL may do so by donating directly to VATIL's PayPal account. A VATIL member may also donate in cash or any other less preferred method. In such case, the Divisional manager will receive the money, and transfer it to VATIL's PayPal account on the donator's behalf.
 - ii. After a donation is submitted, the donator's identity and amount of donation will be registered in order to follow VATIL's incomes. Note: If a donator does not want his/her name to be revealed please mention it upon the donation.
 - iii. VATIL conducts a list of all annual incomes and expenses being conducted each year. In the end of each calendar year, VATIL's Divisional Director will publish the contents of the document, stating what were the division's exact expenses. Furthermore, the document will include the amount of money before and after each transaction.

H. Constitutional amendment policy

- 1) Procedure:
 - a. Any suggested amendment in this document will be submitted first to the Regional Director's review.
 - b. Once an amendment is approved, it should be updated in this document, along with the change of date in which the document was last edited. In addition, the amendment itself, will be published in VATIL's forum, where an explanation will be given regarding to clusters canceled and/or added following the amendment.

I. Appendix –

J. Reference to external documents, regulations etc.

- 1) VATIL's SOP, www.vatil.org.il , under “ATC Information” -> “Documents”
- 2) VATIL's PSA document.
- 3) VATSIM's Special Operations Administration (VSOA) Regarding Military flights' guidelines:
<https://www.vatsim.net/pilot-resource-centre/general-lessons/vatsim-special-operations-administration>

