

# Operations Director's Handbook

## SUMMARY OF OD (OPERATIONS DIRECTOR) AND AOD (ASSISTANT OPERATIONS DIRECTOR) 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 three times a year (subject to number of 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 Web site and assignments are posted each week to the club's Yahoo Group). 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 to inform fellow members via the Yahoo Group.
5. Report any unusual incidents or conditions to the Glider Maintenance and Safety Officers for appropriate action. The OD has the authority to "ground" any damaged aircraft.
6. Copies of these rules are to be posted on the Club's Website 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. Check with Skydive Monroe's daily Jump Master or Pilot to review their proposed operations for the day and advise them of any special requirements.
- c. 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.
- d. Check the golf carts. Refuel if 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 or go buy some. Submit the receipt to the treasure for reimbursement.
- e. Locate the OD clipboard. It should be on the golf cart. 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. When enough members are present, supervise the careful removal of the gliders from the hangar. **Remember most glider damage occurs during ground handling.** The ideal number for removing gliders from hanger is four. If you are unfamiliar with lowering the glider one the winch find someone who is to assist.
- f. All club aircraft should be pre-flighted prior to leaving the hangar area including positive control check, tire pressure, battery, and radio.
- g. 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 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 handheld radio (tuned to 122.9) and supervise the operation. Solicit the help of fellow members who are waiting to fly.
2. Brief all PICs concerning Sky Dive Monroe's planned drop zone and designated landing areas.
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. All vehicles should be parked in the asphalt area adjacent to the fence on the south end of the runway and limited in number on the north end by the OD.
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. See Attachment #1.
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 notify 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 monitor and controller. No glider should be launched until a visual check of the traffic pattern and radio transmissions indicate that no conflict will occur. Ensure that tail dollies have been removed before giving launch signals.
10. 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.
11. Ensuring that Club parachutes are properly handled. If not being used, they should be placed off the ground and under cover.
12. Flights shall be limited to one hour (or 1-1/2 hours if two MGSA members share a twin seat ship) if anyone is waiting for that glider. 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). This rule does not apply to pilots of the Club's single place.
13. The Pawnee will be refueled at Sky Dive Monroe. If the MGSA fuel cart is low, take it to Sky Dive Monroe and have them refill it.
14. 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 that student pilots (ONLY those working on their glider rating as their FIRST rating) receive a tow discount as scheduled on the OD log.
15. 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.
16. Coordinate any land-out retrievals

### **Close the Operation:**

1. Shut down operations by sunset, or if hazardous weather conditions develop.
2. Make sure all the equipment is put away., Not necessarily in the following order:

- a. Make sure all batteries have been removed and put on their respective chargers.
- b. Make sure all the parachutes are removed from the gliders and place in their protective bags or hung in the office closet.
- c. Make sure glider 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.**
- d. 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.
- e. Police the staging area to make sure all equipment, rubbish, members' personal effects, etc. has been removed. Make sure the golf carts, tent, radios, water cooler, etc. are accounted for and stored in the proper location in the hangar. **Tent, chairs, one ballast box and OD clip board should be stored on the golf cart with the canopy.**
- f. 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. The trash should be dumped before locking up the hangar to avoid attracting insects.
- g. Make sure all ships and pilots are accounted for and all equipment is put up. Secure the file cabinet after placing the hand-held radio on the charger and setting the timer. Lock the hanger. Double check the security of the hanger door locks and floor pins are engaged and the hanger office and storage building are locked. Now you can go home!

**Final task:**

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 no later than the following Tuesday. Use your personal check in lieu of any cash you may have received. Prior to mailing, please make sure the OD log is complete, is balanced and including tow heights and charges for each tow and list all equipment squawks. Note any issues clearly on the sheet. Report any unusual incidents or conditions to the VP of Operations, Safety Officer, or Manintenance officer as appropriate.by e-mail via the OD report or separate report to the responsibleofficer (s).

