

Rules & Guidelines

22.10.2024

VERSION 1.0



| 1. INTRODUCTION  | PAGE 4 |
|--|--------|
| 2. GENERAL COMMUNITY RULES   | PAGE 5 |
| <ul><li>2.1. Respect and Courtesy</li><li>2.2. Language</li><li>2.3. Spam and Advertising</li><li>2.4. Impersonation</li></ul> |        |
| 3. DISCORD SERVER GUIDELINES   | PAGE 5 |
| <ul><li>3.1. General Server Guidelines</li><li>3.2. Channel Usage</li><li>3.3. Moderation</li></ul>                            |        |
| 4. WEBSITE AND SYSTEM RULES  | PAGE 6 |
| <ul><li>4.1. Booking System and Flight Logging</li><li>4.2. Technical Issues</li><li>4.3. Flight Network Updates</li></ul>     |        |
| 5. COMETJET AS A BRAND   | PAGE 6 |
| 5.1. Branding<br>5.2. Livery Creation  |        |
| 6. VIOLATIONS AND PENALTIES  | PAGE 7 |
| 7. OTHER   | PAGE 7 |
| <ul><li>7.1. Suggestions and Feedback</li><li>7.2. Contact</li><li>7.3. Changelog</li></ul>                                    |        |





### 1. INTRODUCTION

Welcome to CometJet Virtual Airlines! We're excited to have you as part of our community.

As we continue to grow, it's essential to establish clear guidelines that help us maintain a positive and respectful environment for everyone. Our rules are designed to foster a supportive space where all members can engage, learn, and enjoy their flying experience. Remember, your participation helps create the atmosphere we all cherish.

Thank you for being a part of CometJet VA. We're looking forward to soaring to new heights together while upholding the values that make our community special!

CometJet CEOs: Aviaced, KayJayKay





## 2. GENERAL COMMUNITY RULES

## 2.1. Respect and Courtesy

- Treat all members with respect, regardless of role or rank.
   Harassment, discrimination, or toxic behavior of any kind will not be tolerated.
- Disagreements should be handled civilly. If conflicts arise, seek assistance from a moderator rather than engaging in personal disputes.

### 2.2. Language

- English is the primary language of this server. In addition, we allow the use of Slavic languages on the channel designated for this purpose (#: ! slavic-chat).
- Please avoid using offensive language, slurs, or any expressions that could offend or alienate others.
- Keep conversations appropriate for all ages; explicit or inappropriate content is strictly prohibited.

### 2.3. Spam and Advertising

- Avoid spamming messages, repetitive content, or tagging multiple users unnecessarily. Excessive posting can disrupt the flow of conversation in channels.
- Unapproved promotion of other servers, brands, or products is not allowed. For partnership requests, reach out to a CEO directly.

## 2.4. Impersonation

 Do not impersonate any member, moderator, or external individual in username, profile picture, or behavior. Impersonation will result in disciplinary action.

## 3. DISCORD SERVER GUIDELINES

#### 3.1. General Server Guidelines

- Follow all channel-specific rules and read the channel descriptions to understand appropriate use.
- Respect the hierarchy within the server. Moderators' decisions are final, but if you feel an action was unfair, you may appeal privately to a CEO.

### 3.2. Channel Usage

 Each channel has a specific purpose. Before sending a message, check the channel's description and ensure your message aligns with its purpose.



#### 3.3. Moderation

- Moderators are here to keep the community safe and organized.
   Always follow their guidance, and use private messages if you need to report an issue.
- Appeals for disciplinary actions can be made by contacting a moderator, admin or CEO. Each appeal will be reviewed carefully to ensure fair treatment.

## 4. WEBSITE AND SYSTEM RULES

### 4.1. Booking System and Flight Logging

- Book all flights through the CometJet booking system and accurately log flight information. Accurate logs support flight tracking and data integrity.
- All necessary information on the CometJet flight recording system can be found in the SOP

#### 4.2. Technical Issues

- For any issues with flight logs or the booking system (e.g., incorrect times, missing return flights), report them to a CEO.
- Use the #? : help-center channel for technical support, and moderators will assist you as soon as possible.

### 5. COMETJET AS A "BRAND"

# 5.1. Branding

- CometJet maintains a professional and consistent brand image across all platforms. Adhere to official colors, logos, and style guidelines when creating content for CometJet.
- We do not accept the unofficial use of CometJet logo or branding in any external medium or content, however, we cannot prohibit this as our branding and logo are not protected by copyright, so we ask you to respect this.

# 5.2. Livery Creation

 All custom liveries representing CometJet VA can be found on our official website in the "Crew" page. Liveries that are not posted there are not official and we do not accept sharing them anywhere. This is only allowed for personal use. Please respect these guidelines to protect CometJet's liveries and to maintain the uniqueness.



### 6. VIOLATIONS AND PENALTIES

- **Minor Violations:** Minor infractions may lead to warnings. Repeated offenses will result in temporary suspensions or potential removal from the server.
- **Serious Violations:** Major infractions (harassment, unauthorized content sharing, impersonation) will lead to immediate action, including possible permanent bans.
- Appeals: Disciplinary actions may be appealed by contacting a moderator or admin privately. Appeals are reviewed individually for fair outcomes.

### 7. OTHER

### 7.1. Suggestions and Feedback

• We value input from all members! Use the #\$\simeq\$ : suggestions channel to share ideas, event suggestions, or features you think could enhance the CometJet experience.

#### 7.2. Contact

E-mail adress: <a href="mailto:hello.cometjet@gmail.com">hello.cometjet@gmail.com</a>
Discord server: <a href="https://dsc.gg/cometjet">https://dsc.gg/cometjet</a>
Official website: <a href="https://cometjet.eu">https://cometjet.eu</a>

#### Our social media:









### 7.3. Changelog

| Day                 | Version | Changes | Signature   |
|---------------------|---------|---------|-------------|
| 27.10.2024<br>12:46 | 1.0     | -       | Kay Joy Kay |

