

NCSA Field Manager Manual

This manual details a field manager's (FM) responsibilities. There are other controlled documents and tools referenced within this document; any item underlined references details provided at the end of this document. To aid those serving as FM, there is also a separate FM checklist that attempts to capture the critical items contained here in a one page format, i.e. something the FM can carry around on the field in a pocket.

Mid Week (before your assigned date):

The primary FM responsibility before the day of operations is to confirm a tow pilot & instructor will be at Byron & ask how many members plan to show up for flying.

- Check the Trumba calendar a few days ahead of your day to see if a tow pilot and instructor are listed
- Go to the NCSA web site at <https://www.norcalsoaring.org/>
- Click on MORE, then PILOT RESOURCES
- You should see your name (as FM), a tow pilot and an instructor listed; the three entries are color coded
- If no instructor is on the schedule, confirm with chief instructor. If no tow pilot on schedule, confirm with Tow Pilot Scheduler (<https://www.norcalsoaring.org/> then Contacts)
- If both instructor and tow pilot appear in Trumba, email the membership (norcalsoaring@groups.io) asking who intends to fly.
- If weather is questionable (e.g. strong wind or rain expected), call instructor or tow pilot for advice. Email addresses and phone numbers of instructors and tow pilots are listed on our web site (<https://www.norcalsoaring.org/> then Contacts)
- 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 is cancelled, log into Norcalsoaring.org; then Pilot Resources/Calendar/scroll to bottom for instructions.
- If you have not watched already, view 'Wing Runner Online Course' found on the NCSA website.

Before 1st Tow:

The primary FM responsibility before the first tow is to confirm tow pilot and instructor will be there, golf carts, radios, tow rope, drinking water are available, stanchions are removed, and all present are acting safely.

- Arrive on time, at least 1/2 hour before first tow is expected. Note that the instructor usually publishes a schedule for the day, and other flying will often email their intended launch times.
- In case of delays or cancellations, send an email to the mailing list and send a message to our WhatsApp group if you using whatsapp. Monitor the whatsapp group for requests. See our document section online on how to join the whatsapp group.
- Check water levels in golf carts, and fill as needed; visually check tires for proper inflation; fill as needed.
- Wear field manager vest.
- If the instructor or tow pilot is late, text or call them to confirm they still plan to show up.
- Push the golf carts out of the hangar. Remember to push until the rear tires are out of the hangar before driving under power (we do not want to damage wings).
- Place a hand-held radio in each golf cart, & one on your person (all tuned to 123.05), pls use the radio shoulder holster.
- Find the tow rope, and place in the golf cart; it is the FM's responsibility to bring the tow rope to the tow plane before the first launch.
- Bring out a golf cart to the first plane (in the tie down area) that will fly that day and assist as needed.
- Bring bottled water to the flight line as needed, either in a golf cart, or using the small white 4-wheel cart behind a golf cart.
- Unroll and fake* the tow rope in the vicinity of the launch point, but not on a taxiway. Inspect the tow rope. If there is concern about the condition of the tow rope, consult with the instructor or tow pilot.
- *lay out tow rope ready to use behind the tow plane in a way it will not become tangled when pulled away by the

tow plane; See Fig 1 for fake out preferred location when using runway 30/1st turn off. See Fig 2 for runway 23 fake.
-When it is time, hook up the tow rope to the tow plane, with assistance from the tow pilot as needed. Offer to test the release (pull on rope, tow pilot releases). The FM 'owns' the tow rope when it is not attached to the tow plane.

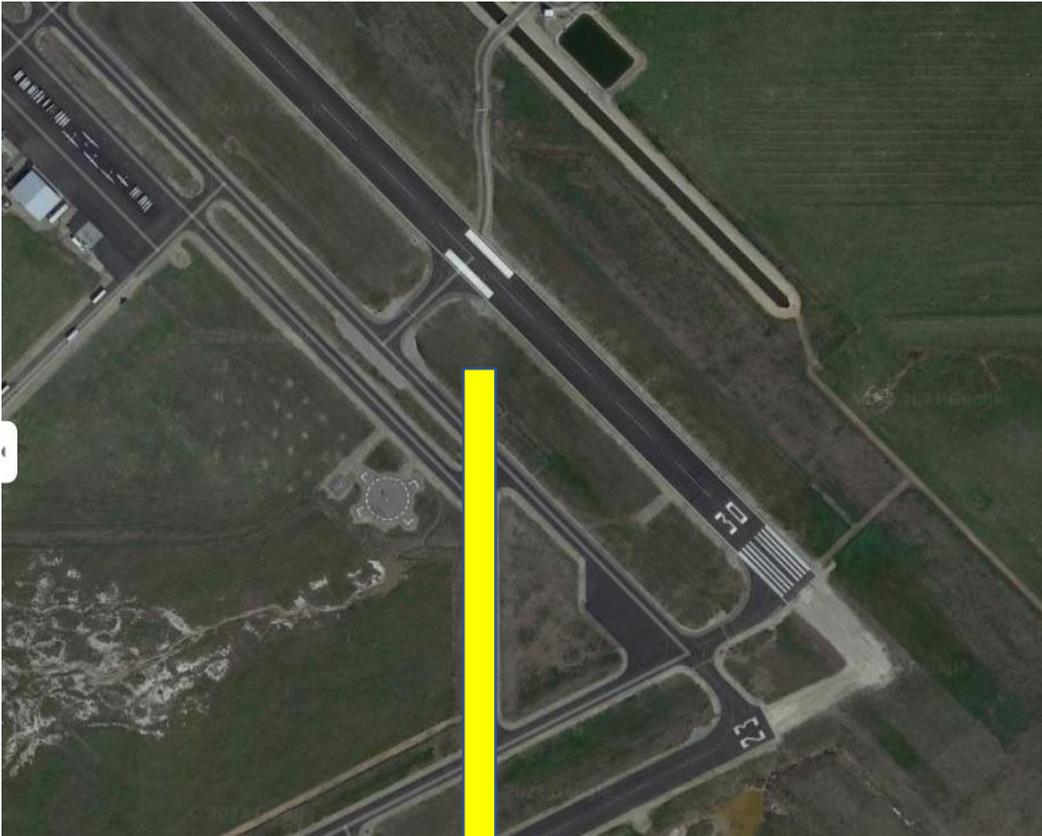


Fig 1 Preferred Fake Location for Runway 30 1st turnoff

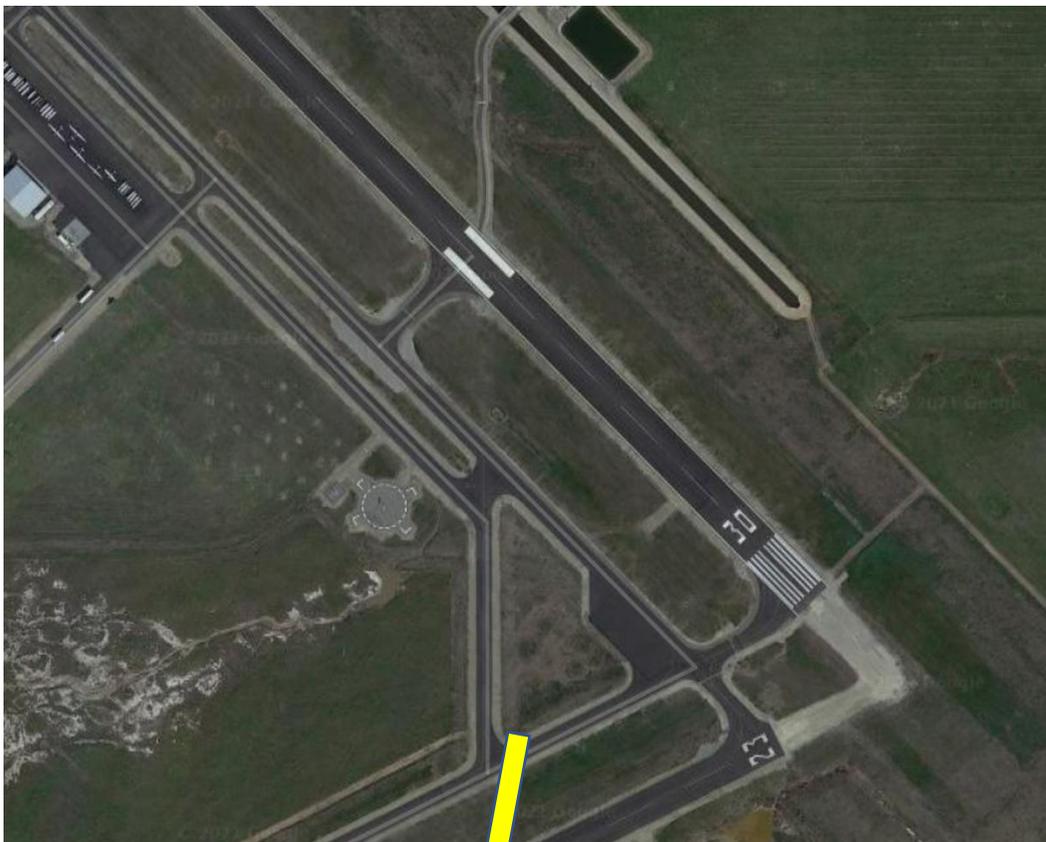


Fig 2 Preferred Fake Location for Runway 23

- Remove the stanchions from the taxiway turn offs of the runway/s in use.
- Unless launching or recovering a glider, 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:

The primary FM responsibility is to conduct safe glider operations.

- Take charge of the line operations; let pilots know the order of the flights. Check list with instructors.
- 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. Do not enter runway until the tow pilot or glider pilot has announced they are taking the runway.
- Time permitting, ask the glider pilot if the tow is a high tow or pattern tow.
- The FM is not expected to do all glider ground handling tasks; request help to push out the sailplane, run the wing, retrieve a landing glider, etc.
- There may be people on the flight line who are not club members who have little aviation knowledge. Unless you are asking for their help in launching gliders, request that they always stay behind the runway threshold. Also strongly emphasize staying clear of propellers.
- Never grab the towrope with your hand when the rope is moving, the moving rope can abrade your hand quickly.
- Confirm the wing runner is familiar with **proper hand signals**.
- Once the glider is positioned on the runway, one wing must remain on the ground until there is no one in front of the glider and the glider pilot has given the wing runner "thumbs up".
- Using the "tow rope stick" position the TOST ring in front of the glider nose. Show the tow ring to the glider pilot(s). Using proper hand signals, hook up the glider to the TOST ring & tow rope. Once connected to the glider, firmly pull on the rope to verify the glider is properly attached. The glider pilot may even request a test release of the rope.
- Once the glider pilot gives the "thumbs up" (and no one is in front of the glider), level the wings and use the "take up slack" signal.
- Once the rope is tight, wait for the glider pilot to communicate with the tow plane to begin take off, listen for the glider pilot to announce 'ready for takeoff' and wag the rudder to indicate they are ready for the tow to begin. Once you see either signal, use the 'begin takeoff' signal.
- As the take off begins, run with the wing as far as possible. Do not pull back or push forward on the wing, but keep the wing level as much as possible.
- After releasing the wing, walk off the runway promptly checking for landing traffic; ensure all others are off the runway.
- The returning glider landing on 30 (or 12) may either land and stop at the launch point or land long at the next taxiway. If the glider is stopping at the launch point, it will either stay on the runway for the next tow, or exit the runway. If the glider is landing long, request someone retrieve the glider with a golf cart (remember to take tail dolly), or retrieve yourself. Also, if the glider is landing long, tell the next glider pilot in line to prepare for the next tow.
- A glider landing on 23 will stop at either the 2nd or 3rd taxiway, and will need a golf cart retrieve.
- A glider landing 05 will often roll the end of 05 (threshold 23) and will need to be retrieved.
- Try to avoid taking the golf cart onto any runway (ie do not cross the threshold).
- If appropriate, the FM can request the landing glider to 'take the centerfield turnoff' (ie next turnoff).
- Always check for traffic when 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.
- When the tow plane is stationary & the engine is off, 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.
- 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.
- The goal is to not to have any portion of the tow rope on the taxiway when the tow plane is stationary, and the engine

is not running.

-Plan your own rest time when the line is less busy and ask a member to cover for you. Drink water.

After Flying:

-The primary FM responsibility after flying is to ensure gliders, golf carts, tow rope, batteries, hand held radios, stanchions are put away properly

-At the end of the day, the tow pilot will release the tow rope before taxiing to the hangar. The FM & tow pilot should coordinate the precise rope release location in advance.

-Collect the tow rope by spooling it onto the reel; leave the reel in the golf cart.

-Ensure that all of the gliders (incl private gliders unless that pilot has told you they are landing elsewhere) have returned and are well tied down, or otherwise secured. A proper tiedown is the pilot's responsibility, but the FM should check all tiedowns are secure before leaving the field. A magnus + 2 half hitches are recommended for tie downs. Also check that all static ports are taped (with red tape if available).

-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 glideport.aero, or consult with instructor or experienced club members regarding other options.

-Replace all the stanchions you previously removed.

-Connect the hand-held radios to their chargers. Connect all batteries to their proper chargers. Report anything missing.

-Once the tow plane is secure in the hangar, 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. Note that the wooden wheel chokes for the golf carts in the hangar are color coded to the golf cart colors (eg green chock to green cart).

-Connect golf cart to charger firmly. Visually check tires for proper inflation, fill as needed.

-Install large pin to secure left hangar door; then lock hangar.

-Write a brief note in the paper daily log in the hangar, summarizing the day (plus a few words later by club email to the group).

-If needed, leave a reminder message to the next member scheduled as Field Manager.

-Write any "squawks" in the daily log and club mailing list.

-Before locking up the hangar, remove any food scraps (we have mice), put garbage in airport dumpster and close all 'doors'; large hangar doors, roll up door, back door that is near rest room.

Thanks for your work as Field Manager.

You are helping NCSA conduct safe and efficient flight operations and your cooperation is greatly appreciated.

TRUMBA:

- Goto NCSA website <https://www.norcalsoaring.org/>
- Click on *MORE...*
- Click on *Pilot Resources*
- Click on *Calendar*
- Scroll down to *To Update the calendar or cancel ops*
- Following instructions found here

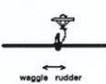
Water Levels in Golf Cart:

- Lift the seat and expose the batteries. There are six batteries; the water level in all should be checked
- Carefully remove each battery cap and using a flashlight/cell phone, check to see the water covers the cells.
- If the cell is exposed, add enough **distilled** water to cover the cell (available in the hangar).

- Be very careful when opening, filling and closing the battery caps. Even a small amount of battery acid will eat through clothing and burn your hands. It is recommended you wear acid resistant gloves and safety goggles.

Hand Signals: <https://www.ssa.org/soaring-signals/>

SOARING GROUND SIGNALS

1. CHECK CONTROLS 	2. OPEN/CLOSE TOW RELEASE 	3. TAKE UP SLACK 	4. HOLD 	5. PILOT READY, LEVEL WINGS 
6. BEGIN TAKE-OFF GROUND CREW 	7. BEGIN TAKE-OFF GLIDER PILOT waggle rudder 	8. STOP ENGINE/ RELEASE TOWLINE 	9. STOP OPERATION EMERGENCY! 	10. TOWPLANE READY waggle rudder 

Wing Runner Online Course

- Goto NCSA website <https://www.norcalsoaring.org/>
- Click on *MORE...*
- Click on *Pilot Resources*
- Click on *Documents*
- Scroll down to find Wing Runner Online Course

-The primary FM responsibility after flying is to ensure gliders, golf carts, tow rope, batteries, hand held radios, stanchions are put away properly.

Glideport.aero:

- Go to glideport.aero
- Or
- <http://glideport.aero/map?p=GlidePort:326>