

# Canadian Virtual Airlines Members Handbook

**W**elcome to Canadian Virtual Airlines. We hope you enjoy your time with us. CVA members come in all shapes and sizes, but what distinguishes CVA from other VA's is our members and managers. CVA has never been about rules & regulations. Oh, sure, we have them, and this document will explain CVA's rules & regs. But, through the years we have found that our members look to CVA to enhance their FS experience, not to turn it into a job. Flying is, after all, fun. CVA is a great place to share our passion and appreciation for aviation.

## 1) Register with CVA:

Just a few simple steps and you're a CVA member.

**a) Join CVA** - Click on the **Register** menu from the main CVA webpage and complete the registration form. Please use your REAL NAME.

**b) Pilot ID / Callsign** - Upon joining the VA you will be assigned a **Pilot ID** for tracking your progress on our CVA website. You may use this as your CVA callsign on Vatsim, however, you may find that someone may already have taken that number. If so, choose another number for Vatsim purposes only to identify yourself online (this will have no bearing on your CVA website ID / stats tracking on our website and is only used for identification online).

**c) Choose a HUB** - CVA currently operates 4 hubs: Halifax, Toronto, Vancouver, Montreal - plus a Cargo Division. Your hub is your CVA "home base". In 2005, CVA introduced a new unified schedule with different classes of routes. Members can now fly any route in the CVA system, regardless of hub affiliation but limited to their ranking. Our staff will coordinate the Saturday night multi flights and will continue to provide information for routes that arrive and depart from their area. You can transfer to another hub by special request to the VA Management Team.

**d) Contact** - We ask that you include your PRIMARY email address, and that you provide your real name (no nicknames).

**That's it. You're a CVA member. Welcome aboard.**

## 2) Register at the Forum:

CVA's forum is famous for educating, enlightening, and entertaining. Check out some of the topics/threads. Our Code of Conduct (at the end of this document) governs all behavior, and we expect members to treat each other respectfully. Sign Up for the forum using your real name or callsign as your ID.

## 3) Explore CVA:

The CVA website is full of useful information, so take the time to visit the website, your Pilot Center, schedules, info page and the Academy.

## 4) Choose an aircraft:

So, you want to fly with CVA colors? Login to the website go to your pilot center. Under Profile Options, click on "View Downloads". Welcome to CVAEE (Aircraft Engineering) download section and a wide selection of aircraft and CVA tools / utilities. Choose a plane, panel, or utility and download it to your computer. Once the file has been saved to your computer, follow the installation instructions included with the file. Start MSFS to ensure the aircraft is installed. If the plane has been installed correctly, you're ready to fly... but first, perhaps some rules & regs from our Code of Conduct:

- Members must fly routes/aircraft equal or less than their current rank allows.
- Members must fly regional (Class 1 or 2) routes until they have surpassed 50 hours.
- Only official CVA flights may be logged in the system. Official flights include - All CVA flights listed in our Scheduled routes (that you are eligible for based upon Class) and Multi Flights. Testing/Training flights are permitted but must first be approved by CVA staff in order for credit of hours - no exceptions.
- Pilots may log 15 hours maximum in a 24 hour period, unless there is a special event or marathon charter. However members can only log the equivalent of a full work week (40 hours) in a 7 day period.
- Members are not allowed to use slew mode for flights and only real time hours shall be reported via kAcars for the flight. Pilots must be present at the controls for long haul flights except for short breaks (no leaving on autopilot and walking away for the duration of the flight). Managers have the right to verify hours, at their discretion and discipline accordingly to pilots failing to comply.

## 5) Planning & Paperwork:

Pre-flight planning helps to make your flight more enjoyable (routes, flightplans, charts, etc). Before firing up Flight Simulator, take the time to use the resources available here at CVA (and on the internet). The time you spend in pre-flight will pay off once you're in the sky. CVA members fly online with Squawkbox (SB) or FSInn and the VATSIM network. For more information about Flying Online, check out VATSIM (<http://www.vatsim.net>).

## 6) The Flight:

Load your aircraft, and go to your origin airport. Begin the flight with the engines shut down, brakes on and at a terminal gate (not the active runway). If using SB or FSInn, please squawk standby, and contact ATC (if available). Recording the time of your flight begins with kAcars when you push-back from the gate.

Fly your route. Once you land and are safely parked at the gate, put the parking brake on and submit your kAcars log. **Wheels up and Shutdown. That's the time you file with CVA.**

### **7) Filing your Pireps:**

Once you submit your kAcars log your flight report will be added to your logbook upon management approval. Your total hours can be located on the Pilots page. Detailed information about your flights or any other pilot can be viewed by clicking on the Pilot ID number and then click on an individual flight number. At CVA, we trust our members to file accurate pireps. CVA management do examine members records, and have the ability to deny incorrectly filed pireps or flights that are suspect to non CVA standards.

**8) Join our Multi-flight.** The Canadian Virtual Airlines Multi Night Flights is a tradition that began several years ago when the multi-player program Squawkbox was developed. Eager MSFS-98 flying CVA pilots had the opportunity to share the virtual airways for a night of fun, and voila, the CVA Multi was born. This tradition continues with planning and posting the details of a weekly multi-flight. If you've never flown online, but you want to, check out the VATSIM links, or contact your CVA Management for assistance. Flying online with ATC and loads of traffic takes the FS-experience to a higher level. Hope to see you there!

**That's all there is to it - welcome to CVA. Here's hoping you have a long and enjoyable time with us. Now, get out there and keep the blue side up!**

## **Canadian Virtual Airlines Operations Guide**

### **Pilot Obligations**

- Every member of CVA is a pilot first. (management included)
- Every member must agree to the "Canadian Virtual Airlines Code of Conduct" and abide by it.
- Members can not be management at more than one Virtual Airline at the same time unless cleared by current management.
- Members must fly routes/aircraft equal or less than their current rank allows.
- Members must fly regional Class 1 or 2 routes until they have surpassed 50 hours.
- Only official CVA flights may be logged in the system. Official flights include - All CVA flights listed in our Scheduled routes (that you are eligible for based upon Class) and Multi Flights. Testing/Training flights are permitted but must first be approved by CVA staff in order for credit of hours - no exceptions.
- Pilots may fly aircraft they are not type certified on only for Multi Flights. All other flights must be flown on correct aircraft type according to your hours / rating.
- Pilots may only log 15 hours in a 24 hour period, unless there is a special event or marathon charter. However, members can only log the equivalent of a full work week (40 hours) in a 7 day period.
- Members are not allowed to use slew mode for flights and only real time hours shall be reported via FSAcars for the flight. Pilots must be present at the controls for long haul flights except for short breaks (no leaving on autopilot and walking away for the duration of the flight). Managers have the right to verify hours, at their discretion and discipline accordingly to pilots failing to comply.

### **CVA Obligations**

- Members will NOT harass, slander, degrade, or take advantage of any member of CVA, EVER.
- Members will NOT harass, slander, degrade, or take advantage of any non-member of CVA while representing CVA.

- Members WILL show the highest degree of understanding and respect when representing CVA in both public and private engagements. (ie, forums, emails, chats)
- Members will not represent themselves as management either internally or externally unless authorized to do so.
- Every member of CVA will attempt to make CVA a comfortable environment for all people, without regard for race, religion, age, or opinion.
- Members / Management will take into consideration every members needs / wants when making decisions and taking actions.
- Members / Management must provide a nurturing environment for all CVA members.

### **Code of Conduct**

This code sets out minimum standards of conduct under which all members of Canadian Virtual Airlines (CVA) are expected to adhere. Agreeing to this code is a condition of joining CVA.

This code is meant to encourage positive interaction between members of CVA and the flightsim community at large. This code is also meant to increase the enjoyment of this hobby for all involved.

### **The following are the minimum acceptable standards of behavior:**

1. I will have fun.
2. I will treat fellow members of CVA, and the Flight Simulation community in general, with dignity and Respect.
3. I will not misrepresent myself to the members of CVA, or the Flight Simulation community in general.
4. I will not knowingly post in the CVA forum, or any other forum, false or misleading information.
5. While I may not always agree with other CVA member's opinions, I will respect those opinions.
6. I will not post grievances in the forum, I will instead handle the matter in private with other means such as email.
7. I will abide by the Terms and Conditions of Service noted when registering for the CVA Forums.

Failure to comply with this Code or any part of the Operations Guide may result in suspension and/or termination of CVA membership.

# Canadian Virtual Airlines FAQ

**Q: How long do I have to wait to fly my first flight? How do I get a flight assigned to me?**

**A:** First flight? No problem, at CVA you choose your own flights. When and where you want to fly!  
Pick a route, and the assigned aircraft for the route, and away you go. Remember, members must fly routes/aircraft equal or less than their current rank allows. Members must fly regional routes until they have surpassed 50 hours.

**Q: How do pilot rankings work and what planes can I fly when?**

**A:** As a new pilot with CVA, you will start as a Flight Officer. You will work your way through the regional schedule until you have acquired 50 hours. The ranking is based in hours flown in other words, experience. You may fly the Class of aircraft you are ranked for on the correct class of route from our route database.

Rank	Hours	Aircraft
Flight Officer (Regional)	<10	Class 1
Sr. Flight Officer (Regional)	10 – 25	Class 1
2nd Officer (Regional)	25 – 50	Class 1 & 2
1st Officer	50 – 70	Class 2 & 3
Captain	70 - 100	Class 2 & 3
Sr. Captain	100 - 175	Class 4
ATP	176 - 350	All
Master ATP	350 -	All

  

Aircraft Designation		
Class 1	Class 2	Class 3
Single Engine Props	(Jetliner)	(Transborder)
Beech Baron	CRJ-200	A319 / A320
DH6 through 8 series	F100	B737 Series
King Air	Learjet	
PC12	ERJ145	
Turboprops		

  

Class 4	Class 5	Cargo
(Transoceanic)	(Transglobal)	C208 / DH4-5
B767-300	A340 Series	DC4
A330-300	B777-200	B727F
B747-200	B747-400	MD-11F
	MD11	B747 200/400

**Q: When will my hours be processed by my hub captain?**

**A:** Immediately. As soon as you hit the Send Log button, the work is done and your filed hours will appear in your logbook.

**Q: How do you stop pilots from filing any amount of hours, or catch errors made in the PIREP process?**

**A:** At CVA we are a trusting and mature group of people, we hope that all of our new members are too. However, we know that mistakes are made. If you've filed an incorrect report, contact the senior management via the forums to report the error. At CVA, we trust our members to file accurate Pireps. If you choose to inflate your hours, so be it. The only person being fooled is yourself. CVA management does examine members records, and have the right and ability to delete erroneous filed hours.

**Q: Am I allowed to increase the simulation rate (2x or 4x) while flying? If so, how does that affect my total hours that I will file in my PIREP?**

**A:** No, you may not increase the simulation rate as the hours are tracked on our automated system using kAcars and does not allow for this. Members using the simulation rate will not have their hours recorded. You must **file the actual time it took to fly the route**, from engine start to shut down

**Q: Where can I find out information or ask questions about CVA or related events?**

**A:** Join our CVA Forum (link is on the main page). When you join the forum you should make your username the same as your CVA callsign (i.e. – CVA7769). You can then customize your signature with you own particulars once you have joined the forum.

**Q: Is there a limit on how many hours I can file each day or week?**

**A:** Pilots may log 15 hours in a 24 hour period, unless there is a special event or marathon charter. However members can only log the equivalent of a full work week (40 hours) in a 7 day period.

**Q: I fly online with friends and other VA's, can I log those hours?**

**A:** Yes, if it's an approved CVA flight. Approved flights include: scheduled CVA flights (that you are eligible for), Multi Flights, and Testing/Training flights (previously approved by management). No exceptions.

**Q: I would like to become member of the CVA and I am wondering if you accept the transfer of hours from other Virtual Airline?**

**A:** There are provisions for your President or Hub Captain to grant you up to a maximum of 50 hours credit for hours logged at a previous Virtual Airline. Provide us with your previous VA's web address. Once the hours have been verified they should appear in your logbook.

**Q: I want to fly online and join in on the multi-flights, how do I do it?**

**A:** You have several options. You can check the forum's "Arrival & Departures" category, or head directly to the Multi Flight page at the CVA website and check out this week's event. To join in on the fun, you will need to register with VATSIM and download and install several programs. VATSIM provides real time ATC control over the internet through a program called Squawkbox or FSInn. This allows pilots to fly online in real time with other pilots and receive real time ATC control. VATSIM allows for the most realistic experience in flight simulation allowing you to see other pilots and aircraft online and also allowing you to receive **real time ATC** over the internet through voice and/or text. If you are interested in participating with online flying with VATSIM we encourage you to join us for our during our Saturday night multi-flight.

Check out the VATSIM Pilot Resource Center at <http://www.vatsim.net/prc/> for more details. If you're still looking for help, post a message in our forums. See the links on the CVA front page for more details. Also note that during multi-flight's, members can fly any aircraft recommended that night (even if they are not type-rated for that particular aircraft).

**Q: Can I fly with CVA even though I don't want to fly Online with VATSIM?**

**A:** Absolutely. You don't have to be connected to VATSIM in a multiplayer online session in order to participate with CVA. It's a lot more fun if you can join the online network, but it's not a necessity. You can do this by using kAcars and still having your hours logged

**Q: I have a question that hasn't been addressed here?**

**A:** Please drop by the forum and post your question there - one of our members or managers will answer your questions there.