

MID-GEORGIA SOARING ASSOCIATION
OPERATIONS DIRECTOR HANDBOOK

SUMMARY OF OPERATIONS DIRECTOR (OD) RESPONSIBILITIES

An OD will be at the field for each operating day. No flying is permitted unless there is a member present to act as OD. The OD will have the authority and responsibility to take charge and run a safe and efficient operation with safety being of the greatest importance. The OD is also responsible for recording all flight times and release altitudes.

General Information for Operations Directors:

1. Each member who is not a tow pilot or an active instructor will draw OD duty up to three times a year (subject to number of available Full Members on roster at annual safety day sign-up). You are responsible for arranging a swap with another member if you cannot make your scheduled duty. You also are responsible for notifying the OD Scheduler of any schedule change. The OD scheduler will not arrange for swaps.
2. The OD is encouraged to fly when operations and good judgement permit. In order to do so another qualified member must officially assume the responsibilities of the OD.
3. If the weather forecast is bad (i.e., rain, excessive wind, low ceiling and is unlikely to improve) call the scheduled tow pilot as early as is reasonable (the duty roster is on the Groups.io site at <https://mgsa.groups.io/g/main/files> under *Calendars and Schedules*). Assignments are forwarded each week from Club's Groups.io email service. Keep in mind that all operational personnel are expected to be at the airport one-hour prior to the commencement of operations. Make a joint decision as to whether it is feasible to fly. If in doubt go to the field as the weather at Monroe will likely be different from at your house.
4. If operations are delayed or canceled be sure inform fellow members via mgsa@mgsa.groups.io.
5. Report any unusual incidents or conditions to the Glider Maintenance and Safety Officer for appropriate action. The OD has the authority to "ground" any damaged aircraft.
6. Copies of these rules are posted at www.soar-mgsa.org/links and inside the OD clipboard.

To begin the day :

1. Be at the field no later than one-hour prior to when the day's activities are scheduled to begin. It is important that the OD arrive early enough to allow sufficient time to get things in order before the flying begins. Unless otherwise arranged, operations will begin no later than 11:00 AM.
2. Promptly organize and start operations, weather permitting.
 - a. Plan with the tow pilot (who has overriding responsibility and authority for safe launches). Decide which end of the field is to be used. The Club favors Runway 3, winds permitting.

- b. When enough members are present, supervise the carefully removal of the gliders from the hangar. **Remember most glider damage occurs during ground handling.** The ideal number for removing gliders from hangar is four. If you are unfamiliar with lowering the winch- supported glider, find someone who is to assist.
- c. Check with Skydive Monroe's daily Jump Master or Jump Plane Pilot to review their proposed operations for the day and advise them of any of our special requirements.
- d. Fill up the drinking water cooler with potable water (from the hangar's sink) and if it is a hot day, obtain cups and a couple bags of ice.
- e. Golf carts daily check:
 - Two Gas Carts: Refuel if either is low. Lift the front seat of each golf cart and check the oil level. If low, carefully add oil (10 W 30). The oil should be located in one of the cabinets in the blue hangar. Tire pressure should be 18 – 20 PSI. If fuel or oil is needed ask someone to go buy some. Submit the receipt to the treasurer for reimbursement.
 - Electric Cart: Lift the front seat and check the water level in the batteries. Water levels should cover all the plates. If low, add distilled water only. Distilled water is located on the wall at the right side of hangar. The turkey baster can be used for filling.
 - Place one handheld radio on each of the three golf carts.
- f. Transport the Equipment Trailer to the staging area using the electric golf cart.
- g. Locate the OD clipboard. It should be on the golf cart or equipment trailer. This would be a good time to review the MGSA Field and Operating Rules. There should be a copy with the OD Clipboard. When members arrive who wish to fly Club aircraft, start the waiting list on the front of the OD Log sheet.
- h. All club aircraft should be pre-flighted prior to leaving the hangar area including a positive control check, tire pressure, battery, and radio.
- i. Until the launch operation begins, help transport club gliders to the flightline. Then help transport private gliders if time permits. The OD should always be on the flightline during launch operations.

On the Line:

The **Operations Director's** (OD) duties will include, but not be limited to:

1. Set up the MGSA tent as far away from the keyhole/taxiway as possible (so as to allow enough room for gliders to be easily towed past the tent). Set up the folding chairs and the Club's yellow base station radio (tuned to 122.9) on the portable bench and monitor the operation. Solicit the help of fellow members who are waiting to fly with glider staging.
2. Conduct the Daily Safety Briefing. A script located in OD clipboard.
3. In order to enhance safety and facilitate operations, glider should be parked beginning at the far side

of the asphalt key hole to conform to the Launch Safety Cone. For Runway 03 ops, all vehicles are to be parked adjacent to the chain link fence northwest of the runway. For Runway 21 ops, there is limited room southeast of the bend in the taxiway so encourage members to leave their vehicles at the Blue Hangar area and use the golf carts for transportation if needed.

4. All launch personnel should know standard hand signals. Individual who are not familiar with these signals should not be running wings or helping launch gliders.
5. Keep an eye out for taxiing Sky Dive Monroe jump plane. Do not allowing glider to be staged if doing so will delay the take-off of the jump plane.

6. Monitor the power plane activity and make sure the gliders are OFF the runway at all times unless an actual take-off is taking place.
7. Ensure that each glider has had a positive control check prior launch. No glider will be permitted to launch without one.
8. Remind PIC to perform a staging to Monroe Traffic on the CTAF (122.9) prior to staging the glider on the runway (if he has not already done so). Example "Monroe traffic, glider XX staging for takeoff Runway 3, Monroe"
9. You are the launch area air traffic safety monitor. No glider should be launched until a visual check of the traffic pattern and radio transmissions indicate that no conflict will occur.
10. During the launch effort, verify the following:
 - Traffic pattern is clear.
 - Tail dolly is off.
 - Canop(ies) are latched.
 - Spoilers are closed (three wheel and CG gliders will hold their brake and may have open their airbrakes open).
 - Safety Cone is clear.
 - Pawnee is configured correctly.
 - If you see something that does not look right, radio the pilot and/or inform the wing runner to hold the launch until that item is addressed.
11. It is very important to establish and maintain an active flight line, with the pilot in his glider ready to pull onto the active runway as soon as it is clear, so unless there is insufficient help to do so. This takes precedence over the tow sequence if the next pilot is not present and/or is not ready. We lose precious flying time dawdling between tows. TAKE CHARGE to see the operation is run efficiently.
12. Ensuring that Club parachutes are properly handled. If not being used, they should be placed off the ground and under cover.
13. If anyone is waiting for a glider flights shall be limited to one hour (or 1-1/2 hours if two MGSA members share a twin seat ship). The pilot must radio for and receive permission from the OD to stay up longer. If in the OD's belief, the list is too long to allow all those waiting a fair opportunity to fly, the flight time shall then be reduced to 45 minutes (1-1/4 hours if two MGSA members are in a twin place ship).
14. Check with the tow pilot after approximately seven tows to confirm if he needs fuel. The Pawnee will be refueled from the airport's fueling facility. Offer assistance to the tow pilot.
15. Record the flights on the flight log, including pilot, ship, take off time, landing time and equipment squawks. And, most important, obtain the tow release altitudes from the tow pilots after each tow. Note on OD log flights that are discovery rides and flight reviews. For those flights with two pilots, note which pilot is responsible (or if they are splitting) for the tow fee.
16. When a glider announces he is on downwind, have someone go to retrieve the glider. If no other members are present on the flight line retrieve the glider yourself.
17. Coordinate any land-out retrievals.

Closing the Operation:

1. Shut down operations by sunset, or if hazardous weather conditions develop.
2. Police the staging area to make sure all equipment, tow ropes (if used), rubbish, members' personal effects, etc. has been removed.
3. Club rules require all members who flew a club glider to help get the ships in the hangar, unless there are sufficient members present and agreeable to put the gliders away safely. Carefully place the gliders on the dollies to avoid damage to gliders. **Remember most glider damage is a result of ground handling mishaps**, so be careful as the ships are wheeled into the hangar. One of the two 2 place glass ships will need to be raised off of the floor with the electrically operated winch. If you are unsure about the operation of the winch or do not know how to operate the winch, PLEASE OBTAIN DIRECTIONS ON THE WINCH OPERATION from a knowledgeable member.
4. Make sure all end of day tasks have been accomplished, as follows, not necessarily in the following order:

- All gliders have been debugged by the members who flew them. **Club rules require member who flew Club equipment to de-bug the wings of the gliders.**
- All ship batteries have been removed and put on their respective chargers.
- All handheld radios (4) have been put their respective chargers.
- All the parachutes removed from the gliders and placed in the office closet.
- All ballast weights removed from the ships and stored in their wooden boxes. One box is to be stored on the Equipment Trailer.
- All canopies covered.
- Water cooler emptied and left open to dry.
- Traffic cones brought in from outside and stored on top of sink cabinet in hangar.
- Golf carts cleaned of daily trash and keys on off position.
- Electric golf cart is plugged in to charger.
- All trash cans emptied to avoid attracting insects.
- Air conditioner and all lights turned off.

5. The office, hangar, and bathrooms need to be cleaned on a regular basis. If the office and/or bathroom need to be straightened up, clean it or ask for a volunteer to do it.
6. Do a final check on the security of the hangar door locks and verify the floor pins are engaged and the hangar office and adjacent storage building are locked. **Double check by reviewing the checklist posted on inside face of the entrance door.** Once verified, now you can go home!

Final tasks:

1. Finish the OD log and forward it and any money you collected along with any receipts for fuel or oil expenses to the Club's Treasurer mitchdeutsch@comcast.net no later than the following Tuesday. Use your personal check in lieu of any cash you may have received. Prior to e-mailing/mailling, please make sure the OD log is complete, including tow heights and flight durations and clearly note any squawks/issues. Report any unusual incidents or conditions to the Safety Officer and Maintenance officer as appropriate via e-mail
2. Write and post a brief narrative summary (OD report) to mgsa@mgsa.groups.io by the following day, listing the day's activity highlights.