

Community Handbook

Here at Liberty Airlines, we take pride in providing a safe and efficient airport experience for all our passengers and guests. To help you navigate around Liberty, we have created a community handbook that contains all the information you need to know about Liberty's operations. This includes in-depth details about our Roblox community and Discord server. You can stay fully informed on all our functions by reading this obliging community handbook.

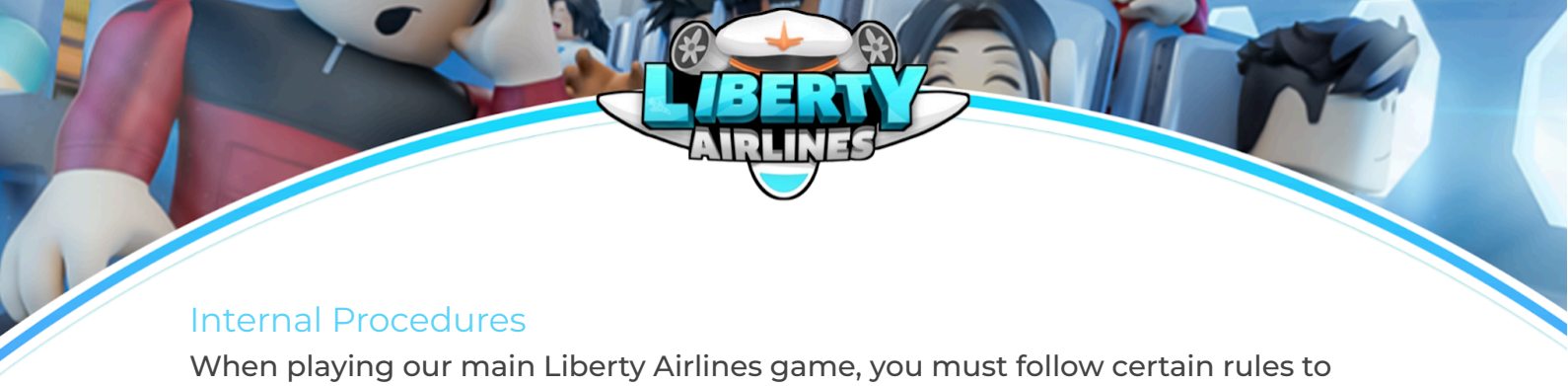
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Community Links

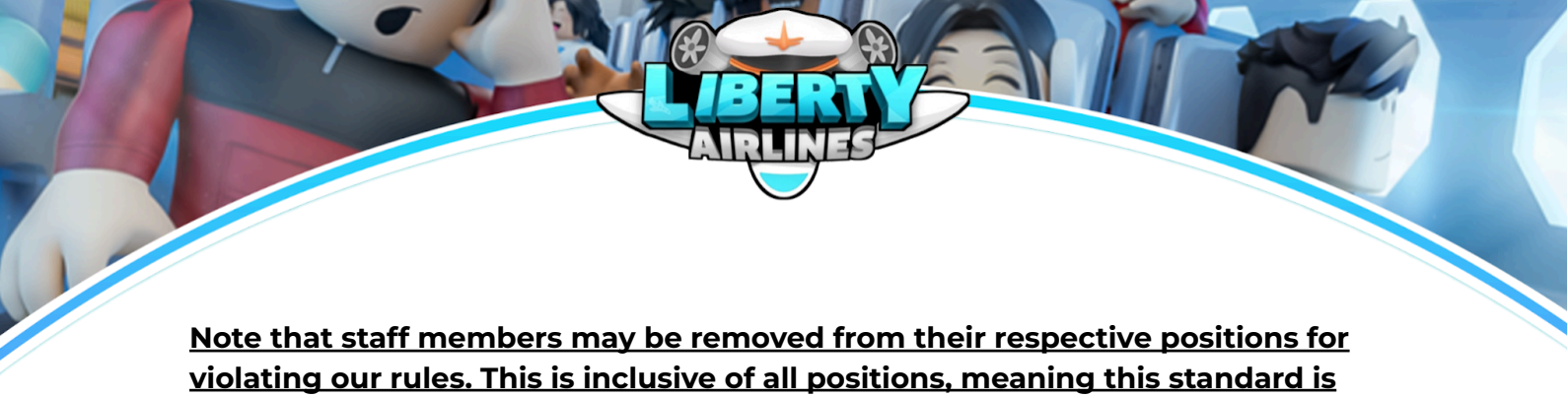
- ➛ **Join our Roblox Group!**
- ➛ **Join our Discord Server**
- ➛ **Play Liberty Airlines on Roblox!**
- ➛ **Get promoted in the Training Center!**
- ➛ **Get to know about our Affiliate Guide!**



Internal Procedures

When playing our main Liberty Airlines game, you must follow certain rules to ensure a safe environment for all players. Breaking any of the below rules will result in consequences issued by members of our MR Team. Anything not mentioned in the table below, may still be perceived as a violation.

Forbidden acts	Description
Disruptive behaviour	Trolling at the airport, being disrespectful, harassing players, and making inappropriate statements are considered to be disruptive.
Abusing vehicles	Using vehicles to disrupt the gameplay. Purposefully glitching vehicles or crashing them is an example of this.
Chat disruption	Flooding and spamming the chat is considered chat disruption.
Bypassing	Bypassing the Roblox chat filter to state curse words or inappropriate words.
Insensitivity	Mentioning a practice of suicide, self-harm, a tragic event or a threat is considered insensitive.
Tool abuse	Using tools wrongly to make the experience of other players unpleasant. Shooting at passengers with guns, and using tasers inappropriately are examples of tool abuse.
Point cheating	Wrongfully earning points in an inappropriate manner.
Discrimination and hate speech	Making incriminating statements towards particular races, genders, countries or sexualities. This also includes slurs.
Exploiting	Using external services to have in-game privileges such as the ability to fly, to go through walls, etc.
Leaking information	**Leaking an individual's personal information, or leaking confidential MR+ information.**



Note that staff members may be removed from their respective positions for violating our rules. This is inclusive of all positions, meaning this standard is held generally to everybody.

Training Information

At Liberty Airline we have many different opportunities when starting out in our staff team. Once you are an Awaiting Training, you gain the ability to attend one of our general trainings. At this training you may train to become one of 4 ranks: Ground Crew, Flight Attendant, Airport Staff, and Airport Security.

In order to attend a training you should be actively looking out for training notices in our session-alerts channel. Once you see a training being hosted, join the training centre and follow the instructions given. It is important to note that anyone who has already been trained and ranked may rejoin a general training to change to a different one of the four ranks listed above. Our trainings are scheduled at specific times. These are clarified below.

Training Schedule

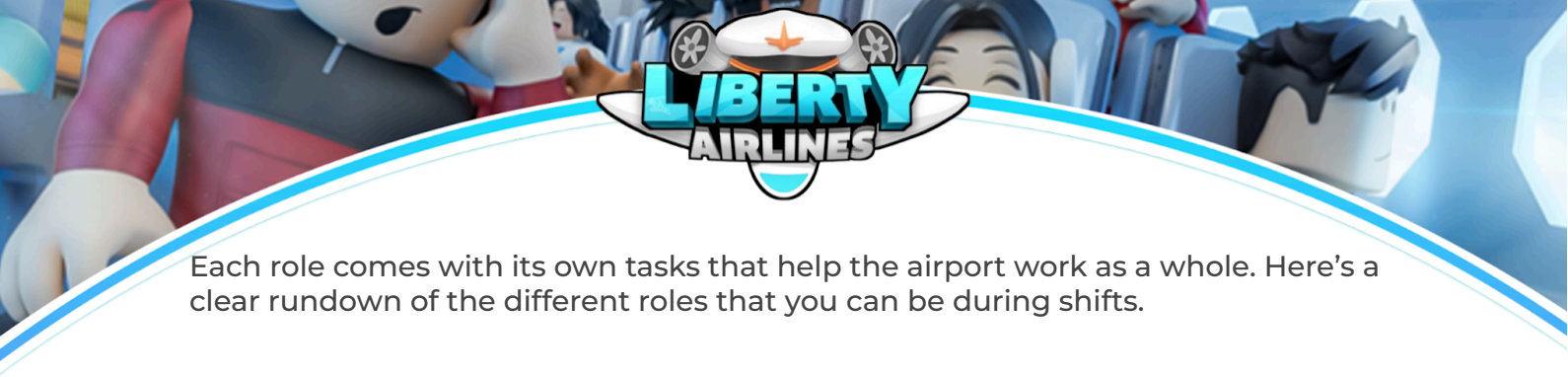
- 2 AM EST | 6 AM GMT
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- 8 AM EST | 12 PM GMT
- 11 AM EST | 3 PM GMT
- 2 PM EST | 6 PM GMT
- 5 PM EST | 9 PM GMT
- 8 PM EST | 12 AM GMT
- 11 PM EST | 3 AM GMT

Captain Trainings

Once you complete a general training, you are able to attend our specialized captain trainings. In this training you will be taught how to fly our planes and how to role play as a pilot. Upon successful completion of a captains training you will be afforded the rank of Captain and be allowed to fly planes during shifts and at any other time in our main game!

Shift Information

Ranks from Airport Manager on host shifts at random times. Throughout shifts, hard-working and dedicated members may be rewarded with a promotion. Shifts are another way to advance your career at Liberty Airlines. Shifts are held at our main airport and typically last up to 60 minutes. If you want to be notified whenever a shift is hosted, make sure to get the "Shifts'" role on our communications server. During an airport shift, staff members play key roles to keep things running smoothly and make sure passengers have a good experience.



Each role comes with its own tasks that help the airport work as a whole. Here's a clear rundown of the different roles that you can be during shifts.

- **Ground Crew:** Use the conveyor and luggage car to carefully load all bags onto the plane. Bringing the tug to the plane's location and tows it to the right gate.
- **Flight Attendant:** Welcome passengers, help them as needed, and get everything ready for takeoff.
- **Security Agent:** Guide the passengers before the flight through security and answer their questions.
- **Gate Agent:** Starts boarding when directed, following the steps carefully.
- **Co-Pilot:** Communicates with the captain and crew to make sure everyone is on the same steps.
- **Captain:** Set up the cockpit, check in with ATC, and complete all pre-flight checks.

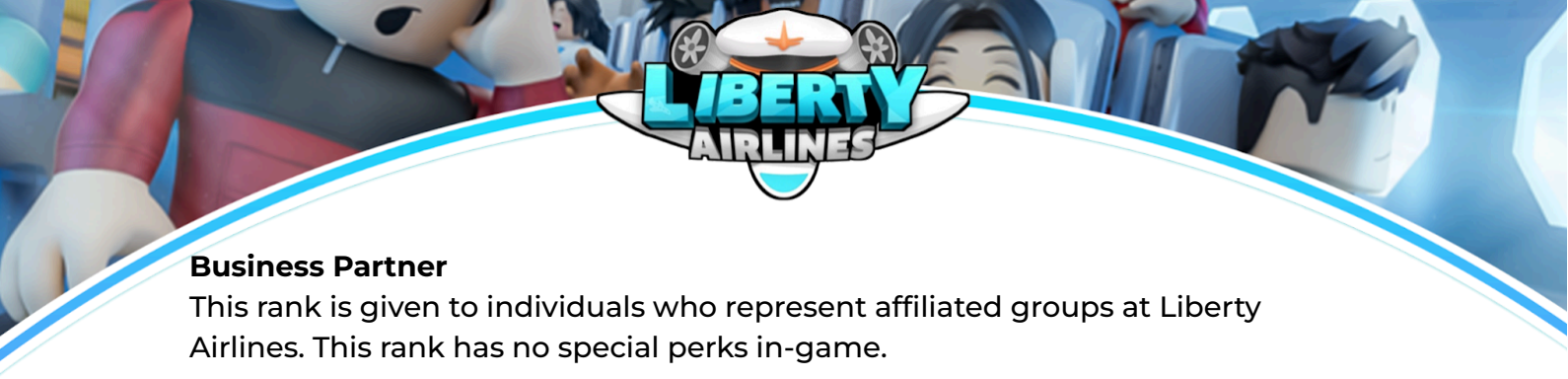
Passengers also enjoy a well-organised boarding process led by our staff team, making their travel experience comfortable and enjoyable. Interacting with staff members while playing different roles is quite an experience at Liberty Airlines.

Rank Information

Passenger
This rank is given whenever you join the Liberty Airline's Roblox group. It is a neutral rank with no perks in-game.

Business Class Passengers
Given to those who have bought the Business Class game pass. This rank gets access to a group rank, business class seating, and pre-boarding perks.

First Class Passenger
This rank is given to individuals who have brought the First Class game pass. This rank gets access to a group rank, first class seating, and pre-boarding perks.



Business Partner
This rank is given to individuals who represent affiliated groups at Liberty Airlines. This rank has no special perks in-game.

Noted Passenger
This rank is given to honourable individuals who dedicated their time as an executive at Liberty Airlines. Members with this rank have no perks in-game.

Awaiting Training
This rank is given to individuals who have passed our awaiting trainee quiz in-game. Members with this rank are now eligible to attend a training held by our MR team.

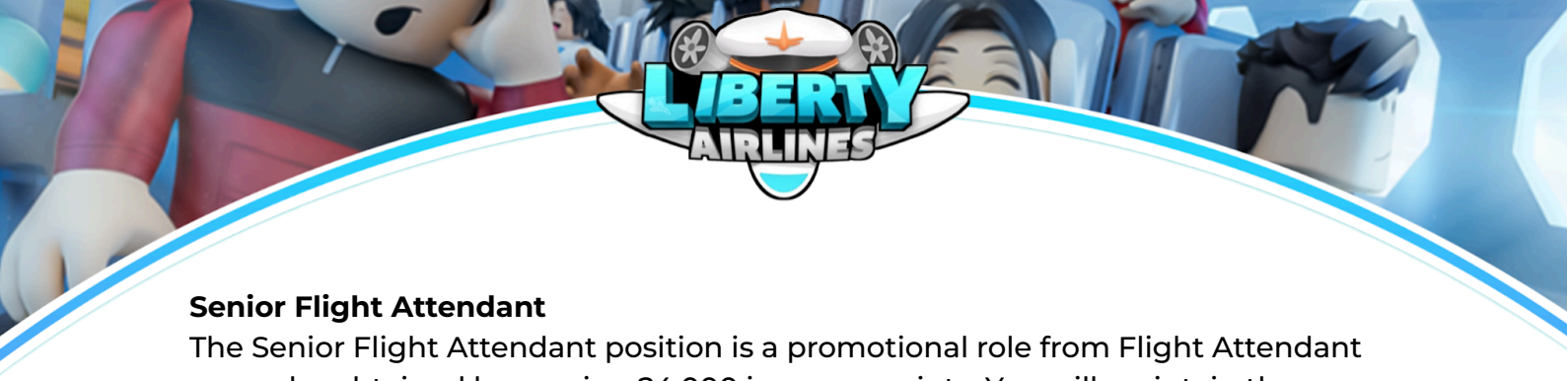
Ground Crew
This is a starting position at Liberty Airlines. This role is given to individuals who have passed the Ground Crew training course. They are in charge of handling the Ground Crew vehicles and ensuring the plane is able to pushback.

Flight Attendant
This is a starting position at Liberty Airlines. This role is given to individuals who have passed the Flight Attendant training course. Flight Attendants handle greeting passengers, performing the safety demonstrations, and in-flight services,

Airport Staff
This is a starting position at Liberty Airlines. This role is given to individuals who have passed the Airport Staff training course. Airport Staff members assist passengers by handing out tickets, assisting them to check in checked bags. And handle boarding passengers onto the plane.

Airport Security
This is a starting position at Liberty Airlines. This role is given to individuals who have passed the Airport Security training course. Airport Security ensures the airport is safe from disturbances. They handle any issues between passengers and do baggage checks on passengers.

Senior Ground Crew
The Senior Ground Crew position is a promotional role from Ground Crew or can be obtained by earning 24,000 in-game points. In this capacity, you will carry out the same essential duties as Ground Crew members, focusing on efficient ground operations.



Senior Flight Attendant
The Senior Flight Attendant position is a promotional role from Flight Attendant or can be obtained by earning 24,000 in-game points. You will maintain the same core responsibilities as a Flight Attendant in this role.

Senior Airport Staff
The Senior Airport Staff position is a promotional role from the Airport Staff or can be achieved by earning 24,000 in-game points. In this role, you will perform the same essential duties as Airport Staff such as operating the boarding gate.

Senior Security Officer
The Senior Security Officer is a promotional role from Airport Security and can be obtained by earning 24,000 in-game points. In this role, you will perform the same essential duties as Security Officers such as ensuring the safety and security of passengers, staff, and airport facilities.

Emergency Response Team
The Emergency Response Team position can be obtained through promotion from any Senior role or by earning 48,000 points. In this capacity, you will perform the same essential duties as a Senior Security Officer while gaining additional responsibilities and perks, such as access to the security tools.

Officer
Officer is an important role at Liberty Airlines. This rank allows you to access the cockpit of the aircraft and pilot the plane. In shifts individuals with this rank can co-pilot. You can obtain this rank by being promoted, earning 80,000 points, or by buying the gamepass.

Captain
Captain gives you access to the cockpit of all aircrafts and allows you to spawn and pilot any plane models. During shifts captains can pilot and co-pilot. This rank is obtained by passing Captain trainings, a promotion, earning 120,000 points, or by buying the corresponding gamepass.

Supervisor
Supervisor is the only non-gamepass obtainable rank this high up. Users who obtain this rank have received a promotion as a Captain. This rank allows you to do the same responsibilities as Captain and Officer. You can obtain this rank by being promoted or earning 168,000 points.

General Manager



This position is the third highest LR position at Liberty Airlines. You can perform all shifts roles including Air Traffic Control. You can obtain the rank through a promotion, earning 224,000 points, or buying the gamepass.

Vice President
Vice President is the highest rank you can earn through promotions and points. This is given to individuals who have been active and dedicated their time to Liberty. You can earn this rank by a promotion from an Airport Coordinator+ or earning 288,000 points.

President
President is the final LR position at Liberty Airlines. With this position you are eligible for MR. You can only obtain this rank by being promoted as a Vice President or buying the President gamepass.

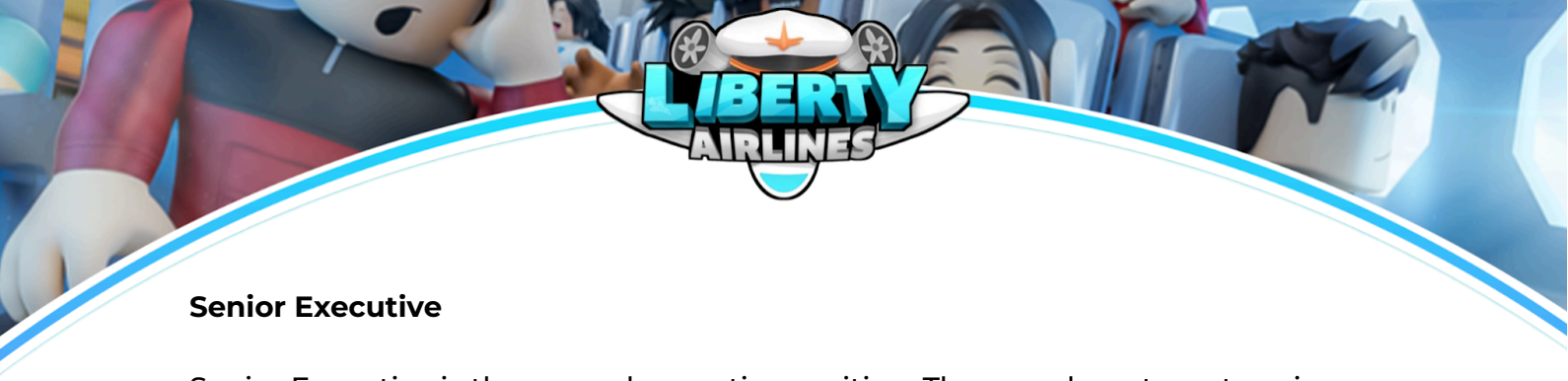
Airport Assistant
Airport Assistant is the first Middle Rank position within our staff team, attainable through a recommendation from President. As newcomers to the team, Airport Assistants are expected to familiarize themselves with their responsibilities as they may be unfamiliar with them, assistance from higher-ups is required.

Airport Manager
Airport Manager is the second Middle Rank position within our staff team. By this stage, they have a deeper understanding of their responsibilities and duties. Airport Managers are enabled to an array of privileges.

Airport Coordinator
Airport Coordinator is the third Middle Rank position within our staff team. Airport Coordinators have a broader scope of responsibilities compared to Airport Managers. They serve as mentors and guidance for lower ranks. They additionally host training sessions.

Airport Director
As the final Middle Rank position, Airport Directors hold a prestigious role within the staff team. Trusted for their expertise, they have the opportunity to aspire within their chosen department, positioning them for future promotions to Junior Executive in either Public Relations or Staffing. They are also role-models to the lower ranks.

Junior Executive
Junior Executive is the first High Rank position. They are members of their departments, either Public Relations or Staffing. They are to uphold their duties within their department.



Senior Executive

Senior Executive is the second executive position. They are department seniors who take on more responsibilities within their respective department.

Managing Executive
Managing Executives are the Co-Leads of their department. They are given the ability to co-lead their department alongside a lead, either Public Relations or Staffing. They are to manage their department and the members that reside in it.

Chief Administrative Officer
Chief Administrative Officers are the Lead of their department, whether being Staffing or Public Relations. They are in-charge of managing their department and ensuring everything is running smoothly. They are also to uphold Liberty Airlines' image.

Chief Operations Officer
The Chief Operations Officer is the overall overseer and co-project manager of Liberty Airlines. They assist the Chief Executive Officer leading all internal operations. They oversee Staffing, Public Relations, and also are directly involved in the development of the game.

Chief Executive Officer
The Chief Executive Officer oversees all operations within Liberty Airlines, and ensures both departments are operating at a high standard. This is the highest obtainable rank within the group.

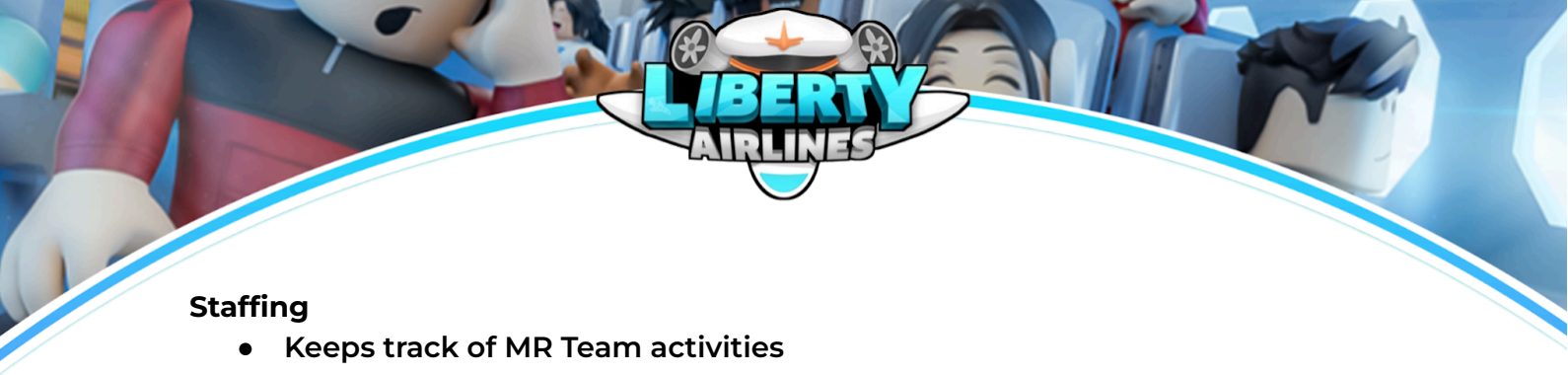
Executive Information

Liberty Airlines has two administrative departments to aid in maintaining and promoting the group. You should only contact for matters concerning the respective department.

Public Relations

- **Forms & maintains partnership relations**
- **Organises and hosts community-wide events**
- **Manages social media platforms & marketing.**

If you have an event idea or questions concerning potential partnerships, you should contact Public Relations to share your creativity. Please follow the chain of command when messaging any members of the department.



Staffing

- **Keeps track of MR Team activities**
- **Handles all MR Team disciplinary matters**
- **Manages MR Team & staff reports**
- **Oversees general staff processes like shifts and sessions**

If you need to file a report towards a current Management Team member, you would contact someone from Staffing either through direct messages or the Staffing tickets panel in the designated support channel.

Username	Position
fentxi	**Chief Executive Officer** & Executive Oversight
EWLUAU	**Chief Operations Officer** & Executive Oversight
EWDIMMY	**Chief Administrative Officer** & Staffing Lead
ayclsa	**Chief Administrative Officer** & Relations Lead

LR Promotion Information

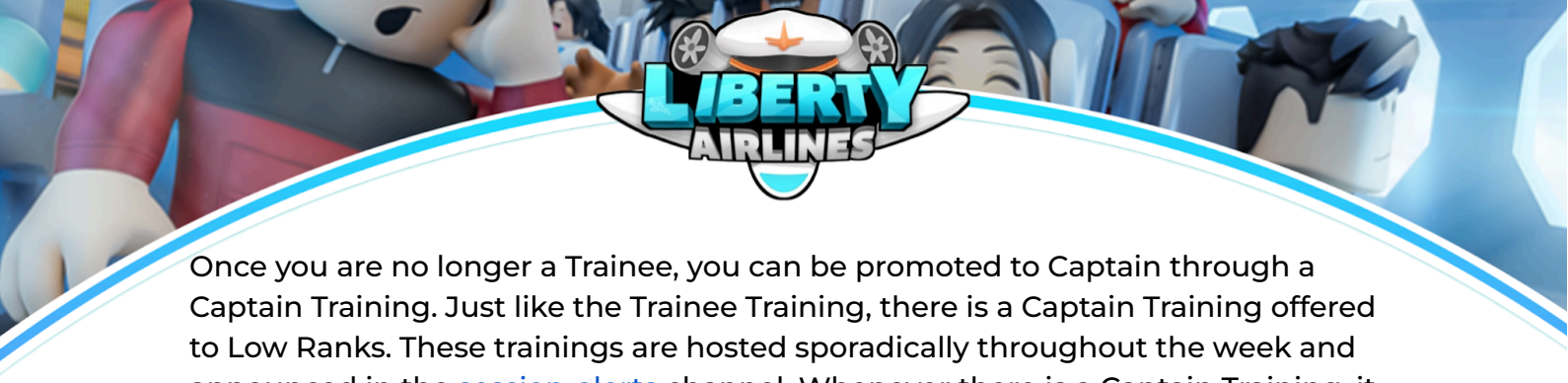
“How can I get promoted as a Low Rank?” is a frequently asked question. This section of the document outlines everything about promotions and how you can be promoted as a Low Rank at Liberty Airlines. The three processes for promotion as a Low Rank are attending a training, point progression, and through the Middle Rank notices. Each of these promotion processes is thoroughly explained below.

Promotion Method #1: Trainee Training

Attending a training is the first promotion process you may encounter as a Low Rank at Liberty Airlines. After passing the Low Rank application, you become a Trainee. You must then attend a training in order to progress to the subsequent rank. You can be promoted to the following ranks after attending a training:

- **1. Ground Crew**
- **2. Flight Attendant**
- **3. Airport Staff**
- **4. Airport Security**

Promotion Method #2: Captain Training



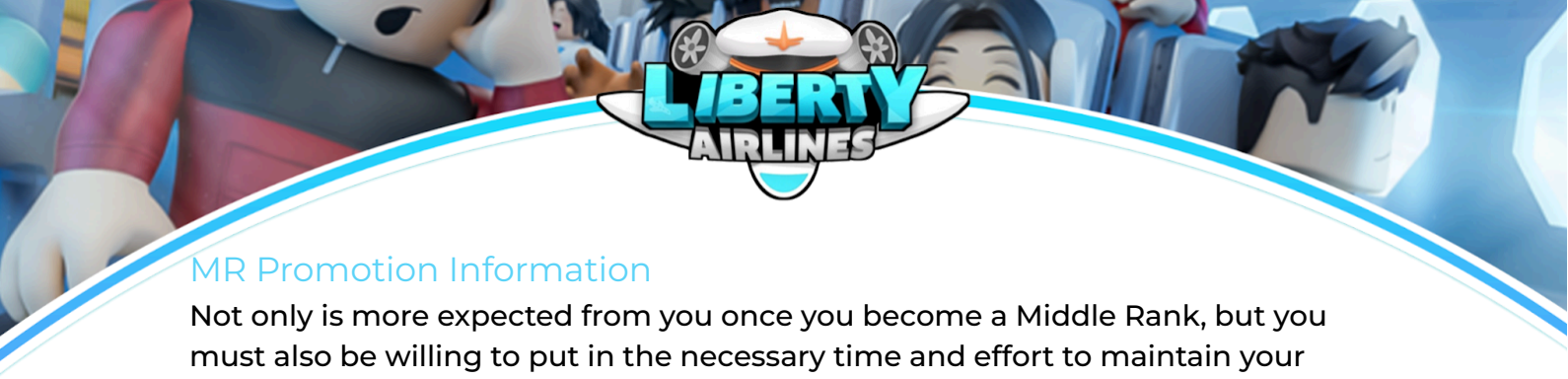
Once you are no longer a Trainee, you can be promoted to Captain through a Captain Training. Just like the Trainee Training, there is a Captain Training offered to Low Ranks. These trainings are hosted sporadically throughout the week and announced in the session-alerts channel. Whenever there is a Captain Training, it is specified in the announcement. This specific training gives Low Ranks the opportunity to be promoted to Captain.

Promotion Method #3: Point Progression
The most common path to be promoted as a Low Rank is through point progression. At the Liberty Airlines Airport, you receive points for actively being in the game and completing tasks. This is a major part of the promotion process, as each rank requires a specific point total to be reached. More information regarding rank point requirements can be found using the progress button in the Liberty Airlines Airport game. For easy access, the point requirements for each rank have also been listed below.

- **1. Senior Airport Staff - 28,000 Points**
- **2. Emergency Response Team - 48,000 Points**
- **3. Officer - 80,000 Points**
- **4. Captain - 120,000 Points**
- **5. Supervisor - 168,000 Points**
- **6. General Manager - 224,000 Points**
- **7. Vice President - 288,000 Points**
- **8. President - Get promoted to President by being noticed!**

Promotion Method #4: Middle Rank Recognition
The third method of promotion for Low Ranks is recognition by our Middle Rank Team. Our Middle Rank Team is constantly seeking new Low Ranks to promote at the Airport, so it's essential that you're actively participating in the game. Even when you think no one is looking, it's important to put dedication and time into your position in order to progress to the next rank. At Liberty Airlines, we value active and committed individuals, and when these characteristics are noticed by our Middle Rank Team, it opens another pathway for promotion.

Cooldown
It's important to note that after every promotion, there is a 7-day cooldown. That means, in order to progress to the subsequent rank, you must wait an additional week. Keep in mind, this doesn't mean you should stop activity completely.When you are promoted as a Trainee to either Ground Crew, Flight Attendant, Airport Staff, or Airport Security, you do not have a one-week cooldown, instant you are able to actively progress up to Officer.



MR Promotion Information

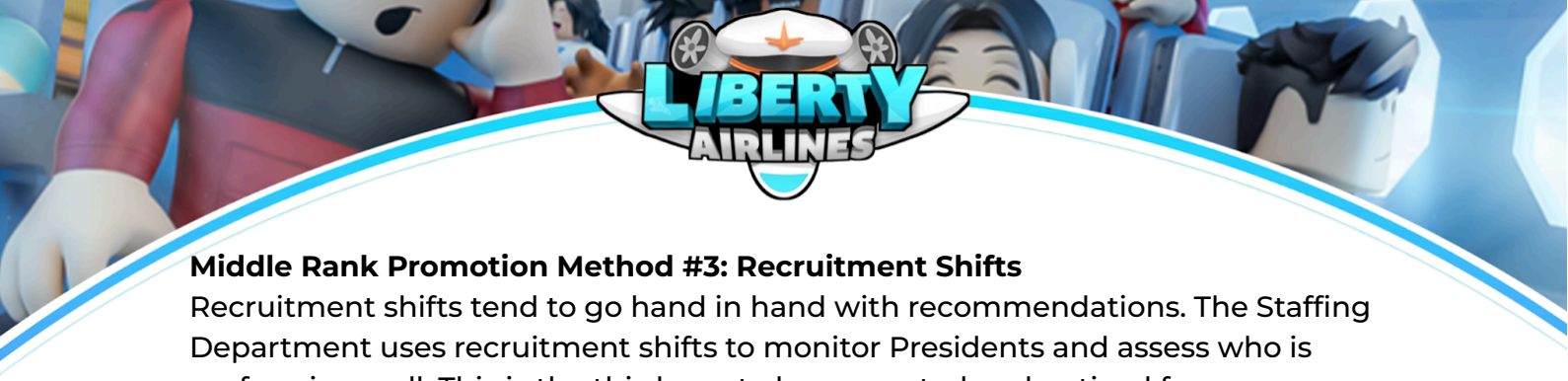
Not only is more expected from you once you become a Middle Rank, but you must also be willing to put in the necessary time and effort to maintain your position. Middle Rank promotions are quite different compared to Low Rank promotions. Not only is more expected from you once you become a Middle Rank, but you must also be willing to put in the necessary time and effort to maintain your position. Becoming a Middle Rank means taking on more responsibilities, whether that's participating in training sessions or hosting shifts. This means that becoming a Middle Rank can take more time, as we tend to be more selective to ensure capable and motivated individuals are promoted. As a Middle Rank, you hold more power and responsibility at Liberty Airlines. In order to be promoted to the first Middle Rank position, Airport Assistant, you must meet the following criteria.

- **1. You must be at least 13 years old.**
- **2. You must be a verified member of our Discord server.**
- **3. You must be in good standing within the community, with no history of disciplinary actions or misconduct.**
- **4. You must demonstrate consistent activity and be a committed, respectful staff member.**

There are three methods for progression into the Airport Assistant rank. In order to be promoted to our first Middle Rank position, you can either apply when applications are released, be recommended through the Staffing Department, or attend a recruitment shift. These promotion methods are thoroughly explained below.

Middle Rank Promotion Method #1: Applications
The first method for progression into the Airport Assistant rank is applications. Applications are released by the Staffing Department as needed. This means that applications are not always guaranteed to be an available promotion method. When applications are released, you will usually only have a few days to apply. Passers will be announced shortly after in a batch of several people. Applications will always be announced in the notifications channel in our Discord server, so keep an eye on that channel for any possible updates.

Middle Rank Promotion Method #2: Staffing Recommendations
The second method for progression into Airport Assistant is Staffing Department recommendations. The Staffing Department conducts Middle Rank promotions, and is constantly looking for active and dedicated individuals to promote. Whether that's through recruitment shifts or regular shifts, your activity and performance is always being monitored.



Middle Rank Promotion Method #3: Recruitment Shifts
Recruitment shifts tend to go hand in hand with recommendations. The Staffing Department uses recruitment shifts to monitor Presidents and assess who is performing well. This is the third way to be promoted and noticed for progression into Airport Assistant. Recruitment shifts are not always guaranteed to be hosted, so make sure to keep an eye on the notifications channel.

Affiliation Information

The Public Relations Department is responsible for managing affiliate relations and public engagement. This department keeps you informed about the latest alliance news, processes new affiliate applications, hosts public events to strengthen community cohesion, and oversees our social media platforms. If you're interested in becoming an affiliate of Liberty Airlines, join our Discord server and check out the affiliates channel. Our alliance requirements can be found here.

Help Section

How can I refund a game pass?
We understand that situations may arise where you might want to request a refund for a game pass. However, please note that all game pass purchases are final, and we do not offer refunds. If you have any concerns about your purchase or need assistance with any issues related to the game pass, feel free to create a Staffing ticket in the support channel.

How do I report rulebreakers?
You can do this via our communications server. Head to our support channel and create an Staffing ticket, or alternatively directly send a message to any member of our MR Team to have a situation handled. All reports require evidence and context to the situation. Ensure the evidence is clear and the reason behind the report is detailed so we can take the best course of action.

Do I need to buy a uniform?
Low-rank uniforms are free to all low-rank staff members. To equip one in-game do the command *":uniform {user} male/female"* in the chat. If you wish to buy a uniform they can be found via our group store, along with role uniforms.

How do I join a department?
To join a department, you must be a Junior Executive, and you can aspire in a department from Airport Director on. After you reach the correct rank, look out for opportunities to join the Public Relations or Staffing Department.

Can I become a developer?



Unfortunately, it's not possible to become a developer at Liberty Airlines. If you're interested in joining as a developer, you'll need to keep an eye out for application openings in Boltable. Opportunities for developer roles are managed through Boltable's recruitment process, so be sure to stay updated on any announcements or applications they may post.

How do I become an Awaiting Training?
To apply at Liberty Airlines, please begin by joining our group. After joining, access the airport and look to your right side of your screen, where you will find several available roles. Click on any of these roles to take the quiz for the "Awaiting Training" role. Once you complete the quiz, kindly wait for the system to process your results. If you pass, you will be automatically ranked to the "Awaiting Training" role. If you did not pass, please do not be discouraged and you are welcome to reapply.

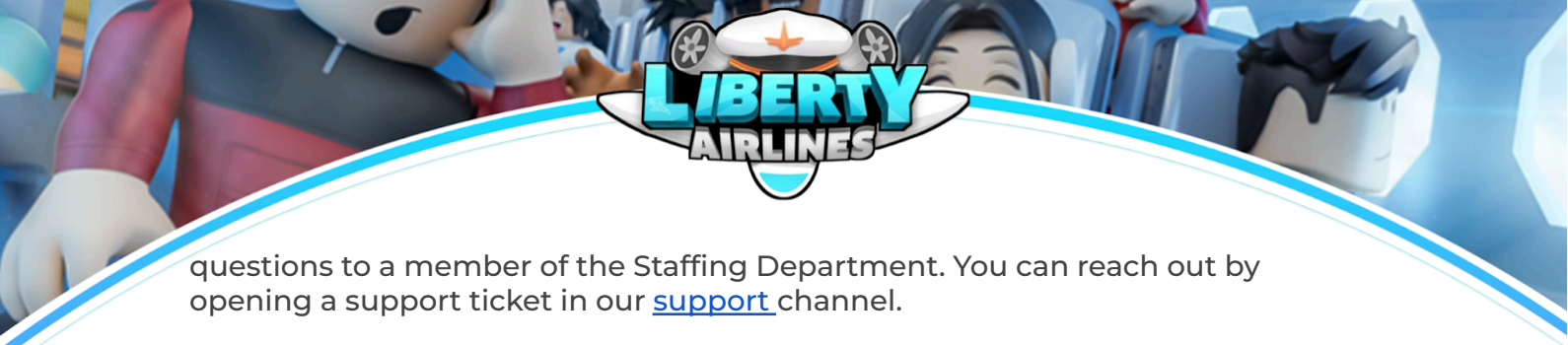
How many times can I use a game pass?
At Liberty Airlines, it is important to note that game passes are limited to a single use and cannot be used for more than once. For instance, if you purchase a "President" game pass and experience a demotion, please be aware that we will not revert your previous role. We call upon all members for an understanding of this policy and an approach to their role with due dedication and professionalism.

How do I know when a shift or training is getting hosted?
To get informed about upcoming shifts and training sessions, please select the "Shift" or "Training" role in the roles section. For training, you can view the fixed schedule in the designated channel which outlines the times for each session. For shifts, they are scheduled at random by any Airport Managers+ so it's important to monitor the channel for announcements.

How do I obtain Captain?
To achieve the Captain position at Liberty Airlines, there are several ways available. First, you can attend a Captain training session which is hosted daily by any Airport Coordinators+ everyday. An announcement will be made 2 to 3 hours prior in the session-alerts channel if it is a Captain training. Please note that you must first pass regular training; Officers and lower ranks are eligible to attend Captain training. Additionally, you can also acquire the Captain role by redeeming in-game points or through promotional opportunities.

Conclusion

We hope this public handbook has provided you with helpful information about the Liberty Airlines community. For further assistance, feel free to direct any



questions to a member of the Staffing Department. You can reach out by opening a support ticket in our support channel.

Thank you for reading, and please note that the information in this document is subject to change at any time.

Signed,

Executive & Leadership,

Liberty Airlines