

# Las Vegas Valley Soaring Association

## Flight Operations Officer (FOO)

### Training Syllabus

Safety is paramount at LVVSA and the FOO is integral to safe flying. The following is a list of items that candidates must receive training on before becoming qualified to conduct FOO duties without being supervised by a qualified FOO. Any LVVSA qualified FOO can conduct this training and sign off its completion.

1. Three main points
  - a. Safety is the Prime Directive
  - b. Don't rush
  - c. You don't have to do everything, delegate when possible!
2. FOO Box Location
3. FOO Form
  - a. Location
  - b. Filling Out the FOO Form
    - i. Pilot (First and Last), passenger, release height, takeoff and landing times (if know for private gliders)
    - ii. Liability waivers for all passengers and visiting pilots
    - iii. After 15 tows, request fuel status from the tow pilot
      1. Help with sequencing gliders for take off
      2. Help ensure tow plane does not run out of fuel
  - c. Handling Money
    - i. Note what all cash is for
    - ii. Note who pays on any shared flights
4. Passenger and Guest Orientation
  - a. Liability Forms
  - b. Safe Picture Taking on the Field
5. Weak Links
  - a. Location
  - b. Tost vs. Schweizer Weak Links
  - c. Changing Weak Links
  - d. How to Tell When the Weak Link Should be Replaced
  - e. Making Weak Links

6. Heater Operation
7. Tow Rope Orientation
  - a. Location
  - b. Inspection
  - c. New Tow Rope Location
  - d. Wiffle Ball Location
  - e. Wiffle Ball Installation
  - f. Putting the Tow Rope Away at the End of the Day
8. Airfield Orientation
  - a. Primary and Secondary Take Off Locations
  - b. Primary and Secondary Landing Locations
  - c. Clear Area
  - d. CAP Operations
    - i. Use of Club Tow Plane
    - ii. Double Staging
    - iii. Coordination
9. Hand Signal Review
10. Emergency Response Plan
11. Radio Procedure Review
  - a. Radio Locations
  - b. Turn On Base Station and Amplifier
  - c. Radio Chargers
  - d. Ensure FOO Radio is Fully Charged
  - e. Comm Check FOO Radio
  - f. Radio Call When Pushing Gliders on the Runway
  - g. Monitor the Radio for:
    - i. Inbound Traffic
    - ii. Traffic Taking Off on the Parallel Runway
    - iii. Emergency Returns
    - iv. Gear Down Calls
12. Gathering Mission Essential Equipment
  - a. FOO Cart
  - b. Serviceable Weak Links
  - c. Hook
  - d. Radio
  - e. FOO Form
  - f. FOO Box

13. Club Glider Orientation

- a. Ensuring Canopy is Closed and Locked
- b. Ensuring Spoilers are Locked
- c. Dollies
- d. Release Mechanisms
- e. Hook Up Procedure

14. Private Glider Orientation

- a. If unfamiliar with the previous 5 items on any ship you are launching, ask the pilot for a quick orientation

15. FOO Cart Orientation

- a. FOO Cart Key Location
- b. Securing the FOO Cart
- c. Charging the FOO Cart

16. Maintenance Trailer Orientation (Location of commonly needed items)

17. Tow Plane Orientation

- a. Mirrors
  - i. Tow Pilots have a Better View with the Left Mirror
- b. Tow Rope Hook Up and Release Procedures
  - i. Tow Hook Mechanism
  - ii. Hook Up and Release Check
  - iii. Move Rudder to Inform the Pilot that the Rope is Attached and Secure
- c. Fuel Quantity Indicator
- d. Take Off Flap Position
- e. Approaching the Tow Plane
  - i. How to tell if the tow pilot sees you
  - ii. Always Approach the Tow Plane from Aft of the Trailing Edge of the Wing

18. Effectively Sequencing Gliders for Take Off

- i. Visually and Aurally Monitor the Area for Inbound Traffic
- ii. Query any Known or Suspected Inbound Traffic of Their Status/Intent
- iii. Do Not Push a Glider onto the Runway Unless You are Reasonably Sure any Known or Suspected Inbound Traffic Will not Cause a Conflict.
- iv. Move the glider off the runway if you see or hear another glider on downwind and the tow plane is not taking up slack.

19. Minimizing the Time Occupying the Runway

- i. Pilots Should Strap into Their Gliders Before Pushing onto the Runway and Complete What Checklist Items They Can Before Getting Pushed Out.
- ii. If Possible, There Should be at Least Two Wing Runners On the Line. If There are not, the FOO Should Solicit for Assistance.
- iii. With Just One Wing Runner, the Pilot will Likely have to Help Push.
- iv. Glider Pilots May Opt to Take Off from the Infield, not Occupying the Runway at all.

## **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.

### 20. Pre-Launch Procedures

- a. Positive Control Check – Confirm Complete
- b. Liability Form – As Required
- c. Correct Weak Link – Checked
- d. Hook – As Required

### 21. Glider Launch Procedures

- a. Traffic Pattern – Checked
- b. Advisory Call – Complete
- c. Glider – Push
- d. Weak Link – As Required
- e. Cable – Hook Up
- f. Seatbelts – Confirm Secured if Able
- g. Canopy – Confirm Closed and Locked if Able
- h. Dollies – Confirm Removed, Show Dollies to the Pilot
- i. Dive Brakes – Confirm Closed and Locked if Able
- j. Tow Rope – Move to Left Side as Required
- k. Danger Area – Clear

## **WARNING**

Do not re-enter the danger area while the tow plane is taking up slack. If you must re-enter the danger area, signal or radio the tow plane to stop forward motion first.

- l. Tow Plane Flaps – Set for Take Off
- m. Tow Plane Fuel – Visually Check if Able
- n. Take Up Slack
- o. Traffic Pattern – Check
- p. Glider Wings Level – As Required on Pilot's Command
- q. Signal for Take Off – As Required on Pilot's Command

## **WARNING**

Use extreme caution. Do not grab any part of the glider when running the wing.

FOO training is complete and the below candidate is cleared to conduct FOO duties solo

|       |                                |                              |
|-------|--------------------------------|------------------------------|
| _____ | _____                          | _____                        |
| Date  | Candidate's Name and Signature | Trainer's Name and Signature |