

Daily Briefing Guidelines

- Get scheduled **Field Manger** or substitute to -record flight times;
- arrange flight scheduling -greet & schedule intro. flight guests, collect money
- **Wind strength & direction.**
- **Touchdown point:** no landing before foremost aircraft or vehicle on flightline.
- Reminder: If low in circuit **USE AN ALTERNATE RUNWAY. DO NOT ATTEMPT TO STRETCH YOUR GLIDE!!**
- Reminder: For Aerotow, be in **vicinity** of circuit entry at **1200'**. **Begin circuit at 900'**.
- Reminder: **Straight roll-out.** Land long if runway is obstructed with other aircraft.
- Reminder: Solo pilots must **wear parachutes.**
- Reminder: **Call DOWNWIND** only. Avoid non-essential radio chatter. Use phonetic callsigns
- Reminder: **Smoking** rules - **never near aircraft**, use sand bucket on start cart for butts.
- **Badge flights:** Clear with duty instructor before attempting any such flight.
- Review: -a- **Tow pilot signals** for release/unable to release/spoilers out.
 - b- **Spoiler procedure** wing runner's responsibility to call "Spoilers closed & locked" and not to begin take-up slack until pilot confirms.
 - c- **Front signaller** must stand 30 meters in front of towplane when rope is tight so they can signal towpilot if problem occurs at beginning of take-off.
 - d- **Rope-break procedures** at various heights.
- All pilots should **do a walk-around before each flight** - check control surfaces, ect. **and be ready to take-off as the towplane lands. BUT DO NOT HOOK-UP/TAKE-OFF UNTIL ALLCHECKS ARE DONE AND YOU ARE READY.**
- In case of uncertainty about procedure, a copy of **club flying rules** is on the start cart with log books
- Any complaints or suggestions should be taken up privately with the duty instructor.
- All gliders will be towed by the duty tow pilot or his/her designate or relief.
- All students or pilots requiring **check rides** must fly with the duty instructor or his/her designate or relief.
- **Radios always on.**
- **Pay** at end of day.
- Student pilots and pilots flying intros must **keep well clear of other gliders in thermals** (at least 200' vertical separation)

- **Open Discussion**

Toronto Soaring Club: Duties of Field Manger

- Organize a team to get the gliders out of the hanger and washed.
- DI gliders and make entries into technical logs.
- Move gliders and the start cart to the takeoff point (duty instructor determines active runway).
- Make all entries in the daily flight sheet. It is not intended that the field manager remain at the start cart all day. If you need a break for lunch or would like to take a flight, please ask someone to fill in for you while you are gone.
- Maintain lists of pilots who sign up for the various gliders.
- Look after any visitors to the field including scheduling intro flights.
- Collect any money due to the club and put it in one of the envelopes provided. At the end of the day, give this envelope to one of the board members.
- Put gliders and start cart away aat the end of the day.
- Please remember that the duty instructor has the ultimate responsibility for all flying and related operations. The field manager is there to help out and look after ground operations when the duty instructor is in the air.