

FIELD MANAGER CHECKLIST

A few days ahead of your day, send a post to Norcalsoaring (groups.io) to see who plans to fly that day. If needed, separately contact the scheduled tow pilot and instructor to make sure that they plan to be in Byron. If no instructor is on the schedule, confirm with chief instructor. If no tow pilot on schedule, confirm with tow pilot scheduler. It is your responsibility to be proactive and ensure everyone is available for Ops, or consider canceling Ops after discussing with tow pilot and instructor as last resort. If Ops are canceled, please update Trumba and send an email to the club mailing list asap.

Email addresses and phone numbers of instructors and tow pilots are listed on our web site. If weather is questionable (e.g. strong wind or rain expected), call instructor or tow Pilot for advice.

PRIOR TO THE FIRST LAUNCH OF THE DAY:

1. Arrive on time - no later than 9:00A.M, before the tow pilot arrives = Wear Field Manager Vest! Bring Water, supplies are often low.
2. Check that there is a tow pilot and an instructor on the field or on the way if late and check the tow plane status with the tow pilot.
3. Assist the tow pilot as needed in pre-flight of the tow and checking the tow rope carefully.
4. Ensure the tow rope, hook, spool are in the golf cart. It is your responsibility to bring the tow rope to the tow plane before first launch.
5. Push the cart out until the front wheels are out of the hangar before driving under power.
6. Place one hand held radio, tuned to 123.05, in the chair immediately outside of the Flighthouse.
7. Bring out a golf cart to the first plane that will fly that day and assist as needed.
8. Bring the club radio (and a second radio if possible) to monitor 123.05 to the flight line.
9. Restock the cooler with water. On hot days: bring ice and frozen or cold water bottles in the water jug to the flight line. Use the little cart available to bring the water.
10. Help to get the first flight going by 10 AM or as soon as possible. Students expected to arrive >1hr prior to flight - and stay to help out at least 1hour after
11. Unroll and fake* out the tow rope in the vicinity of the launch point, but not on a taxiway. Inspect the tow rope. When it is time, hook up the tow rope to the towplane, with assistance from the tow pilot as needed. Offer to test the release (pull on rope, tow pilot releases)
*lay out tow rope ready to use in a way it will not become tangled when pulled away by the tow plane
12. Remove the stanchions from the taxiway turn offs of the runway/s in use.
13. Unless launching or recovering, be sure that everyone stays clear of the runway and on the correct side of the hold short lines. Do not place objects on the taxiway sign or runway lights, high voltage may be present.

LINE OPERATIONS:

Take charge of the line operations. - Let pilots know the order of the flights. Check list with instructors.

Your primary responsibility is to conduct safe glider operations.

- Be sure that everyone stays clear of propellers and the probable path of all taxiing airplanes.
- Before entering the runway make sure that traffic on approach allows enough time to get the tow plane and sailplane onto the runway, launched, and personnel clear of the runway.
- Request help to push out the sailplane, run the wing, retrieve a landing glider, etc.
- Never grab the towrope with your hand when the rope is moving
- Supervise – check that ground handlers as well as pilots are familiar with and using proper hand signals as well as radio in communicating with tow plane: once the glider is positioned on

the runway, one wing MUST stay on the ground until there is no one in front of the glider AND the pilot has given the wing runner 'thumbs up'. If spoilers are open, give pilot 'check controls' signal. If the pilot wishes them open, he should bounce them up and down and up again. If in doubt of safe tow, radio: "STOP TOW" Note: Use the radio! The tow pilot may not see hand signals due to the vibrating mirror.

The pilot will announce on the radio that the glider is ready for tow.

1. Delegate tasks. It is more important for you to watch for traffic and coordinate the launch than to get absorbed in running a wing or pushing the sailplane. Get off the runway ASAP.
2. Request help to get the next plane staged at the hold line as soon as the previous sailplane has launched. When the previous sailplane is off tow, tell the next pilot in line that he should get in his plane to get ready.
3. If a glider is in the pattern and another one is already staged behind the hold line, you can request that the pilot of the landing glider try to use the mid-field turnoff to exit the runway, if he feels it is safe to do so. The pilot is under no obligation to follow or acknowledge your request, but if it is safe to do this, it makes the launch operations much more efficient. Send a crew person to retrieve the landing glider in time for the landing. When one or more people are on the runway to launch or retrieve a glider, at least one person should carry a radio tuned to 123.05.
4. **Check for traffic before entering the runway to retrieve a glider.** If there is potential conflict, do not enter the runway, instead advise the landing aircraft on the radio that there is a glider on the runway. Avoid requesting an aircraft to go around, this should be the PIC decision.
5. Remind pilots that they need to stay to help out for at least one hour after their flight.
6. Coordinate launches between the glider and the tow pilot. Ask the tow pilot if he needs water, ask him to let you know in advance when he will need to refuel or take a rest.
7. When the flight line is idle, check that the gliders on the ground are not blocking the taxiway and they are behind the hold lines. Instruct inexperienced crew as needed.
8. Plan your own rest time when the line is less busy and ask a member to cover for you. Drink water.
9. Make sure pilots are aware of parachute ops and stay out of parachute drop areas.
10. When the tow plane is stationary, and the engine is not running, minimize the length of tow rope on the taxiway.

AFTER FLYING:

1. Collect the tow rope, place on the spool, and leave it in the golf cart. Expect the tow pilot to release the tow rope on the taxiway before taxiing to parking. The field manager and tow pilot should coordinate the precise rope release location in advance.
2. Ensure that all of the gliders (incl private gliders unless that pilot has told you he is landing elsewhere) have returned and are well tied down (or otherwise secured). If a glider is unaccounted for, see note 4). A good tie down is of course the pilot's responsibility but the Field Manager should CHECK THAT ALL TIEDOWNS ARE SECURE BEFORE LEAVING the field. At the same time, check that all static ports are taped (non-white tape).
3. If a glider is unaccounted for at the end of the day, attempt to contact crew or glider; tow pilot could try broadcasting in the blind from altitude; call the pilot's cell phone. Check the SSA tracker, or consult with Instructor or experienced club members regarding other options.
4. Replace all the stanchions you had removed.
5. Connect the hand-held radios to their chargers. Connect all batteries to their proper chargers.
6. Park the golf carts, the Green cart in front of (and partly under) the aircraft's left wing, and the White cart in front of (and partly under) the aircraft's right wing. These positions cannot be interchanged. Both carts are parked tail-first in the hangar and do not fit in nose-first. The golf carts are to be lined up and backed up only until the rear wheels have just crossed the

track of the hangar doors. Then, shut the cart off and push it by hand the last few feet into place; do NOT back it into final position under cart power. Be sure to set the brake on the cart and set the direction to forward or neutral.

7. Connect golf cart to charger firmly. Also check the battery water level and tires.
8. Install large pin to secure left hangar door; then lock hangar.
9. Write a brief note in the log, summarizing the day; (+ a few words later by club email to the group)
10. If needed, leave a reminder message to the next member scheduled as Field Manager.
11. Write any "squawks" on the chalkboard in the clubhouse, as well as in the daily log and club mailing list.
12. Have a beer and relax; you probably need one at this point.
13. Before locking up, remove any food scraps, put garbage in Airport Bin :**mice are a problem**, close all windows, close and lock sliding door.

Thanks for your work as Field Manager. You are helping NCSA conduct safe and efficient flight operations and your cooperation is greatly appreciated.

Updated: 6/13/21