

Tucson Soaring Club
Line Chief Duty: Pre-Operations Standard Work

Applies To: 1st Line Chief duty slot for the day (Weekend morning slots, Wed & Fri afternoon slots)

Timing	Step	Detailed Procedure	Chk
2 days prior to duty	A	Contact all those signed up for the days duty slots (including morning and afternoon), reminding them of their duty and confirming they will be there	
	B	Print a copy of the days schedule and the currency roster and check the pilots for currency. Contact any pilot not current, notifying them they will not be permitted to fly until they are current and have updated their profile.	
Arrive at the field a minimum of 1 hour prior to duty start time	C	Open gate and tie back to post. Leave lock in chain on west side of gate.	
	D	Open clubhouse, securing doors.	
	E	Turn water on to the clubhouse	
	F	Morning only: Set Tetrahedron for favorable runway take-off/landing direction. If no wind then set take-off/land on 26	
	G	Assist towpilot with opening the hanger and pulling out the towplane	
	H	Take timekeeper cart to the clubhouse to load	
	I	Get new timekeeper sheets and install in the timekeeper board	
	J	Go to the towrope wall and retrieve 2 towropes, ensuring that at least one of them has 20 or more tows remaining	
	K	Record the towropes (color tape), with number of tows remaining on the timekeeper log. Make the one with the least tows remaining the first to use	
	L	Get a dozen or so waiver forms	
	M	Call TRACON (520-670-6213) and give them operational times and altitudes (the default for a soarable day is up to 11,000' MSL)	
	N	Post a copy of the days schedule on the board by the porch ramp	
	O	Take the towropes, timekeeper board, and waivers to the time keeper cart	
	P	Turn on the cart radio and the cell phone	
	Q	Ask Timekeeper to drive the cart to the line	
	R	Start the "Chuck Wagon" and check the fuel status. Add 5 gallons if less than 1/4 full.	
S	Drive the "Chuck Wagon" to the Line		
T	Layout the towrope with the least tows remaining		
U	Assist the first daily pilots with getting gliders ready and pulling to the line		
Perform duty per "Line Chief Duty: Operations Standard Work"			
End of morning duty shift	V	Fill out Line Chief report	
	W	Fill out Maintenance Log Report	
	X	Transfer duty to afternoon Line Chief, briefing them on any of the above report items needing immediate attention	

Tucson Soaring Club
Line Chief Duty: Operations Standard Work

Applies To: All Line Chief Duties

Timing	Step	Detailed Procedure	Chk
	A	For each glider that is pulled to the line confirm the following before allowing glider onto the take-off spot: - Glider has been cleaned (all bugs and dust has been removed, canopy is streak free and spotless) - Pre-flight has been done, including positive control check, release check, and brake check - Pilot in Command is confirmed and both pilot and any passenger are present and ready to take-off	
	B	If the above conditions are not met and other gliders are waiting for a tow then the glider must be removed and placed at the back of the line	
	C	Once in the take-off spot the glider must be ready for take-off when the towplane rolls up onto the runway for glider hook-up. Being ready means that the pilot has completed pre-flight checks, belts are fastened, and the canopies are closed! If the glider is not ready then pull the glider off the line, pull the next one forward and proceed with the launch.	
	D	Wait for the towplane to taxi in front of the glider and stop. Hook the rope using the towrope hook and walk back to the right side of the glider just behind the nose. Wave your left arm back and forth along the ground, signaling the towplane to taxi forward and take up slack. When the slack is down to less than 10' raise your arm vertically, which signals the towplane to stop.	
	E	Hook-up the glider using the verbal signals of "OPEN", signaling the pilot that the tow release should be pulled open, and "CLOSE" which signals the pilot to let the release close. Give a 30 lb or so pull to confirm the release is properly attached.	
	F	Walk to the left wing and wait for the pilot to signal a thumbs up. On a thumbs up raise the wing to a level position. For gliders with water ballast allow 10 seconds or so for the water to flow and balance. If the wing wants to fall or rise let the pilot know so that the launch can be aborted.	
	G	Once the wings are level and balanced wave your left arm back and forth along the ground, signaling the towplane to take up any remaining slack.	
	H	Check that no gliders are getting ready to land and that the runway is clear ahead. Watch for the towplane rudder wag and then the glider rudder wag. Run the wing, holding it lightly cupped in your hand along the trailing edge of the tip. DO NOT just walk the wing a few steps and release it! Run as far as possible and let the wing fly out of your hand.	
	I	Pull the next glider forward, requesting help from the Timekeeper or others as needed.	
	J	Repeat steps "A" through "I" above until all the gliders have been launched	
	K	Throughout the day monitor the weather and alert pilots in the air of any potential situations. If threatening weather approaches request the pilots to move the gliders to the tiedowns and secure them.	
	L	The order of launch sequence is as follows provided the gliders are ready for launch as defined in "A" through "I" above 9:00 AM to 12:00 PM 1st Priority - Scheduled instructional flights (cannot pull in front of 1st Priority gliders already in line) 2nd Priority - Badge, record, or XC attempts (cannot pull in front of other gliders on the line) 3rd Priority - All others (only 1st Priority gliders can pull in front) 12:01 PM to 5:30 PM In sequence as lined up	
	M	In the event of a hard landing or damage to a glider that could jeopardize its airworthiness the Line Chief shall ground and "Red Tag" the glider. A call should be made to the Maintenance Officer within 8 hours and all members should be notified by a broadcast email from Schedule Now	
	N	If only one towplane is operating, more than 3 gliders are lined up, and conditions are soarable, then tows are to be limited to 2,500' AGL. The 2,500' AGL tow limit also applies to any situation in which 6 or more gliders are lined up for launch.	
	O	After the final Launch of the day, which can be determined by what is on the schedule. The Line Chief will ensure that the Tetrahedron is unpinned.	

**Tucson Soaring Club
Line Chief Duty: Post Operations Standard Work**

Applies To: Last Line Chief duty slot for the day (Weekend afternoon slots, Wed & Fri afternoon slots)

Timing	Step	Detailed Procedure	Chk
After the last launch for the day	A	Roll-up towropes, using orange spools, place in cart	
	B	Collect towrope hooks and place in line cart	
	C	Using "Chuck Wagon" place any wing or tail dollies over by the SE corner of the shade hanger, in front of the outhouse	
	D	Have Time Keeper drive cart from the Line to the clubhouse	
	E	Drive "Chuck Wagon" up to clubhouse	
	F	Check timesheet for gliders still airborne and ask towpilot to check with you prior to leaving.	
	G	Turn up the radio volume so 123.3 can be monitored for any gliders still airborne	
	H	Fill out Line Chief report	
	I	Fill out Maintenance Log Report (any significant problems should be called in)	
	J	Place towropes back on wall and record number of tows for the day and number of tows remaining. Any towrope that reached the limit should be red tagged.	
	K	Empty trash from the Line Cart and remove any empty bottles	
	L	Assist Time Keeper in recording the times from the Timesheets into the aircraft logs	
	M	Make a call on 123.3 asking for status of gliders still airborne. If no answer then both you and the Tow pilot must remain until the status of the gliders can be confirmed. (DO NOT leave a pilot out alone!) If another club member and tow pilot are willing to stay around then turn over the rest of below items to them.	
	N	Stay on station until the airborne gliders report in with "Glider XYZ reporting in, ok for the Line Chief and Tow Pilot to go home". This must be received from all gliders still airborne, prior to leaving.	
	O	If others are on the field ask them if they want to finish up the below items, if not then proceed with closing up. It doesn't matter who does it but the following items must be completed prior to leaving!	
	P	Line Cart parked in the hanger, cell phone off, radio off	
	Q	Hanger closed and locked	
	R	Fuel tank switch locked	
	S	Radio room closed and locked	
	T	Instructor/Computer room locked	
U	Water turned off at the edge of the porch		
V	Clubhouse doors closed and locked		
W	Battery room closed and locked		
X	Final drive or walk down the line checking for any gliders not tied down, Check That Canopy Latches Are Locked		
Y	Lock front gate on your way out		