



VIRTUAL INTERNATIONAL FLYING CLUB

SOP

(Standard Operating Plan)

(Version 6.1)

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CYVR Vancouver BC Canada



(Part of our headquarters at CYVR, scenery by Joe Spencer and Jim Davis)

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Introduction

This Standard Operating Plan has been developed to introduce our organization and its rules to our members.

Our mission is to offer the enjoyment of VIFC to all and to promote friendship via multi-player sessions.

Our goal is also to offer to our pilots an automated pilot system to minimize their administrative duties like flight plan filing and flight reporting. Our system will also offer you a pilot log book accessible through the web site.

To minimize the time of reading this guide, it will be kept as simple as possible so you can easily review the rules of our Club. It will also guide you in the utilization of our web site and our automated system step by step.

As a member of our group, feel free to email us your comments, your suggestions and your questions. You will always find a friend to answer you.

We welcome you aboard and hope that you will have a great and long stay at the **Virtual International Flying Club**.

Happy Flying!

VIFC Founders

Frank J. Pate, Highlands New York USA

Zane Greenwald, Syracuse New York USA

Jacques Couillard, Bathurst New Brunswick Canada

Administration

VIFC founders are the creators and the owners of Virtual International Flying club. They will provide overall guidance concerning its development, its operation and its leadership. They are permanent members of the club unless they decide to quit. To achieve their goals, they are assisted by a Steering Committee.

This Committee is made up of VIFC members who regularly perform duties in support of the club. These are: taking care of membership applications, events, and many other duties as shown on the [organizational chart](#). This chart can be found under the “About Us” menu on the VIFC website.

Because contributing members come and go as with any organization, the list of steering committee members and their email addresses are shown at the bottom of the chart.

All major decisions are made with the collaboration of all steering committee members. The Steering Committee chairman’s duties are rotated among the current Steering Committee staff. Some administrative functions are:

Steering Committee Chair (rotating)

- Bringing Member suggestions to the committee;
- Calling and presiding over Team meetings;
- Summarizing meetings in the form of informal minutes.

Membership

- Processing new Pilot Applications;
- Maintaining the membership database (changes, deletions, etc.);

Fleet and Scenery

- Maintaining the fleet page and files available for downloading;
- Introducing new scenery when required.

Flight Board

- Adding expired group flights;
- Adding interesting and challenging missions.

Group Flights

- Planning, promoting and scheduling weekly events such as group flights, “poker runs” or other special group activities.

Cross-Country Flights

- Planning promoting and scheduling Cross-Country flights.

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Website

- Developing and maintaining the website.

Forums

- Maintaining groups, members, and assigning moderators;
- Assisting membership with profiles, signatures, etc.
- Making regular backups of database and website.

Teamspeak

- Assigning group permissions;
- Advising membership of updates;
- Maintaining instructional documentation.

FSInn Network

- Monitoring and restarting servers as necessary;
- Maintaining instructional documentation.

PIREPs

- Correcting member PIREPs when required;
- Maintaining instructional VAPN documentation.

Recognition

- Maintaining recognition badge database;
- Posting in the forum regarding new members and promotions.

Vacant positions on the Committee are open to all members and voted by the Steering Committee.

Pilots: Rules and Duties

Everyone 17 years of age or older is welcome to join VIFC.

Complete and submit the Pilot Application Form from the 'Join Us' button of the web site. Make sure to fill all the required fields.

You will then be contacted by email in a short time (usually in less than 24 hours) to confirm your acceptance. The Welcome Email will contain your pilot number and your password. Your name will also appear on our roster and you will be registered in our forum.

To stay an active pilot you must: Submit your first PIREP within 30 days. After this period, you must submit at least one Pilot Report (PIREP) every 30 days or

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fill out an LOA form. If not, you will be flagged as an inactive pilot after the 30 day period.

After a 60 day inactive period, you will be removed from the roster unless you contact us by email.

You can be a member even if you already are participating in another Virtual Airline (VA). You can transfer your previous flying hours from other VA's, but you would need to provide accurate URL's of that site for our review of all information necessary to verify your flight time.

As a member in good standing, your other VA hours will be credited to your VIFC logbook.

To know your fellow pilots and develop new friendships, you can use our Pilot Roster on the site.

We offer you a Pilot's Forum section to share experiences with friends, ask questions, get news and information, and to communicate. At all times as a club member, you must be courteous and follow the **Code of Conduct** rules. As our forum is reserved to our members only, public registration is disabled.

We suggest that you have Teamspeak software installed and working on your system, to communicate with other members of the club.

We are a VATSIM approved VA. If you do not have a VATSIM ID, we suggest that you get one, but it is not mandatory to be a VIFC member.

You may fly any plan, flight, or time you want, our 'Flight Planning' section of the website has many suggested flights. Our Activities section will suggest many different flying activities to our members.

Your flying time must be in non-accelerated mode, except when making Trans-oceanic Flights to or from Hawaii, Australia, Asia and Europe.

Our 'Fleet Page' has many airplanes for your use, and more are on the way.

This page contains official liveries of the club. They are done by various members and are selected by the member of the Steering Committee responsible of the fleet. We encourage our members to design new textures for the club. However, to be inserted in the fleet page, all textures must conform to these guide lines:

- 1- Livery must be in club's colors . (White, red, yellow and Gray) Color specs and logo are available from the fleet manager.
- 2- Club's logo and club's lettering must be on the livery. Other lettering is not suggested. Club's logo being copyright, cannot be used on non official liveries.
- 3- To give more choice to our members, we will allow up to three liveries for an aircraft when they comply with the guide lines.
- 4- Once the livery is placed in the fleet it becomes asset of the club, is copyright by the club with ref to the author.

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- 5- To be considered for the fleet, each new livery will be submitted to our fleet manager. A livery can be post on the forum without the club`s logo to be discussed with members.
- 6- The decision to insert the new livery in the fleet, is the responsibility of the fleet manager. Liveries that do not qualify to be inserted in the official fleet can be shared with members on a private basis and will not be considered as official club`s liveries.

In all official Club activities, or available from our Flight Board, we suggest that you use the club aircraft textures and follow the activity instructions to get the credits and rewards planned for the event. Our Flight Board is reserved to our members only. Before to use it, please carefully read the instructions from the topic in our forum (can be seen by members only).

You should make an effort to do all your flights on our servers, VIFC-NB, VIFC-BC, VIFC-SK or a VATSIM server. Remember that our primary mission is to promote multi-player sessions and friendship. We will reach this goal if you, our members, are flying on a server for all flights and use our Teamspeak server to communicate. All time reported in the pilot activity section by the way of PIREP submission, should be flown on a server.

You do not have any probation period to complete, but you will be considered as an active pilot when you submit at least one flight report per month and when this flight is made on our server using the FSINN platform.

After an inactivity period of 30 days, you will be flagged as an inactive pilot on the Pilots Activity page. After a period of 60 days of inactivity your name will be removed from the roster. To avoid removal you must submit a LOA Request Form or send us an email. If your name was removed from the roster, you can always rejoin at any time. Send an email to <mailto:membership@flyvifc.org>.

VIFC does not charge any fees to apply for or to retain membership in the organization. In addition your privacy is very important to us. We will never give or sell or publish your email address. Commercial activities using VIFC assets are strictly prohibited. These prohibitions expressly include all types of solicitations of money among our members; using members email addresses or club's assets without the prior written consent of VIFC. Offenders will be subject to immediate and summary permanent expulsion.

Code of Conduct

Here is our club`s commitment. Before to join, read it and join if you agree.

As a member of the Virtual International Flying Club, I promise to comply with the Club's Code of Conduct, to treat everyone fairly and with dignity. I promise to conform to the spirit and intent of the Code. I acknowledge the points below and I agree to conduct myself accordingly.

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- Conduct myself in a manner which reflects credit on the Club, it's member and myself.
- Speak the truth with no intent to deceive or mislead by technicalities or omissions.
- Ensure my submitted PIREPS are accurate and honest.
- Refrain from behavior while online that is or may be considered by others as rude, demeaning or disgraceful.
- Honor all agreements I make with fellow club members.
- Ensure that proprietary information posted on our forums remains the property of the club and it's members.
- Avoid actual or perceived conflicts of interest and, if in doubt, openly disclose and discuss my concerns.
- Take *personal accountability* for my actions.
- Discharge my responsibilities to the club to the best of my abilities.
- Disclose information that belongs in the public domain freely and completely but protecting that information which is confidential (generally related to club passwords, user ID's and code used in our web sites).
- Issue no false or deliberately misleading statements with respect to other Virtual Flying Clubs or Virtual Airlines.
- Actively encourage the recruitment of other like minded persons to join and participate in the Virtual International Flying Club.
- Refuse to engage in and or sanction activities for personal gain at the expense of the Club.
- Strive to build collaborative relationships with other virtual pilots and others for the advancement of the hobby.
- Always use an anti-virus software turned on when connecting to the club`s servers.
- Enjoy the club and have fun with the hobby.

Ranks

Ranks will be based on your flying time and will be determined according to the following table:

Rank	Insignia	Required Hours
Second Officer		0 to 9.9
First Officer		10 to 39.9
Junior Captain		40 to 99.9
Captain		100 to 249.9
Senior Captain		250 to 499.9
First Master Pilot		500 to 649.9
Second Master Pilot		650 to 999.9
Master Pilot		1000 to 3499.9
Chief Pilot		over 3500

By going to Pilot Activity page on the site you will retrieve information about Pilots names, their ID #, their rank and some information collected in the database.

Badges

We award special badges to our pilots for their achievements.

Badges are given in two ways:

1. Members may apply for consideration of a badge by sending an email to the steering committee member responsible for member recognition and stating why you should be considered for a badge.
2. Badges will also be given out by the Steering Committee at any time, at their discretion

Below is a listing of our current badges.

VIFC Cross Country Badge – is given to a member for his first Cross Country and is updated for each multiple of 5 Cross Country Flights completed.

VIFC Flight Board Missions Badge – is given a member for 10 Flight Board Missions completed. A number is attached for each multiple of 10 Missions completed.

Aircraft Repaint Badge – is given to a member that shows imagination and initiative toward the VIFC Fleet.

Scenery Design Badge – is given to a member that shows imagination and skill in creating scenery for the enjoyment of VIFC Members.

Instructor Pilot Badge – is given to a member that gives his time and patience helping fellow pilots better enjoy the Flight Simulation Hobby.

VIFC Longevity Badge – is given to a member for his years as an Active VIFC Member.

VATSIM Pilot Badge – is given to a member that is an active VATSIM Pilot. To be eligible a member must have at least 10 hours logged to VATSIM under VIFC

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colors with his IFC call sign under VATSIM; must fly under IFC at VATSIM from time to time. He must also be active on our servers.

Poker Run traveling Badge- is granted to the Poker Run activity when done. It changes from winner to winner.

Past Director Badge- is granted to a past director still member of the club to acknowledge the great work done for our club.

Special award Badge- is granted from time to time to acknowledge special contribution by a member to the club.

Steering Committee Member badge- This badge is granted to a Steering Committee member after 6 months of service. A star will be added for every year of service.

First group flight badge- This badge is granted to all members who made a first flight with others in an official group flight (correspond to first solo flight in real life)

Special Events Badges- These badges are granted to members who participate to special events of the club.

More badges are under study and may be added in the future.

See our Badges page on the website.

Leave of Absence

To be kept on the roster you must submit your minimum reports for the month. If you will be inactive for some reason you may fill a Leave of Absence (LOA Request Form) and submit it for approval. Each request is valid for 30 days.

If an extended leave is needed, you may submit another request with specific reasons for the extended leave. The request will be reviewed by the management team, advising you of the acceptance or rejection of the request.

PIREP Submission (Pilot Report)

If you are flying on one of the VIFC multiplayer servers (using FSinn), you can file PIREPs from the "Pilots Online" page shown in the menu on our website. While flying, your flight appears below the red/yellow "VIFC PILOTS CURRENTLY ON-LINE" line. After disconnecting from the server (or changing your flight plan in FSinn), the pilot's online page will move your flight below the green/yellow "COMPLETED FLIGHTS" line. You will see your VIFC ID as a link. When you click on that link, the departure and arrival times will be filled in for you. If you have a flight plan in the FSinn FP window, it will also show the ICAO identifiers for you departure and arrival airports. You can file your PIREP by filling in your password and pressing "SUBMIT".

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You can optionally fill in the fields: Fuel Out, Fuel in, Pax Carried, and Cargo Carried. If you do not want keep these statistics for yourself, just leave these fields blank.

We also have other ways to submit PIREPs. You may submit a PIREP using the VAPN feature (FS2004 only), or from the “Pilot Services” menu on our website.

There is no specific time required to file a PIREP. When you have submitted your report, the database will be automatically updated and your new time is logged to the Pilot Activity section.

If you are flying a current cross-country flight, your completed leg will show up on the respective cross-country progress page. Cross-country information is maintained in the forums.

Flight Planning

This section contains all kinds of information about what you will need as a pilot to consult about flying:

- Weather issues,
- Scenery links,
- Optional flight planning utility.

This section will also contain links to get freeware software to help you in flight planning.

Feel free to use the flight planner of your choice.

VAPN

This is an optional utility that will allow you to fill your pilot report once your flight is terminated right from your cockpit. To use it you will have to download the program from our website and follow the instructions included with the file. You will enjoy it.

At this time this option is reserved to FS9 users only. We will inform you if a version becomes available for FSX users.

When you use the VAPN you do not have to use the Manual PIREP form to log your report, VAPN does it for you automatically.

Multi-player info

VIFC offers to our members dedicated servers for use during a wide variety of activities. Free flight, group flight, events, or just time with friends our servers are linked together, so server choice is yours.

All information about connecting to our servers is in our “How to Connect” document and in a forum section.

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To join multi-player sessions you will need a good internet connection, a good quality headset is also highly recommended.

Then go to our forum on our site where you will find all the information requested to guide you step by step.

On the menu of our web site, you will see a small utility that will inform you if somebody is online on our Teamspeak Server. All instructions are posted on our multiplayer section of the site, to join our Teamspeak server. All members should have Teamspeak installed and working before they begin to submit PIREPs.

Teamspeak 3 is software that allows people to communicate with others anyplace on the planet using a Voice IP server. We are glad to offer this free service to our members.

Headquarters

The actual home base is located in Vancouver BC Canada for the reasons mentioned on our home page. But the team will consider the addition of other locations in the future if there is a need to explore some others airports and meet people from different regions and areas.

Contacts

If you encounter any problems in VIFC, any member can help if they are on Teamspeak, or you can use the “WHO TO CALL ???” forum to find a list of email address for the functional area you need help with. Also, don't hesitate to post questions in the forums.

Conclusion

We hope that this document will have answered most frequent questions. We will be very happy to welcome you as a pilot and an active member of our Club.

Feel free to send your comments and suggestions. Our forum is the discussion table.

To conclude we wish to address our sincere thanks to the team members for their excellent work. You are doing a gigantic task and our pilots will surely appreciate and enjoy it. Thank you very much!

VIFC Founders.