



Southwest Virtual Airlines Pilot Handbook v2.0

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2011 Southwest Virtual Airlines
www.swavirtual.com



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1.0- About The Airline

What is a virtual airline?

A virtual airline (VA) is a dedicated hobby organization that uses flight simulation to model the operations of an airline.

Purpose

Virtual airlines were started to give a sense of purpose to activities conducted within a flight simulator. This basic premise has evolved over time, along with available technology, to provide increasing levels of immersion but always with the same core purpose. When combined with increasingly powerful personal computers, advancing flight simulation software, and communications networks, virtual airlines are often able to provide compelling, realistic, experiences similar to operations inside a real airline. Virtual airlines also provide an avenue for members to gain access to additional content, such as aircraft and scenery, for use with their simulator. The appeal varies; for younger members, virtual airlines provide a sandbox environment where they can experience the corporate environment of commercial business in the airline industry, without the risk of financial loss. These organizations also provide an outlet for those who are interested in aviation but unable to fly themselves in real life due to financial, health, or other reasons.

Academics have stated that members of these groups can often show significant attachment and immersion in their activity, building strong relationships with those who they share their created "space" with. Participants can become unusually dedicated and committed to their group through the forging of their strong bonds and sense of identity, despite the construct being entirely (or nearly entirely) fictional. Some of the groups are run similar to real-world airlines, and members can get a taste for being a professional Pilot by joining one of the organizations.

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Imperatives

Southwest Virtual Airlines (SWAVA) advocates the advancement of flight simulation in an environment free of suffocating pressure, narrow-minded perspectives and zealotry that tend to become the hallmark of large-scale virtual airlines. In this respect, SWAVA strives to ensure all pilots are exposed to realistic and varied opportunities through the following strategic initiatives:

1. SWAVA is dedicated to the very pilots who form the nucleus of this virtual airline; all decisions by management shall be made with the interests of the pilots at the forefront of its thought-process.
2. SWAVA shall (through its web site and Forums) provide an environment where pilots of all experience levels and interests are challenged and intellectually stimulated in the pursuit of their hobby.
3. Great weight shall be placed on providing incentives for online flying (VATSIM), as well as the necessary training for those pilots wishing to learn the how best to participate in online flying.
4. SWAVA shall continually strive to ensure its automated reporting systems, as well as its flight planning systems, remain up-to-date and accurate to ensure complete realism.
5. SWAVA shall provide ample opportunities for accomplished pilots seeking advancement into staff positions to demonstrate their leadership and commitment in consideration of promotion into vacant positions.

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2.0- Administrative Staff (As Of 10/28/2011)

Name	Administrative Rank	Contact Email
Kevin Hornaday	Chief Executive Officer	ceo@swavirtual.com
Gene Pence	Chief Operating Officer	coo@swavirtual.com
Aaron Purcell	Vice President - Eastern Operations	east@swavirtual.com
John DeAngelis	Vice President - Western Operations	west@swavirtual.com
Edward Cayer Jr	Vice President Human Resources	hr@swavirtual.com
Tony Pitt	Vice President - Events	events@swavirtual.com
Tyler McBee	Eastern Operations Manager	eastops@swavirtual.com
Taylor Dinges	Western Operations Manager	westops@swavirtual.com
Sam Stocking	BWI Crew Base Manager	bwi@swavirtual.com
Hunter Grona	LAS Crew Base Manager	las@swavirtual.com
Chris McGhee	MDW Crew Base Manager	mdw@swavirtual.com
DJuan Carter	DAL Crew Base Manager	dal@swavirtual.com
Davor Kusec	Public Relations Manager	pr@swavirtual.com
Robert Touchtone	Scenery Designer	scenery@swavirtual.com
David Frank	Technology Assistant	technology@swavirtual.com
Jeffrey Whitaker	Director of Pilot Training / CFI	training@swavirtual.com

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3.0-Pilot Hiring Requirements

Southwest Virtual Airlines welcomes Pilots of all experience levels and backgrounds. From real-world airline Pilots to the flight simulation beginner, there are plenty of opportunities here for you to learn, grow and advance within the VA. We are happy to welcome new members to the organization and completing the application for employment is the first-step to becoming a Southwest Virtual Airlines Pilot. In order to be hired by Southwest Virtual Airlines, it is imperative that applicants understand that we strive to maintain a fun, light and rewarding environment, while – at the same time - ensuring a level of professionalism and proper conduct befitting a top flight virtual airline.

Further, applicants are required to familiarize themselves with Southwest Virtual Airlines by reading the Southwest Virtual Airlines Pilot Handbook v2.0.

Our hiring requirements are as follows:

- You must be at least 13 years old and certify that you comply with all laws and regulations regarding minors participating in online organizations
- You must use your real name on the Southwest Virtual Airlines application
- Previous VA experience is not necessary, though desired
- You must have and maintain a valid email address at all times
- You must have an Internet connection
- You must have an online flying capability to interact with the LUVCARS flight tracking system.
- You must hold a valid Vatsim account

By completing the application for virtual airline employment, you certify by your application that you have read and understand the Southwest Virtual Airlines policy statements and procedures outlined in the Pilot Operations Handbook.

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4.0-Post Hire

Once on-board with Southwest Virtual Airlines, Pilots are required to:

- File their first flight report within 14 days of hire
- Remain an active participant by flying and filing at least one (1) flight report per month
- It is recommended that Pilots take part in the development and operations of the Virtual Airline
- It is encouraged that Pilots share information, talents or comments on our Forums
- All Pilots should remember your actions speak volumes of your virtual airline
- Follow the Southwest Virtual Airlines policies and procedures, as outlined here.

5.0- Pilot Rehire

If you choose to remove yourself from the airline or get removed for inactivity, you should contact human resources to be rehired. Southwest Virtual Airlines reserves the right to selectively choose pilots to rehire. All rehired Pilots must fly a flight within 14 days of being placed back active, or you will face permanent ban from the airline.

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6.0-New Pilot Information

Southwest Virtual Airlines has established high standards for conduct within the VA. Pilots flying online and participating in Southwest Virtual Airlines community activities (such as the Forums) must ensure proper, mature and professional conduct at all times. Any disruption or abuse reported from a VA member, VATSIM, management or other source shall be investigated and dealt with.

Southwest Virtual Airlines is a flight simulation airline modeled after the real-world Southwest Airlines. Though not mandatory, flying online through VATSIM is highly encouraged. New Pilots have the opportunity to take the Southwest Virtual Airlines ATO program by reading through the VATSIM forums and interacting with certified instructors. Southwest Virtual Airlines currently has several VATSIM certified Pilots that are available to help any new Pilots.

To maximize the online flying experience, Southwest Virtual Airlines also encourages participation in our Fly-in Events program, which can be found under the Calendar section on the Southwest Virtual Airlines web site.

All Pilots flying online shall be automatically credited with a 1.2 hour for each actual flight hour multiplier. VATSIM flights will be randomly verified by management through VATAWARE on a regular basis. If it is found that a Pilot has checked "VATSIM" in LUVCARS and the flight(s) cannot be verified, the Pilot may be subjected to disciplinary measures, which could include loss of pay, loss of rank, suspension or termination.

Pilots may transfer previously logged virtual airline hours – as shown on the initial application – provided the hours can be verified through VATAWARE and through your previous virtual airline(s). Once hired, new Pilots must file their first flight report within fourteen (14) calendar days for review and approval, or the Pilot's account will be terminated. After that, Pilots must file one flight report every calendar month.

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7.0-Crewbase Transfer

A Pilot who wishes to transfer crew bases shall contact Human Resources.

8.0- Ranking Structure

Rank	Flights
Trainee	0 (start)
Second Officer	5
First Officer	30
Captain	70
Senior Captain	140
Executive Captain	250
Chief Pilot	400
Senior Chief Pilot	700
Executive Chief Pilot	1200

9.0- Teamspeak

The Teamspeak Server is a place for pilots to meet and talk to other pilots, as well as address their concerns with others. The use of Teamspeak on a regular basis is encouraged. We encourage Pilots to be on teamspeak when ever they fly. At no time will any Pilot or Staff member use profanity of any sort. Transfer or sharing of pornographic images, pirated software, or other illegal data, is strictly forbidden. Members shall not disrespect another Pilot that is on or off the server. Any Pilot or Staff member found breaking any of the above rules will be subject to Permanent or Short Term Ban from the teamspeak server , or complete removal from the airline.

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10.0- Forum

The forum is a place for a pilot to talk to fellow Pilots, make new friends, and to resolve problems within the Virtual Airline. Any inappropriate or aggressive behavior by a pilot will not be tolerated. If a pilot is found to be acting in this kind of manner will be subject to termination or suspension.

11.0-VATSIM

The use of VATSIM while flying is highly encouraged. As an incentive when you fly a verifiable flight on the vatsim network, your flight time is multiplied by 1.2. Any Pilot flying on VATSIM must comply with all VATSIM rules and regulations found at www.vatsim.net. Pilots not complying with VATSIM rules while flying for Southwest Virtual are liable for their actions and can be removed from the airline if necessary.

12.0-Pilot Dismissal

New hires must file a flight report within fourteen (14) days of hire. After that, a Pilot must file one flight report per calendar month. If a pilot fails to meet the ___ pilot who becomes inactive will be issued a Termination Warning by Human Resources. Once a termination warning is issued, Pilots have fourteen (14) days to take action with their account (file a flight or contact a member of management).

13.0-Grievance Procedures

Pilots who have an issue with another Pilot should contact their immediate supervisor (Crew Base Manager or Operations Manager) and explain the situation. If a Pilot has an issue with a member of management, they should contact the Chief Operating Officer.

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14.0-Flight Report Review

When a Pilot submits a flight report, it is review by Staff. Based upon the submitted report,the Staff member will then decide if the flight was flown within the approved standards. that are set on flight reports. (see section 16.0) When a report is held, an email shall be sent to the Pilot. The Pilot will have three (3) days to respond. If no response is received, by the Pilot, the report will be rejected.If you are unsatisfied with the decision made by the Staff member, then you can contact your divisional Vice President of Operations.

15.0- Flight Report Standards

- Landing rate no more than -800 fpm
- In-flight refueling prohibited.
- Departure from specified airport
- Arrives at specified airport.
- Use of correct aircraft
- Overspeeding over long periods of time prohibited
- Use of more than 1x time acceleration prohibited

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Legal Notice

Privacy Policy

Southwest Virtual Airlines has instituted a privacy policy for the VA that is simple: We will not collect any personal information about our Pilots for use by third-party entities. In submitting an application for Southwest Virtual Airlines, Pilots must use their real names and advise us of your real age. The information we collect will be used specifically for the purpose of the hiring and membership process. All information collected will be used for that purpose.

Southwest Virtual Airlines will store demographics information collected from our Pilot applications, so that we may provide Pilots with the best programs. Southwest Virtual Airlines does not collect personal information for any other purposes. Some information provided from Pilot applications (name, join date and country of residence) may be displayed on the password-protected pages of the Southwest Virtual Airlines web site. When your account is approved, Southwest Virtual Airlines will use your real name, e-mail address, country, password, age and VATSIM ID for Southwest Virtual Airlines purposes only. This personal information will be stored on our web servers, and can only be viewed by the Southwest Virtual Airlines executive Staff.

Any and all information provided is not given to any private organizations or private persons, in accordance with the Data Protection Act 1988.

Links to Other Sites

Because the Southwest Virtual Airlines web site contains links to other sites, please be aware that Southwest Virtual Airlines is not responsible for the privacy practices of such other sites. Southwest Virtual Airlines encourages its users to be aware when they leave our site to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected by this web site.

Piracy

Southwest Virtual Airlines does not condone the use of pirated software or material of any kind and takes seriously the use or transfer of pirated software and/or information, including serial numbers/passwords, through any channels presented by Southwest Virtual Airlines, its Forums and TeamSpeak. If a member is found to be in breach of this policy, the member will be placed on administrative leave and the details of the piracy transaction communicated to the software developer and/or re-seller.

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