



SKYBRIDGE

AIRLINES

Airline Operations Handbook
Version 1.0

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Skybridge Airlines

Skybridge Airlines is in no way affiliated with any real world airline(s). We are a group of flight sim enthusiasts.

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Date: 27, November, 2025 From: CEO, Skybridge
Airlines To: All Skybridge Airlines Members

Subject: Airline Operations Handbook v1.0

1. Introduction

The staff and management of Skybridge Airlines are dedicated to enhancing the experience of flight simulation enthusiasts by providing a realistic simulation of airline operations.

This manual is designed to diffuse all of the politics and procedures that govern the day-to-day operations of the organization to our personnel. Every effort has been made to ensure that this manual contains useful and applicable information in respects to the many different facets of SBG. In the event that any of these policies are unclear or an issue you have is not addressed specifically, please contact our COO for assistance.

The diverse nature of our operations prevents this manual from touching on every unique situation that may arise. Ultimately, your success as a virtual pilot will depend on a mixture of acceptable practices, sound judgment, and common sense.

2. Applicability

The policies and procedures outlined within this manual are applicable to all Skybridge Airlines personnel. Acceptance into the organization and use of its systems signifies your agreement to review and abide by the guidelines put forth in the document. The Chief Executive Officer (CEO) is responsible for the maintenance of this manual. Any changes shall be approved by executive staff prior to implementation.

Taran Salyers

Chief Executive Officer
Skybridge Airlines

1.0 Legal Information and Disclosure

1.1 Real World Affiliation and Copyrights

Skybridge Airlines (SBG) is a virtual airline. The organization is not a real world airline, and there is only one real world office associated with Skybridge Airlines. The only office associated with this airline is in Dublin, GA where our CEO's office is located. The organization does not hire individuals for any sort of real world employment. Skybridge Airlines exists in whole to be a community of virtual aviation enthusiasts. All published virtual flight information is for the use of SBG pilots in their simulation experience and are not to be substituted for use in real world aviation.

SBG's sole purpose is to provide entertainment and education to its voluntary members. Any operations or documentation that is similar to any actual airline is purely coincidental and is in no way intended to violate any copyrights, trademarks, or other protection laws.

Skybridge Airlines is in no way associated with any real world airline.

1.2 Skybridge Airlines Copyright Statement

No part of SkyBridge website's exact layout may be reproduced or transmitted in any form or by any other means electronic or mechanical (this includes photocopying, recording, reproducing, or electronically storing). Any such act represents a copyright violation and theft of intellectual property solely owned by Skybridge Airlines.

Our website clearly disclaims any affiliation with or endorsement with any real world airline and is not a commercial website.

2.0 Corporate Structure

The Skybridge Airlines corporate structure is designed to make clear the responsibilities of each staff member. A fully developed administrative website management system allows us to have a smaller executive team fully committed to developing an excellent pilot experience.

The Skybridge Airlines Human Resources department is currently predicting continued organizational growth, so new/modified staff positions will likely be created as we continually reevaluate the level and quality of service provided to our pilots.

Our corporate team does not subscribe to the idea that the responsibilities of management simply revolve around administrative upkeep; we believe that our responsibility is to serve the needs of our pilots. Each staff member strives to provide excellent service through intelligent leadership, and focus on operating within a sound virtual business model.

The current corporate structure consists of two divisions: Administrative and Operations. There are currently four management levels: Officer, Administrator, Coordinator, and Director.

2.1 Corporate Structure (outlined)

Administrative Management Team:

- Chief Executive Officer (CEO)
- Chief Operations Manager (COO)
- Director of Human Resources (DHR)

2.1.1 Administrative Division

Chief Executive Officer (CEO): The Chief Executive Officer is directly responsible for the continuing development and administrative oversight of the organization. He/she leads the administrative management team that is charged with developing policies and procedures, and is responsible for strategic planning of goals, objectives, and operations within the entire enterprise. Through their influence and leadership, the CEO is also responsible for overseeing the implementation and ensuring long term success of the decisions and programs developed by corporate officers.

The CEO establishes and maintains the corporate structure and delegates authority to all staff members. He/she communicates with members of the administrative management team to ensure that Skybridge Airlines' staff members are carrying out their responsibilities as outlined within this manual. In doing so, the CEO is responsible for providing the tools and resources necessary for staff to succeed in their duties.

The CEO maintains the overall responsibility and authority to suspend, demote, and terminate personnel (staff and pilots) and is authorized to hear and determine a course of action on all personnel complaints through the acceptance of the Review Committee.

Chief Operating Officer (COO): The COO is appointed by the CEO and is responsible for the management of day-to-day operations of the organization. He/she is a member of the administrative management team and assists with the development and achievement of all organizational goals. The COO's primary function is to ensure that the airline runs smoothly. Specific responsibilities include:

- Overseeing and directing HUB activities and ensuring compliance with company directives and policies
- Recommending the modification of existing or implementation of revised policies, procedures, and programs based on operations/organizational status
- Determines the agenda for the Skybridge Airlines Management Team meeting and schedules the meeting on a monthly basis.
 - Reviewing and approving all PIREPs

Director of Human Resources (DHR): The Director of Human Resources provides leadership and coordination of Human Resource functions and ensures the ongoing development and implementation of corporate Human Resources policies and procedures. His/Her responsibilities includes:

- Monitoring all aspects of HR operations and delegating tasks as necessary to the COO.
- Reviewing and approving Leave Of Absence
- Managing all monthly terminations and their implementation
- Overseeing the overall hiring process.
- Advertising/recruitment and representing the Skybridge Airlines name
- Communicating with administrative management regarding pilot conflicts/situations and working to find and implement an acceptable solution within the confines of policy and code of conduct.

In addition to daily responsibilities, the DHR is also responsible for managing the Skybridge Airlines conflict resolution process and ensures that issues or violations relating to organizational policies are addressed in a timely and professional manner to the Review Committee. Additionally, the DHR coordinates with all operations personnel to ensure proper documentation of action taken by HUB directors.

Training Administrator (TA): The training administrator is appointed by the CEO & COO and is responsible for the maintenance of a comprehensive Skybridge Airlines training program in accordance with Skybridge Airlines flight standards and real world FAA operations. He/she is expected to work closely with the COO to identify organizational training needs and implement the training program. The TA is also responsible for auditing all promotion requests and implementing pilot promotions.

Review Committee (RC): The review committee is composed of the CEO, DHR, COO, and two non-staff pilots. The non-staff pilots in the RC will rotate every 3 months. We will first choose the pilots that volunteer or we will assign pilots to the RC when deemed necessary.

The responsibilities of the review committee include:

- Can fire a pilot(s)
- Can suspend a pilot(s)
- Hire inactive pilots and/or terminated rehires

The review committee, to perform the above actions, must have a verifiable reason to perform the action, and must advise the pilot(s) of the action that they have decided upon.

2.1.2 Operations Division

Hub Director (HD): The HUB Directors are appointed by the COO and are responsible for assisting in the day-to-day operations of their HUB. Duties include (but are not limited to):

- Reviewing and approving PIREPs (manual reports cannot be approved by HUB Directors)
- Serving as the first-line supervisor in an effort to screen and resolve minor personnel issues before they are sent to administration.
- Assisting with the management and oversight of HUB Operations.

Events Coordinator (EC): The events coordinator is appointed by the COO and is responsible for developing and planning Skybridge Airlines events (including but not limited to group flights, fly-ins and special operation events). The EC is also responsible for coordinating event management (ATC coverage, etc.) with VATSIM, VATUSA, or individual vARTCCs as necessary. Additionally, he/she will assist the staff and personnel in representing the organization to VATSIM personnel and leadership.

2.2 Staff Vacancies

If there is a vacancy in the corporate team, an announcement will be made to the organization by the DHR in three ways. First, a post in the Announcements Discord channel will be made; second, it will be posted in the NOTAMs; third, a mass email will be sent to qualified applicants. If deemed necessary, the vacancy may be announced on third-party industry websites.

Applicants must submit an application (attached in email advertisement) to the DHR, who will document that the member posted for a position. Upon receipt of a qualified candidate, the DHR will forward the application on to the CEO and COO for further review.

The hiring staff member will conduct a required interview with the candidate (via Discord, or other communication software). At the conclusion of the interview process, the hiring staff member will notify the COO, DHR, and CEO of the selection. Once the hire is approved by all Administrative Management, the DHR will release an announcement utilizing the same three methods above and the new hire will be granted all website and Discord rights needed to execute his/her position.

2.3 Airline Operations

Skybridge Airlines emulates its own operations by maintaining a functional and organized structure. We strive to simulate the real-world operation of multiple airlines.

3.0 Membership

Skybridge Airlines does not require its new members to have prior virtual aviation experience to join. However, as Skybridge Airlines operates as an intermediate level virtual simulation, we expect new members to have a basic understanding of flight operations and air navigation. It is for this reason that all new pilots must successfully pass our Student Pilot Program. The training materials provided to you do not include the basic knowledge of aviation. In addition, you are expected to understand the basic functionality of your chosen flight simulator prior to joining.

Membership is free and open to any individual sixteen (16) years of age or older. Skybridge Airlines operates within the United States of America, and must operate in compliance with the Children's Online Privacy Protection Act (COPPA) regulations. This law states that identifiable personal information cannot be collected from minors below the age of thirteen (13). SkyBridge Airlines must also adhere to VATSIM regulations requiring members to be 16 years of age or older to join. Under no circumstances will an applicant under this age be hired. Any pilot who is found falsifying their age will be banned from Skybridge Airlines indefinitely.

When applying for membership, it is the applicant's responsibility to supply valid and truthful information. Skybridge Airlines reserves the right to reject all applications with information found to be falsified in any way. In addition, all members are required to submit and maintain an active email address for communications. Members found to have an invalid email account are subject to removal from the Skybridge Airlines roster.

Notice: Skybridge Airlines will periodically issue announcements to pilots via email. This process will reveal if a user's email address is no longer valid. In such cases, the membership account may be removed at our discretion. It is the user's responsibility to keep the email and mailing address up-to-date at all times. Please use your profile management in the Pilot Center to update your email address when it changes. All personal information is kept private and is in no way accessible to anyone except our administrative team. We reserve the right to decline membership from any individual at our discretion with a reason and notification and explanation regarding the decision.

3.1 Application Guidelines

Prospective members will be required to complete and submit an online application for membership via the "Register" link on the Skybridge Airlines website. Applications must be completed in their entirety pursuant to the instructions, rules and regulations located on the application and within this document.

3.2 Transfer of Hours

New members are not allowed to transfer prior hours accumulated while serving at a different virtual airline or on VATSIM.

3.3 Rehires & Inactivity

Rehires to the organization are handled and processed directly through the Review Committee. Any member who had left the organization voluntarily will be accepted as a normal new hire but will not have to complete the Student Pilot Program.

Should a member wish to return after being terminated for inactivity, that member must immediately contact the DHR, outlining the reasons behind their unexcused absence and to confirm that they are committed to fulfilling the minimum flight requirements set out in the operations section below.

It is important to note that once membership with Skybridge Airlines has been confirmed and the member has been returned to active status, he/she is immediately subject to the minimum flight requirements outlined within this document.

The decision to rehire inactive members is made at the sole discretion of the RC.

3.4 Multiple Virtual Airlines

Skybridge Airlines recognizes that we cannot provide some virtual experiences to our personnel that can be provided elsewhere. Therefore, pilots are permitted to maintain relationships with as many virtual airlines as they desire. However, multi-airline membership does not serve as a waiver to any flight requirements with Skybridge Airlines. Pilots must meet all minimum requirements for continued employment with Skybridge Airlines.

In an effort to curtail any possible conflict of interest, all Skybridge Airlines administrative personnel are NOT permitted to maintain relationships with other virtual airlines in the capacity as staff but may fly for other virtual airlines as a pilot only, as this may interfere with the availability of the member.

Filing multiple PIREPS amongst several virtual airlines is strictly prohibited. Should this behavior be noticed, the pilot may be terminated at the discretion of the RC.

3.5 Initial PIREP and Minimum Flight Requirements

Skybridge Airlines has set an initial flight requirement for all new hires within the organization. New members are required to submit their first flight report (PIREP) within the

first seven (7) days of membership. That is one (1) week for the first PIREP. If a new member fails to file a PIREP in the first week of membership their account will be deleted.

During the probationary period you are unable to file for a LOA, so you MUST fly a flight within the first seven (7) days. Also Skybridge Airlines has set a maximum landing rate at -800FPM.

We recognize that each Skybridge Airlines pilot has activities outside of Skybridge Airlines that affect their ability to fly on flight sim. So as not to interfere with those pilots whose time is very limited, we have developed a flexible flight requirement that will allow everyone to maintain their active status. To remain active and prevent a termination warning, a pilot must fly one flight per month. (Not per 30 days, but per calendar month). Failure to meet this flight requirement will lead to a termination warning. If this happens, a pilot has seven (7) days to file a report before termination. *If unable to meet these requirements, you have the ability to file for a Leave of Absence (LOA).*

3.6 Pilot Profile

It is the responsibility of each pilot to ensure that contact information is correct and current in the Crew Center area of the website. If management needs to contact you regarding a PIREP or other issue, they will utilize the email that is listed on your profile. If an attempted email receives a "Mail Delivery Subsystem" and is not contacted by the pilot, Skybridge Airlines can suspend the member. Continued failure to update the contact email may lead to termination.

3.7 Membership

Suspension

Failure to comply with Skybridge Airlines policies and procedures is prohibited and may lead to a suspension from the organization. Should you receive a suspension notice, please contact the DHR for more information. If necessary, the COO may intervene.

3.8 Terminating Membership

Each member of the organization retains the right to terminate their membership at any time by contacting the DHR. Skybridge Airlines Review Committee may terminate a member at any time should it be deemed necessary by the contents of this document or for the protection of other members' experiences.

3.9 Leave Of Absence

As mentioned above, all personnel have the right to file for an LOA should they be unable to meet the minimum flight requirements set by this document. To do so, you must fill out the LOA

report and contact your HD to obtain approval. When you request a Leave of Absence, please make clear its anticipated duration and the reasons you cannot meet the minimum flight requirements.

- Should you require between 30 and 90 days of leave, the HD will approve your LOA.
- Should you require over 90 days of leave (or need to extend your current LOA past the 90 day threshold, contact the DHR) the RC will then review the leave request and approve or deny the request. Upon the completion of your Leave of Absence, please contact the DHR, who will ensure your account is reactivated and your flight privileges are restored in a timely manner.

3.10 Virtual Salary/Pay

Skybridge Airlines utilizes a virtual salary system that pays each pilot \$50/hr per regular PIREP and \$25/hr per manual PIREP. This system is a fixed system that cannot be changed and your rank has no effect on this pay.

Note that this pay has no value outside of Skybridge Airlines, this pay may only be used exclusively for simulation purposes.

3.11 Skill Based Requirements

Skybridge Airlines does not hold pilots back from flying any aircraft in the fleet making all pilots equal. However, if the landing rate on a PIREP exceeds -800fpm that PIREP will be rejected. If we see continuous rejections on a pilot for a particular aircraft, we will remove that pilot from being able to fly that aircraft until approved by a Skybridge Airlines Instructor.

3.12 Resignation

Skybridge Airlines recognizes that often-times, real-world circumstances may prevent a pilot from giving any time to flight simulation. As such, pilots have the option to resign their position within Skybridge Airlines at any time. Please note that an LOA is a secondary option. To resign, please notify the DHR via email.

If a pilot resigns voluntarily without disciplinary action levied against him/her, they are eligible for rehire in the future.

3.13 Conflict Resolution

In the event that a member should find him/herself in conflict with another member of the organization or a member of the corporate team, the member should utilize the following chain to resolve the situation:

- HD
- DHR
- COO
- CEO

4.0 Code of Conduct

In order to succeed at meeting our goal of providing the most realistic and enjoyable virtual aviation experience to every pilot, we have established a general code of conduct. This code serves to set minimum standards of conduct by which all members of Skybridge Airlines (SBG) are required to adhere to. The code is not designed to confine or restrict our member's activities, but rather to ensure Skybridge Airlines remains a safe, friendly, and fun environment for all.

Submission of a pilot application and acceptance into the organization signifies your agreement to read, review, and abide by all parts of our code of conduct. Failure to be in compliance with any section will result in submission to the Review Committee (RC).

It is important to note that this code is not all-inclusive; no listing of rules can cover every conceivable circumstance. Therefore, members should always use common sense in any situation they find themselves in. Should a member conduct him/herself in a disruptive/inappropriate manner, disciplinary action will be taken in accordance with published guidelines throughout this document.

4.1 Our Core Values

Above all, Skybridge Airlines will always strive to climb and maintain an excellent reputation within the community with specific regards to **professionalism, integrity, and trust**.

- **Professionalism:** We will maintain an atmosphere of professionalism through our website, forums, and other communications, conducting our operations in an efficient and business-like manner.
- **Integrity:** We will present ourselves with honesty and disclose to all members of the public, truthful and reliable information about our operations and organizational goals. We maintain respect for others at all times.
- **Trust:** We will focus on operating an organization that others can trust. At the same time, we will trust our members and members of the community without prejudice.

4.2 Code Of Conduct Contents

We understand that from time to time there will be differences in opinion. While we respect these differences and promote active discussion, the following are classified as unacceptable behavior. Participation in any of the following constitutes violation of the Skybridge Airlines code of conduct:

- Use of foul or unsuitable language toward ANY member of the Skybridge Airlines community via any means of communications.
 - Defame, abuse, harass, stalk, threaten, or otherwise violate the legal rights of others.
- Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, infringing, obscene, indecent, or unlawful topic, name, material or information to any Skybridge Airlines venue.
- Upload files that contain software or other material protected by intellectual property laws unless you own or control the rights there-to or have received all necessary consents.
- Upload files that contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another's computer.
- Restrict or inhibit any other member from utilizing and enjoying the communication

services available to them by Skybridge Airlines.

- Harvest or otherwise collect personal/identifiable information about others without their explicit consent.
 - Violate any applicable US/state/local laws or regulations.
- Hacking, or attempting to hack, any of Skybridge Airlines's online systems (which will result in immediate termination of membership, and possible legal action).

4.2.1 Discord

All members of the organization are welcome and encouraged to utilize Discord. During your chatting and discussion on Discord, you are expected to respect all members participating in the discussion. We encourage free thought and free expression, but know when to stop. Comments classified as derogatory to any group of people, including but not limited to any race, any sexual orientation, political/religious affiliation and/or nationality, will not be tolerated. Harassment, name calling, constant channel switching, spamming, etc., will not be tolerated. Always be positive, be friendly, and be helpful.

If your conversation is limited to only certain members connected to the server, you should move to another channel. In other words, try to have one conversation per channel.

If you are unable to follow the rules of Discord, you will be warned, kicked from a channel, or banned from the server entirely for a period of time. That period of time will vary in length depending on the nature of the offense.

Abusing Server Administrator (SA) privileges will result in an immediate suspension.

4.3 Disciplinary Procedures

If any member intentionally violates any sections of the Skybridge Airlines Operations Handbook or aforementioned code of conduct, the following actions will occur:

- **First offense:** A verbal warning that comes from the DHR
- **Second offense:** A verbal warning and a written letter of reprimand sent by the DHR to the offender informing them of the repeat violation and the consequences of a 3rd offense.
- **Third offense:** Automatic suspension from the website, Discord, and ACARS until the Skybridge Airlines Review Committee (RC) meets to discuss the offense with the member in

question. The RC will meet within one week of the offense and will request the presence of the offender on Discord in a private room. The board will interview the member and consider all mitigating circumstances of the offense. Once the interview is complete, the RC will determine necessary consequences (if any) that should be taken against the member. The RC will draft and forward its recommendation to the CEO to record it in file.

**The offender must meet with the Review Committee on Discord if he/she desires to defend him/herself and present any evidence or testimony in the issue. Email correspondence is not permissible. If you waive your right to an interview, you are signifying your acceptance of whatever disciplinary action is levied against you and understand that you will not be able to appeal the final decision.*

5.0 Flight Operations

Skybridge Airlines (SBG) does not attempt to place any undue pressure on its members. We realize that members can only commit a certain number of hours and time to this hobby; as such we have established reasonable minimum flight requirements that must be adhered to in order to remain an active pilot for the organization. These requirements are designed to ensure that all pilots are able to remain active, regardless of their commitments elsewhere. The primary flight requirements state that each pilot is required to fly at minimum, one (1) flight every calendar month. (Staff must fly 3 flights every calendar month).

We want to work with our pilots to ensure that they remain active. However, it is important for our pilots to maintain contact with their HD to determine the best way to remain active. **The submission of fraudulent PIREPs will result in the immediate submission to the Skybridge Airlines Review Committee.**

5.1 Jumpseating

Skybridge Airlines does not emulate jumpseating fees. If you wish to simulate this you may do so, however all pilots are free to fly any of our routes without jumpseat fees.

5.2 Scheduling

We utilize an extensive fleet and route system within this airline. Utilizing the “Schedules” provided to you through the crew center, you will be able to search for flights and add them to your bookings. Once you select your flight, we recommend that you add the flight to your “bids”/“bookings” and fly the flight very soon after to assure that other pilots can fly it after you.

All pilots must depart from the listed departure airport but not at the specified time for

your flight. This means you may fly the SAME route but at a DIFFERENT time during the day.

If you find that there is not a flight for your desired route, please utilize the “Create Flight” button on the Flight Center page in SmartCARS. This will allow you to create a new route, and import it from Simbrief. This will allow pilots to fly anywhere, anytime.

5.3 Flight Routing

Skybridge Airlines does not allow direct-to GPS routing.(With the exception of VFR flights). All pilots are required to follow a published flight plan in order for flight credit to be awarded. The preferred route finder is www.simbrief.com. Additionally, you may fly other published routes that are available through websites such as www.flightaware.com.

5.4 Flight Procedures

The following provisions will be applied to **ALL** flight operations:

- Time acceleration is NOT permitted. All flights must be flown at 1x simulation speed, regardless of the scheduled flight length.
- All flights must be completed according to the published route in order for flight credit to be rewarded. You must takeoff from the published departure airport and land at the destination airport in a reasonable amount of time for that route.
 - Each pilot must adhere to proper FAA regulations.

5.5 Breaks During Flight

Pilots are permitted to take a break(s) during flights and therefore are permitted to leave their “flight deck” during the break. The maximum length is 30 minutes. Only one break is authorized for flights of two (2) hours or less. For flights exceeding 2 hours, breaks are at the discretion of the pilot at the second hour but never exceeding 30 minutes per break.

Pilots who fly online using VATSIM shall contact their ATC and request permission to vacate the flight deck before taking their break. If the controller does not grant permission, the pilot must wait for clearance to leave the flight deck from ATC.

Note: VATSIM also has a policy regarding being away from the computer during flight. Should a pilot be contacted by a VATSIM supervisor and the pilot does not respond within 30 minutes, the pilot will be disconnected from their server and suspended for several days.

5.6 Online Flying

Although not required, every pilot is encouraged to join and fly with an online ATC network

such as VATSIM. Flying online with live ATC coverage will add a new dimension of realism to your experience at Skybridge Airlines. With VATSIM, you'll be working around other aircraft flown by real people with Skybridge Airlines and other VAs. In addition, Skybridge Airlines operates and participates in events on VATSIM. For more information on VATSIM and online flying, visit www.vatsim.net or contact a member of the corporate team.

Whenever you are flying online (and/or representing Skybridge Airlines), we require pilots to follow these procedures:

- You will need to register for a free new pilot account with VATSIM.
- You must have an internet connection and a valid copy of X Plane, FSX, P3D, MSFS, or MSFS2024
- To connect to VATSIM you will need to download the pilot client software.
- To communicate with ATC via voice, you will need a working headset or microphone.
- You must present yourself in a professional manner, recognizing that when flying online, you are representing Skybridge Airlines.
- No foul, vulgar, or racially charged remarks will be tolerated here at Skybridge Airlines or while operating on any online network (Compliance with the Code of Conduct is required on VATSIM as well). Any complaint received from anyone at VATSIM will be grounds for immediate submission to the Review Committee (RC).
- The flight prefix and call sign should be SBG followed by YOUR pilot ID (ex. SBG129) as your call sign. Flight numbers as call signs are permitted but not during Skybridge Airlines events. Your voice call sign to controllers is "Sky Bridge". You do not need to be an aviation expert. However, it is important that:
 - You are already familiar with your version of flight simulator.
 - You are comfortable flying in the aircraft you will use online.
- You have a basic understanding of Air Traffic Control (ATC) and have read the network manuals and documentation.
 - You are able to fly a SID/STAR and follow an IFR flight plan with waypoints.

6.0 PIREP Filing Procedures

Please note: NO staff member is to review his/her OWN PIREPs, they must be accepted by a different staff member. All staff members MUST post a comment on each PIREP they review indicating that he/she reviewed that PIREP.

6.1 Accepted Filing Methods

Skybridge Airlines uses the Smartcars reporting system for all flight reporting. This system allows three types of pilot reports (PIREPS) to be filed. Any other form of filing cannot and will not be accepted unless otherwise authorized by the COO. Skybridge Airlines has some requirements and restrictions for each method of filing.

- **SmartCARS Live ACARS:** Pilots may use Smartcars Live ACARS program to file a Skybridge Airlines flight report. SmartCARS Live ACARS is a free program that communicates with Skybridge Airlines online servers and your flight simulator. It captures flight information and periodic position and status updates to the “live map” section of our website as well as to a file in your “My documents” folder.

- **Volanta:** Volanta is a free software that will track your flight along with its own awards system and some other functionalities. It also provides streamers with an overlay of their flight information. This program's PIREP will be accepted in the event that SmartCARS malfunctions.

- **Manual Flight Reporting:** Manual reports are no longer accepted unless one or more of the following conditions is present:
 - SmartCARS is not functional
 - SmartCARS crashes during flight
 - SmartCARS does not allow you to file a flight
 - Malfunction with SmartCARS during flight
 - Prior approval by the COO

6.2 Reporting Malfunctions & Manual Reporting

All malfunctions shall be reported to your HUB director who will then report it to the COO. All manual PIREPS should have a comment to tell why you had to file the PIREP manually.

We recommend that you fly with two of the above flight tracking systems in the event the primary system fails you can file your flight information with the secondary system.

Please use the following guidelines when your reporting system fails. You must meet these requirements and submit them to the COO for your manual report to be approved.

6.3 Evidential Support Requirements

6.3.1 While In Flight

Take a series of 3 screenshots of your Electronic Kneeboard Navigational Log (EKNL). The first screenshot must show your flight plan info. Your second entry must show the current waypoint information and the previous waypoint recorded entry. Your third screenshot must be of your Automated Tracking System (SmartCARS, Volanta, etc.) screen with any error messages showing. If you missed the messages, we just need a screenshot of the current tracking system.

6.3.2 Upon Completion Of Your Flight

Immediately after you land, you must take another screenshot of your EKNL showing the last 4 waypoint entries.

6.3.3 ACARS Documentation

You will need to obtain your SmartCARS tracking file. Please note: support from another pilot who confirms your flight on ACARS is not sufficient evidence, and will be denied without additional documentation as noted in the section.

6.3.4 Evidentiary Screenshot Submission

All screenshots with any tracking files from the automated systems must be emailed to the COO within 3 hours of your landing. When you file your manual PIREP, it will be immediately held pending the validation of the flight. If the supporting files are not sent before you file the PIREP it will not be approved.