

# International Virtual Aviation Organisation

## Flight Operations Department



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Rev. 2

### VA R&Rs implementing circular

To: All IVAO users

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Hello Gentlemen,

VA R&Rs has just been changed, with some amendments to existing rules and some brand new rules. The purpose of this document is to explain in details what is changed and what everyone of you, as CEO of a VA, has to do to comply with these new rules.

Through this document we will try to explain each rule thoroughly so to avoid misunderstandings and misinterpretations. For your convenience the new rules are depicted in red while amendments to previous rules (that actually don't change the rule itself) are depicted in green.

These changes in R&Rs became necessary for us, as Flight Operations Department, to provide a better management of the VAs system within the network and for you, as VA managers, to have rules more clear and less subject to personal interpretation. If the rules are clear enough, it's easier to comply with them.

**All these rules, with no exceptions, apply to all VAs that wants to become affiliated with the IVAO network, whether or not they will use the IVAO VA-pirep system that remains an option and is absolutely not mandatory.** We want to remark here the difference between the IVAO VA system and the IVAO VA-pirep system. The IVAO VA system is the global VA management within the IVAO network and every VA, at the time of registration, is included in this system and becomes part of it. The VA-pirep system is a tool that IVAO offers for free to all those VAs not willing to buy a commercial pirep system program and/or create their own one.

Once more we want to point out that this document doesn't add or change anything to the rules you can find in [this page](#), it's solely intended to answer most of the questions and dispel most of the doubts that could arise reading the new rules. Nevertheless, **please, read this document thoroughly** and do not hesitate to contact us for any doubt or question you might still have.

Least but not last, these rules are effective immediately, so all the VAs sending the registration request starting the day this circular is published will have to comply with them. The rules are also retroactive, but all the existing VA will have a 6-months period to comply. At the end of the 6-months period (that starts the day the circular is published) all the VAs still not complying with these rules will be removed from the system.

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**Rule #1 = No changes**

The selling of goods, items of any kind and gadgets related or not to the VA itself and any form of e-commerce is strictly forbidden through the VA website pages.

Nevertheless, a VA is allowed to insert in its website a button or a link allowing people to make voluntary donations to support the expenses (domain, hosting, etc) that the VA managers have to deal with to maintain the VA alive and running. The following conditions have to be satisfied:

- Wherever the button/link to make a donation is displayed, a statement, similar to the following one, must be present: "The donation is absolutely not mandatory to join and participate to the VA activities. It's just a contribution to share the expenses and keep the VA active". No need to use these exact words, but the meaning of the statements must not change.
- The button/link to make a donation must be displayed first of all in the home page of the VA website, along with the statement mentioned above.
- For no reason whatsoever users making voluntary donations will benefit additional services and/or will access extra features, resources and website pages with respect to users not willing to donate. Every user affiliated to the VA will be considered at the same level, with the same rights and benefits within the VA, regardless he/she made a donation upon joining the company or will make a donation any time in the future.
- If the VA website has pages restricted only to VA registered users, the button/link to make a donation can not be displayed solely in those pages, but it must be displayed also in the "not-restricted" pages, starting with the home page.

**Rule #2 = No changes**

**Rule #3** = Your VA should use its assigned 3 letter code, to be able to use the network services provided, and only IVAO™ member VAs will have the right to maintain a registered ICAO code. **You can chose your own ICAO code during the registration process and it will be assigned to you unless the code is already in use. If the VA you are registering is based on a real airline, then you will be assigned the ICAO code of that real airline unless, of course, there's already another VA based on the very same real airlines thence using that code. In this case you will have to chose a different one. In case your VA is NOT based on a real airline, it might happen that the code you chose during the registration process becomes the ICAO code of a new born real airline; in this case you will have to change your ICAO code upon request of the FOHQ. Note: the reference for real airlines is [ICAO Doc 8585](#).**

Basically, when you register a new VA, two scenarios are possible: or the VA simulates a real airline operations or is a fictional VA, not related to any real-world airline.

If your VA is related to a real airline, you can request to be assigned the ICAO code of the real airline you simulate and it will be definitely assigned to you unless another VA simulating the very same real airline already exists in the IVAO database. In this case, since the ICAO code is unique, you will have to chose a different code. We can't have into the system 2 or more different VAs with the same ICAO code.

If your VA is a fictional one, you can chose any ICAO code not already in use: this means the ICAO code you chose must not belong to a real airline or to another VA already existing. If the ICAO code you chose is already in use and can't be assigned to you, we will inform you during the VA registration process so you can change it.

Users registering a fictional VA should be aware that they might be asked to change the ICAO code they chose at the time of registration: this will happen if a new born real airline will start its operations using the same ICAO code you chose for your fictional VA. In this case there's no other option than pick up a new code upon request of the FOHQ.

**Rule #4** = **The registration form must be filled in and submitted by the actual CEO/Owner of the VA and not by another person, even if belonging to the VA-staff.**

This is a brand new rule: the person filling in and submitting the form to request the VA registration must be the actual CEO/Owner of the VA. Quite often people different from the CEO (either belonging to the VA-staff or not) submit the application. This is not allowed: only the actual CEO/Owner of the VA is allowed to fill in the form with his personal data and submit it. Registration requests submitted by a person different from the CEO will be rejected without notice.

**Rule #5 = (Former rule #4) No changes**

**Rule #6 = (Former rule #5)** VAs are required to update their membership details when they change (**CEO/Owner, Staff list, Pilot list**, URL of website, e-mail, etc...). No reply to mails due to not existing mail addresses will lead to the VA removal from the database.

Here we just added the CEO/Owner, Staff list and Pilots list among the things that you need to keep up to date at all time. Always notify FOHQ mailing FOD and FOAD of any changes that occur within your VA. (A change of the CEO/Owner, a change in the website URL or contact e-mail must always be notified to FOHQ). The staff list and the pilot list can be updated by the CEO itself or by the VA-staff both on the IVAO VA-system, if in use, and on the VA website.

**Rule #7 = (Former rule #6) No changes****Rule #8 = (Former rule #7) No changes**

**Rule #9 = (Former rule #8)** **To become a VA affiliated with IVAO™**, the company must have at least 10 IVAO™ active users, and you have to send an email to the email account advised in the Virtual Airlines pages requesting to become active in the VA system.

For what was said in the introduction (see page 1 of this document):

**To become a VA affiliated with IVAO™ = To be included in the VA system.**

Become active in the VA-system means instead that the VA is willing to use the pirep system, and to be activated the mail is required.

An "IVAO active user" is not a member whose account is active but, speaking about VAs, is a member who is also active within the VA, meaning he flies using the VA callsign, contributing to build the amount of hours flown required to a VA (see rule # 5).

**Rule #10 = (Former rule #9)** Companies not having activity in the VA system for more than 4 months will be removed from VA system. The company will continue being in the IVAO™ database but not in the VA system. **After 6 months of inactivity the company will be removed from the database.**

To better understand this rule, read it this way: Companies not having activity in the VA pirep system for more than 4 months will be removed from VA pirep system. The company will continue being in the IVAO™ database (in the VA system basically) but not in the VA pirep system. (Thence this part applies only to those VAs using the IVAO pirep system). **After 6 months of inactivity the company will be removed from the database.** This part applies to all VAs.

Actually every VA, after six months of inactivity is removed completely from the system: the four months for those VA using the pirep system, is due to the need of clean up the databases from useless data.

For activity we mean the flight activity of the company within the IVAO network, according to rule 5. Rule #5 set a figure, since we can not write in the rules that a VA must simply log "some" flight time. But, as I said rules set general guidelines, and common sense fills up the gaps left by the regulations. What this means? If a VA has 10 active pilots, according to rule 5, should log at least 20 hours per week; of course we will never enforce such a rule strictly, first of all because it doesn't make sense that we check the flight activity of every VA every week, second because we are not able to do it. The flight activity of a VA is always checked over a long period of time (from 6 to 12 months) since it gives us a better idea of the flight activity. And also we don't use that calculation so strictly: a VA with 10 pilots over a period of 12 months should log 1040 hours. Don't think we delete a VA just because the flight time was 1039 hours. Be sure that we use common sense when checking a VA: if we see that the VA pilots fly more or less on a regular basis, and the overall flight time is consistent with the number of pilots in the VA, we don't need to go any further. On the other hand if we find a VA that has 20 pilots and logged only 15 hours of flight time over a year, then we start to wonder.

**Rule #11 = (Former rule #10) No changes**

**Rule #12 = (Former rule #11) No changes**

The VA system mentioned here has to be intended as the VA pirep system provided by IVAO.

**Rule #13 = (Former rule #12) No changes**

**Rule #14 = (Former rule #13)** The VA must have and maintain a fully functional website at all time. A VA without a website will be removed from the database. **If you are planning a major website maintenance or any other action that will result in the website off-line for several days, please send an e-mail to the Flight Operations Director and/or the Flight Operations Assistant Director informing about the site outage.**

This part was added just to explain that VA-staff must inform FOHQ about any temporary website closure, otherwise a VA found without a functional website could be removed from the database without notice. When we perform random check on VAs, if we find a website not working, we start monitoring: if after 10/15 days the website is still off-line, the VA is removed. From here the importance of informing us about a website closure if it will last more than 4 or 5 days.

**Rule #15 = The VA website must have a pilot roster page and a staff list page always up-to-date and, for those airlines using the IVAO™ VA pirep system, those pages must always be synchronized meaning that the pilots roster on the website must shows the same active pilots than the VA-system pilots list and the staff list page on the website must show the same staff members than the staff list page in the VA-system. If a VA has a CEO/Owner listed in the VA-system (most likely the one who registered the VA) who differs from the one listed in the VA website staff list, the VA will be removed from the database.**

The VA website must include a pilot roster page and a staff list page (two separate pages or a single page where the staff position of a member is clearly indicated) and these pages must be public, accessible by everybody without the need to log in onto the website. As an alternative, you can provide your division FOC/FOAC and FOHQ the required access rights, but this is a solution we'd like to avoid if possible

If the VA uses the IVAO pirep system, in the VA pages of IVAO website are listed all the pilots and all staff members and these lists must match exactly those on the VA website. To make it simple, if in the VA page on the IVAO website I see 3 staff members and 15 pilots, I have to see the very same staff members and the very same pilots on the VA website, since we check both. Of course, also the CEO listed in the VA page of the IVAO website must match the CEO listed in the VA website.

If the VA don't use the VA pirep system, then on the VA page on IVAO website, only the CEO is listed and again, he must match the one listed in the VA website.

Recently, too many VAs were found with two different CEO, one indicated in the VA page on the IVAO website and a different one indicated in the VA website: the worst thing is that sometimes the CEO listed in the VA website was not even an IVAO member. Since we do believe that VA managers take more care of their own website rather than the VA page on the IVAO website, we consider as CEO of the VA the person listed in the VA website thence, in case of discrepancy, we will mail the VA asking them to fix the problem within a 15-days period. Failing to do so will result in the VA being removed from the database.

**Rule #16 = If the website of the VA is not in English, at least some pages must be in the English language. Mandatory pages in English are: the home page, VA Rules & Regulation page, the pilot roster, the staff list, and the page(s) related to the flight activity of the VA (i.e the statistic page).**

Even if Div. FOC/FOACs are responsible to check the VA website, also FOHQ must randomly check these websites and only if some of the pages are in English language we are able to do so. Not the whole website must be bilingual, just a few pages we need to check to ensure the VA complies with R&Rs. This rule applies to all those VAs not having the website in English. The pages that have to be bilingual are:

- Home page
- VA Rules & Regulation page
- Pilot roster page
- VA-Staff list page
- Flight activity (i.e. statistic page)

Of course, the content of English pages must match the one of the page in the original language. Existing VA has a 6-months period to translate these pages and comply with this rule. New VA must have already these pages translated in English at the time they send the application to register the VA.

**Rule #17 = If the VA is active also on other networks and/or allows pilots to fly off-line, thence not necessarily registered on the IVAO network, the pilot roster page on the website should clearly emphasize those registered on the IVAO network. The pilot roster could be divided in 2 or more sections (IVAO pilots with their name and/or IVAO Vid, other network pilots, pilots flying off-line etc.) or show, close to each pilot name or callsign, the logo of the network the pilot belongs to with his Vid.**

Basically, if your VA is active also on other networks and/or allows pilots to fly off line, the pilot roster page must include the person IVAO Vid and simply the "IVAO" logo next to the pilot name. Since a VA to exist needs to have at least 10 IVAO active pilots at all time, it's important that the pilots belonging to the IVAO network can be clearly identified. All other pilots don't count for the ten required to maintain a VA active.

The Flight Operations Department

Massimo Totaro  
IVAO-FOD  
[fod@ivao.aero](mailto:fod@ivao.aero)

Cédric Cumenal  
IVAO-FOAD  
[foad@ivao.aero](mailto:foad@ivao.aero)