

Pilot Manual

How do I become a pilot of the
V-Bird Virtual Airline Group



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Preface

The official language in aviation is English . Our website is bilingual, English and Dutch. At our home page the Flag icon is to select your preferable language. Other icons will take you to different VA's, within the V-Bird Virtual Airline Group.

Our goal is to provide pilots fun in a great and professional way! We fly virtually with a real based concept and operate scheduled flights to many destinations worldwide. We use a state of the art flight bid system to add more reality to your flights Accumulate logged flying hours and earn rewards Special events are available monthly. We run a relaxed virtual airline where you fly, Where, What, When you Want, within our V-bird guidelines

In this Pilot Manual, text and colors are applied which are recognizable on the website.

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To English Pilots

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Introduction

With the V-Bird Virtual Airline Group a group of Flight Simulator, enthusiasts, whom want to get the most out of their hobby, having a lot of fun, will warmly welcome you.

With the V-Bird Virtual Airline Group, you are welcome, regardless of your experience.

It is certainly not necessary that you need to have a lot of flying experience in order to join us. We fly for our pleasure and welcome you when you share your hobby with us.

With the V-Bird Virtual Airline Group, you have the possibility to log your flown hours, so you can continue to grow in our ranks system. Invest in your hobby; make at least one flight a month, keep the desire to have fun and to deepen into the virtual sky you will fly.

The V-Bird Virtual Airline Group is meant for entertainment and education of its pilots.

With the emphasis on entertainment, means that the V-Bird Virtual Airline Group will not try to intimidate people with strict Real-World Airline procedures. Our goal is to ensure that you have fun in the virtual environment and to grow as a pilot. Please, bear in mind that the V-Bird Group will not criticize any flight. Our intention is to let you fly, to have fun in getting as much as possible satisfaction out of it virtual flying, at your own pace and without restrictions.

We are proud to have a large number of experienced pilots in both VA's as in the real world. Many choose the V-Bird Virtual Airline Group for its relaxing environment and our reputation for professionalism during any virtual flight. These factors were an important reason for many pilots to join us. We have transparent rules that we communicate to you in this Pilot Manual. " How do I become a Pilot of the V-Bird Virtual Airline Group."

CEO V-Bird Virtual Airline Group

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Organization

V-Bird Virtual Airline Group consists of a number of enthusiastic people. On a voluntary basis, they donate their specific skills, time, and knowledge to the V-Bird VA Group. The V-Bird Virtual Airline Group does accept donations to maintain equipment and necessary expenses. At the website of the V-Bird Virtual Airline Group under

The organisation of V-Bird Virtual Airline Group consists of a number of enthusiastic people who, on a voluntary basis, each their specific contribution to the organization. At the website of the V-Bird Virtual Airline Group under **About Us < Staff** you will find staff functions, the names, the responsibilities and the e-mail addresses.

Staff Functions

- CEO** The **Chief Executive Officer** is responsible for the day-to-day business in the V-Bird Virtual Airline Group.
- ACEO** Is the replacement **Assitant Chief Executive Officer** CEO in absence of the CEO. He is also entrusted with training facilities and is responsible for the Online events.
- TC** The **Training Coordinator** is responsible for training and consulting with the ACEO. The Training Coordinator also helps pilots on an individual basis, when so requested.
- VOTC** The **Visual Flight Rules Operations and Training Coordinator** is responsible for coordination of all VFR flights and training of Pilots who want to learn more about visual flying.
- FOC** The **Flight Operations Coordinator** is responsible for maintenance of the diagrams in the V-Bird Virtual Airline Group.
- AFOC** The **Assistant Flight Operations Coordinator** is responsible for the maintenance of the schedules in the V-Bird Virtual Airline Group.
- PECM** The **Pilot Education Centre Manager** is responsible for the documents concerning the different aspects of flying. He also acts as a source of information for questions about flying with the airbus.
- RLEC** The **Real Lif Eveents Coordinator** is responsible for organizing "Aircraft Watching" days and the club meetings in Hilversum.
- PRM** The **Public Relations Manager** is responsible for all PR-activities of V-Bird Virtual Airline Group.
- DMTL** The **DocuMenTaList** is responsible for all documents within the V-Bird Virtual Airline Group with the exception of PECM.

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1. Membership

In order to become a member of the V-Bird Virtual Airline Group, you be at least 15 years of age. It is not in the V-Bird Virtual Airline Group forbidden to fly for another Virtual Airline.

To fly as a pilot within the V-Bird Virtual Airline Group is at no cost.

Once you are a registered V-bird pilot, you have the right to consult all documents and for free downloads. Well there is a possibility to donate an amount on a voluntary basis. This is very much appreciated. Feel free to make suggestions and/or give feedback in our forum.

2. Registration

Upon registration you give your first name, last name and your birth date. you are solely responsible for specifying the correct e-mail address.

3. Sign Up

The only thing we ask you if you decide to join us is:

3.1 To log your hours;

3.2 Make one flight per month with a minimum of 30 minutes.

Registration is simple. Just click on [JOIN](#). The site of the V-Bird Virtual Airline Group appears after you fill in your personal data, the login details are emailed to you.

4. Change personal data

After you logged in, you can change your personal data via the window: **Pilot Center** < [View Pilot Center](#) - **Edit My Profile, Email and Avatar**.

To change password: **Pilots Center** - [View Pilot Center](#) - **Change my Password**.

5. Membership termination

5.1 By supplying incorrect personal data.

5.2 If you do not feel bound to keep to the rules of conduct as stated under **13. Inactive policy**.

5.3 If you have no flight created within 28 days after a notification.

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6. Pilot status

If you accede as a pilot of the V-Bird Virtual Airline Group, you are entered in the rank of: Second Flight Officer. For an overview of the ranks system, please see: **Pilot Operations - Pilots Ranks**.

Procedural rules:

- 6.1 Anyone who joins the V-Bird Virtual Airline Group start as a Second Flight Officer until there are 15 flying hours logged.
- 6.2 Your flight hours created in another virtual Airline may be transfered, see:
9. Registration of hours flown
- 6.3 The hours are added to your existing V-Bird VAG hours. Your Pilot rank will reflect total hours flown.
- 6.4 If you do not have hours to be transferred, you can get your promotion in line with our rank structure.

7. Necessary software

At our website, you can find all the necessary software and manuals that you need, to fly to Offline or Online. Do not hesitate to ask any staff member for help. We like to help you to become familiar with the procedures necessary.

Fly Offline

If you only wants to fly Offline then that is not a problem at V-Bird Virtual Airline Group. You're nothing mandatory.

7.1 Software to fly Offline

- 7.1.1 Flight Simulator 2004 (FS9) or Flight Simulator 10 (FSX) and the V-Bird VA Acars program.
- 7.1.2 With V-Bird VA Acars program you can automatically login hours etc. Download this through: **Pilots Center - [View Pilot Center - ACARS](#)**.
Download V-Bird VA Acars Manual via: **Pilot Center - [View Pilot Center - Flight Operations - \[View downloads\]\(#\) - \[Label\] Misc - \[Handleiding V-Bird VA Acars - English\]\(#\)](#)**.

If you like to fly online. You can find the necessary software info, next.

Online flying

To fly online you do you need additional software to log into IVAO's network. **IVAO** "The International **V**irtual **A**viation **O**rganization", is our default network. Connected to them allows you (with others) to fly to any place in the world.

Please note that the communications between pilots and ATC (Air Traffic Controler) is in the English language. Some English knowledge would be helpful.

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7.2 Software for Online flying

7.2.1 Flight Simulator 2004 (FS9) or Flight Simulator 10 (FSX)) and the V-Bird VA Acars program.

7.2.2 With the V-Bird VA Acars program you can automatically login hours etc. Download this through: **Pilots Center - [View Pilot Center - ACARS](#)**.

Download V-Bird VA Acars Manual via: **Pilot Center - [View Pilot Center - Flight Operations - View downloads - \[Label\] Misc - Handleiding V-Bird VA Acars - English](#)**.

7.2.2 IVAO software: download from the website of IVAO. The manual "How to get online at IVAO" can be downloaded from our website via: **Pilot Center - [View Pilot Center - Flight Operations - View downloads - \[tag\] Online Flying - How to get online with IVAO](#)**

Defined In this document is exactly what software you need for online flying.

The V-Bird Virtual Airline Group has chosen to fly but as the default IVAO online you are free to also to other online organizations to fly.

To get familiar with the communication procedures for use in the Real World of aviation, there are two files, Dutch and English, available on our website via: **Pilot Center - [View Pilot Center - Flight Operations - View downloads - \[tag\] Online Flying - ATC Communication Procedures - English](#)**

8. Your first flight

Your first flight offline or online with V-Bird Virtual Airline Group should take place within 28 days after you're accepted as a pilot. Having problems with our system? Email us directly so that we can help you as fast as possible. At the website of the V-Bird Virtual Airline Group under: **About Us - Staff**, you will find the staff functions, the names, the responsibilities and the e-mail addresses.

When you have no flight logs within 28 days then our system will automatically email you a reminder early your first rescheduled to login.

9. Registration of hours flown

V-Bird Virtual Airline Group allows you to transfer hours from another Virtual Airline. To register those hours, there are a few rules that you must meet.

Rules of acceptance of flown hours, other than V-Bird VAG:

9.1 We take only hours left that can be verified by the V-Bird Virtual Airline Group. This means that all the hours you entered should be checked on the website of your previous Virtual Airline where those hours are registered.

9.2 V-Bird Virtual Airline Group accept hours, only if they are verifiable and flown at 1 (one) qualified Virtual Airline.

9.3 Qualifying hours are added to you V-Bird VAG record, see: **Pilot Operations - Pilots**.

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10. The submission of PIREPS (Pilot Report)

There are 5 ways to register your hours flown:

1. Automatically via V-Bird VA Acars.
2. Integrated automatically via the Pirep System (IPS).
3. Via the shortcut [File a New Pirep](#) under **Pilot Center**.
4. **Pilots Center** - [View Pilot Center](#) - **Flight Operations** - [File a Pilot Report](#).
5. Automatically via Flightkeeper (payware).

***Pirep's do not work well with FS acceleration setting.
Do not use the acceleration in Flight Simulator. Must leave setting at Normal.***

If it is found that your PIREP does not meet these line, the flight will not be registered.

11. Code of Conduct

The General code of conduct contains the minimal rules and guidelines, which all pilots of the V-Bird Virtual Airline Group must comply. Agree to this code of conduct is a prerequisite for signing up with the V-Bird Virtual Airline Group. The code of conduct is intended to positive interaction between the members of the V-Bird Virtual Airline Group and the Flight Simulation community as a whole to promote. The code of conduct shall contribute to our shared hobby.

If a pilot does not follow the code of conduct, the pilot will receive an email in which is requested to follow Code of Conduct, as listed in the **Pilots Manual, How do I become a Pilot to the V-Bird Virtual Airline Group**. If it is necessary to send a third reminder, you will be removed after 14 days from our database.

Rules of the code of conduct:

- 11.1. I will treat my colleagues and staff of the V-Bird Virtual Airline Group and the Flight Simulation community with respect.
- 11.2. I will not misbehave to any member and staff of the V-Bird Virtual Airline Group.
- 11.3. I will not deliberately false or misleading text in the forum of the V-Bird Virtual Airline Group or in any other forum.
- 11.4. Although I do not always agree with the opinion and/or pronunciation of another member of the V-Bird Virtual Airline Group, I will respect his or her position.
- 11.5. I will not respond to any frustrations in the forum, but treat it as a private matter via email or Skype.
- 11.6. During communication via Teamspeak or other appropriate communications software, I will not express negative opinions of exhausts views onto members of the V-Bird Virtual Airline Group and/or other virtual organizations.
- 11.7. I will, even if I am a member of another VA, my hours flown not double login.

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12. Leave policy

There can always personal circumstances which create for extended periods of time not possible to fly virtual and hours to register. The V-Bird Virtual Airline Group has a policy allowing pilots, who wish leave a temporary interruption, itself can leave a request.

Pilots can only leave a request in "**Active**" status.

12.1 Leave request

Log in on the website.

Go to: **Leave of absence** under **Pilots Operations**.

You see page: **Leave of Absence Request**. Verify your **Name, Surname, Email** and **Pilots ID** are correct filled in.

Under: **Pilot ID: VBV** state your number and under: **Start Date**: the effective date of your leave.

The **End Date** fill in as indicated. *Take note of the Leave Information!*

Specify the **Reason** on why you are requesting leave.

14 days before the expiry of 6 months you will receive a request to provide information. When you give no information your status become: **Inactive**, unless you want to use: **12.3 Exception rule**

Press the button [**Submit!**] to submit your request.

12.2 End leave:

12.2.1 In the period of 6 months when you submit a PIREP, your status is automatically **Active** again.

12.2.2 When it turns out that you for another Virtual Airline flies without you make a flight of 30 minutes in 30 days to the V-Bird Virtual Airline Group, you will be put on the **Inactive** status.

12.2.3 After observation of section 12.2.2 you have two weeks to make a flight of at least 30 minutes.

12.2.4 Have you not made use of the proposal described in section 12.2.3, then you become as a pilot transcript i.e. word your membership terminated.

12.3 Exception rule

In case of disease that will last longer than 6 months, you'd send an email to the CEO and specify the reason on why you are requesting leave. There is a period of leave up to 12 months granted. Your status become **On Leave**. Within the period of 6 to 12 months the rules listed under **12.2 End leave** of application.

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13. Inactive policy

A pilot, who is not active, within a period of 30 days, is deactivated. The pilot will receive an email message of the status change.

If your status becomes **Inactive**, you have **two** weeks to make a flight. If you do not fly in this period, your membership with the V-Bird Virtual Airline Group becomes automatically terminated. You are notified about this change.

The V-Bird Virtual Airline Group will enforce this policy strictly. Do you want to login on again as a member? Your past account will be examined. Based on this analysis, we reserve the right to reject your registration.

Inactivity is the cause of effort and time loss.