

Last Updated: 5 March 2020

Global Airtours Virtual Airline Pilot Handbook

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Article I: Pilot Rules

Section I: Eligibility

To participate as a member of Global Airtours Virtual Airline, pilots must have and maintain the following:

- A valid, working copy of Infinite Flight Pro
- Grade 2 status or higher in Infinite Flight
- An account on the Infinite Flight Community
- Access to Discord
- At least 13 years of age
- Discipline-free history on the Infinite Flight Community
- Ability to log at least one flight every 30 days
- Use of Global Airtours Virtual Airline callsign **at all times**

Failure to maintain these standards may result in removal from Global Airtours Virtual Airline.

Section II: Aircraft and Airports

Global Airtours Virtual Airline pilots may fly any aircraft that is registered in our fleet. Pilots are also allowed to fly at any of Global Airtours Virtual Airline's airports. This information can be found on our website and in our Discord. Pilots caught flying unregistered aircraft or at unallowed airports under their Global Airtours Virtual Airline callsign will lead to the issue of a strike.

Update 26 November 2019: Pilots are now allowed two aircraft transfers, as well as one deadhead (transfer to another airport) per month. Pilots may request this through our Discord server. Any staff member may authorize or deny these requests at their discretion.

Section III: Pilot Conduct

Pilots must conduct themselves in such a way that is:

- Respectful to other Global Airtours Virtual Airline pilots and staff
- Respectful to non-members on the Infinite Flight Community

- Respectful to fellow pilots, including the use of air traffic control and unicom
In addition, racism, hate speech, and cyberbullying will not be tolerated and may result in removal from Global Airtours Virtual Airline, as well as blacklisting on the IFVARB. Forgery of any item, such as personal information or PIREPs will also not be allowed under any circumstances.

Section IV: The Strike System

If a pilot is caught violating any rule stated above, an immediate strike will be issued. With each strike, pilots will receive official warning by Discord and Infinite Flight Community private message. Global Airtours Virtual Airline has the right to deviate from this system if deemed necessary. Pilots will only be given strikes by the Chief Executive Officer, Chief Operations Officer, Chief of Staff, and Head of Internal Affairs.

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| Strike 1 | Official Warning |
| Strike 2 | 7 Day Suspension from Global Airtours Virtual Airline |
| Strike 3 | 15 Day Suspension from Global Airtours Virtual Airline, Demotion, Possible Probation, Hearing with Staff Member |
| Strike 4 | Extreme Consequences as Determined by Staff Members |

Article II: Important Information

Section I: Discord

Global Airtours Virtual Airline uses Discord, a chatting software available on mobile and desktop, for Global Airtours Virtual Airline's internal communication. Pilots are required to use Discord as a member of the virtual airline, as stated in the eligibility requirements.

Section II: Clockify

Global Airtours Virtual Airline uses Clockify for our crew center. We chose Clockify due to its wide range of features, convenience, and flexibility. When pilots become a member of Global Airtours Virtual Airline, a staff member will send them the welcome letter through the pilot's given email, and the pilot will then follow the instructions to set up his or her account. Pilots will log their flights through this interactive program.

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Section III: SkyCruises

The signature flight of Global Airtours is the SkyCruise. A SkyCruise is a series of flights that are similar to the legs of a cruise, but in the skies. SkyCruises are meant to be luxurious, and passengers should receive excellent treatment. SkyCruises MUST follow a premade route and flight plan. These routes can be found both on our website and Discord server. There are two different types of SkyCruises, solo and group. Solo SkyCruises can be done on a pilot's own time. Group SkyCruises will be mostly held internally through our Discord server, which the occasion of a public event. For Group SkyCruises, pilots must follow the flight plan provided on the spreadsheet. If you for any reason need an alternative flight plan or have any SkyCruise suggestions or questions, please contact the Board of Directors.

Article III: Promotions and Staff Appointments

Section I: Pilot Promotions

Global Airtours Virtual Airline likes to recognize our members' successes. We do this through promotions. As soon as you join Global Airtours Virtual Airline, you will be given the rank of Junior Pilot. To receive a promotion, pilots must send a staff member a picture of their logbook for verification. Promotions are subject to denial by a staff member for any reason.

Junior Pilot: 0-10 Hours

Second Officer: 11-25 Hours

First Officer: 26-50 Hours

Captain: 51-100 Hours

Senior Captain: 101-200 Hours

Mentor Captain: 201+ Hours

Section II: Pilot of the Month

Every month, Global Airtours Virtual Airline will appoint a Pilot of the Month within the virtual airline. This pilot will receive a custom role and badges within our Discord server, as well as recognition through our website and thread. This is a very prestiged honor that takes a lot of dedication and commitment. Pilot of the Month will be awarded based on hours, Discord activity, and overall participation in the Virtual Airline.

Section III: Staff Positions

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Staff are a crucial part of Global Airtours Virtual Airlines' success. We will look for staff from time to time, as some of our staff members come and go.

Basic Staff Requirements:

- Must be at least a Captain
- Must have 60 days experience within Global Airtours Virtual Airline
- Must pass comprehensive exam on leadership and flying

Staff Positions Vacant:

Currently, all of our staff positions are filled. More may be added in the future.

Current Staff:

Chief Executive Officer - Thunderbolt35
Chief Operations Officer - Captain_Merka
Head of Internal Affairs - BadPlane
Head of Public Relations - Mr-Plane-Guy1
Chief Pilot - FlyerCharm
Discord Manager - Luke-king-kong
Events Manager - KennedyTurner