

LVVSA FOO Daily Procedures

Before flight operations:

- Check weather and NOTAMS
- Arrive not later than 10:00 am
- Make sure golf cart is charged. Put weaklinks and tow rope hook in golf cart.
- Get charged hand held radio and FOO vest.
- Turn on trailer base station radio and external speaker.
- Be sure flag is raised.
- Fill out header info on blank FOO sheet.
- Take tow rope out to launch area inspecting it as you go.

During flight operations:

- **RUN THE FLIGHT LINE**
- **DO NOT RUSH!** I repeat, DO NOT RUSH! Rushing causes accidents and incidents.
- Safety comes before efficiency and fun.
- Keep a radio on your person and **monitor all airport activity** on the ground and in the air.
- **ANY** member can stop operations at **ANY** time if there is a safety issue.
- Act as the central point of contact for flight operations, including scheduling demo flights and greeting visitors.
- Arrange for assistance for members moving aircraft to the flight line.
- Park FOO Cart and all vehicles **BEHIND** the tie down line to maximize room for gliders.
- Take the radio, weaklinks, and FOO box with FOO sheets, Liability waivers and rate chart out to flight line.
- Direct launches to keep tow plane busy and minimize waiting between each launch. Pilots should be in the glider ready to go, ideally behind the hold back line, before the tow plane lands.
- Be sensitive to integrating the Club's operations with the commercial and/or CAP operations.
- Verify that student pilots have the approval of a CFIG on the field to fly. No CFIG = No Fly.
- Coordinate who will take each club glider next.
- Be sure all passengers and visiting pilots fill out Liability Waiver before flight.
- Log release height, takeoff and landing times for all club and private gliders.
- Collect and safeguard all checks and cash.
- Advise flying traffic if winds change direction or velocity.
- Arrange for the prompt clearing of the runway and retrieval of landed gliders.

When filling out FOO sheet:

- Pattern tows are \$17 for tow and \$4 for club glider rental. Rope breaks count as pattern tows.
- Be sure any miscellaneous checks are clearly entered as to whom they are from and what they are for.
- Be sure there are notes on the FOO sheet to explain ALL cash payments.
- Calculate tow and rental fees for each flight as soon as possible in case someone needs to leave early.
- Make sure all flights get paid for or member realizes that any over or under charges will be automatically added/deducted from member's dues account by club Treasurer. Be sure two pilots don't think the other is paying. Make sure the accounting on the FOO log is clear to the Treasurer.

After flight operations:

- Put tow rope away on reel and store in trailer.
- Put all weak links, hooks and radios back in trailer.
- Take down flag.
- Double check that all flights are paid for or marked O/S (to be taken from the Over/Short account).
- Double check that all cash is correctly noted on FOO sheet.
- Secure FOO sheet, cash and checks in safe in trailer.
- Follow posted shut down procedures on trailer door.

WARNING

Avoid Rushing Checklists: The FOO's primary task is the safe launch and recovery of gliders. Pilots rushing to complete checklists have been a causal factor in several incidents at the club and is a detriment to student training as well. Rushing a checklist is primarily caused by two gliders potentially wanting to occupy the same place at the same time and the pilot taking off being unwilling or unable to vacate the runway. There are several ways the FOO can help mitigate this.