

# GBSC 2011 SFO & Logger Responsibilities and Duty Schedule



Welcome GBSC members to a new year of soaring.

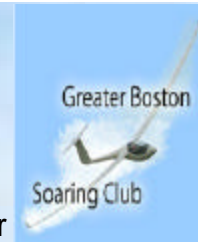
The SFO / Logger schedule **will be** available through July **next week** and will be posted at the GBSC Home Page – Members – Duty Schedule.

Operations Officer  
Ray Williams

## Agenda 2011

- SFO Responsibilities
- Logger Responsibilities
- More Help for the Logger
- Member / CFG / CP Filling in the Forms Responsibilities
- **Operations Problems and Changes**
- SFO & Logger Scheduling
- Duty Schedule April through July





### **SFO Responsibilities:**

SFO is in charge of operations for the day and responsible for Preflight, Flight Line and Post Flight activities and to assure efficient and safe operations.

Preflight - Get ops going in the morning including:

Equipment set up

Runway selection 34 or 16 in concert w CFGF / FBO

Training gliders ready for students by 10:00 am

Assure Logger is ready & knows his job

Important: The loggers are often our newest members and need help & guidance from the SFO. Introduce Logger to [Dezi](#).

## **SFO Responsibilities continued**



Flight Line - Control flight line & grid operations including:

- Moving gliders to the launch grid
- Control of the grid
- Hook-up and wing running
- Tow rope retrieval
- Retrieving gliders that have just landed
- Coordinate land out retrieves

Post Flight – Make sure everything is put away properly including:

- Gliders properly tied down
- GEMS & gas carts properly parked in the hanger
- All ground equipment properly stowed
- Log sheets properly put into plastic bin in green shed
- All locks locked



### **Logger Responsibilities:**

Keep a legible, accurate and complete flight log of the day's flights  
Coordinate training flights, intro flights and land out retrieves  
Handle cash transactions and properly store logs, waivers and records at the end of the day.

Preflight – Prepare paperwork & logger table in the morning including:

Get logger table and seating area ready  
Start sign up sheet and log sheet  
Get radios ready  
Get GBSC cell phone ready – 978-944-0801

## Logger Responsibilities continued



Flight Operations – Keep flight log and assist SFO incl:

Maintain legible and accurate log

Direct with SFO & CFG's all training flights

Coordinate intro flights w [Dezi](#) – waiver form & GBSC approved pilots

Answer new member / intro flight questions – [Dezi](#) available

Monitor GBSC cell phone and coordinate land out calls with SFO

Post Flight – Close out logs and put paperwork away incl:

Put log, waivers, checks, transaction info in large envelope and date

Place envelope in big plastic bin in green shed

Put away logger table and seating area stuff

Put away radios and cell phone

Coordinate with SFO and make sure everything is properly stowed

SFC Mendelbein, J GBSC Flight Log Day: Saturday Date: 10-22-08 Sheet 1 of 4

Line	Tow Customer	TWP Bunk #	Instructor or Passenger	Glider	Tow Date	Tow Time	Time (24 hr format)		Tow Height
							Launch	Land	
1	HoltWc		AcamporaR	65852	Z	MP	10:15	10:35	2.8
2	KieppenM		MK		P	RG	10:40	10:30	1.8
3	FlatenE		ClarfordP	3738B	Z	MP	11:25	12:45	1.2
4	BoelkerR		BR		P	RG	11:29	10:40	2.3
5	DonJone	X	HennicoD	65852	Z	MP	11:45	12:15	
6	HoltWc		KruegerK	1188B	P	RG	11:55	12:21	
7									
8									
9									
10									
11									
12									
13	FlatenK		VierhulstT	3738B	Z	MP	13:55	14:30	0.4
14	HoltWc		KruegerK	1188B	P	RH	14:30	15:30	
15	CherkusD			1156	Z	JW	15:15	16:30	
16	BriedenT			A1	Z	MP	13:55		2.9
17	JacobM		ClarkSonia	1188B	P	RH	14:30	15:30	2.8
18	CherkusD			1156	Z	JW	15:15	16:30	
19	ProniakM			48	P	RH	15:30	17:00	
20	JonesRoder	X	HennicoD	3738B	Z	JW	15:48	16:30	
21	BoydB			76PS	P	RH	15:38	16:34	
22	OniseoF		KruegerK	TA	Z	JW	16:08	18:00	
23									
24									
25									
26									
27	BriedenT		Retrieve Sancho		Z	JW		18:25	
28									
29									
30									
31									
32									
33	Martha Kobur		JR HRS				9:00	17:00	
34	Max Flaten		JR HRS				9:30	15:00	

List tow pilots and their initials here: Mike Pfortak - MP, Bob Fletcher - BF, Richard Swenson - RG, Riffs Howard - RH, John Wren - JW



This example is in the Logger's Notebook  
 3000' tow, leave blank  
 JR's hrs at bottom  
 Note retrieve  
 All X's / Intros / guest require waiver  
 Hrs logged 24 hr clock, U can leave out the :  
 JR's to log themselves in and out



# GBSC Guest

Date: \_\_\_\_\_

## Applicant Information

Full Name: \_\_\_\_\_

Let \_\_\_\_\_ For \_\_\_\_\_ MI \_\_\_\_\_

Address: Street Address \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GBSC use below

Signature: \_\_\_\_\_

GBSC Member responsible for guest

- Waiver form on back read and signed
- GBSC Member Signature above

Put this completed form inside the large Daily Operation Records envelope.



Guest passenger must fill in form

Guest must sign the front of the form

Guest must sign the back of the form

GBSC member must sign & date

Logger to confirm & check boxes

Save to Records Envelope







## Visiting Private Owner

\$65 for up to 3K tow= \$50 for tow plus \$15 for one day membership- Instructor Signature Required

Date: \_\_\_\_\_

**Applicant Information**

Full Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Address: Street Address \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GBSC use below.

Signature: \_\_\_\_\_

GBSC Instructor

- Waiver form on back read and signed
- Current SSA Membership verified- check membership card
- GBSC Instructor Signature above
  - o \$65 fee cash or check enclosed.
  - o No payment is enclosed. Member \_\_\_\_\_ has collected the \$65 and the club will bill him / her for reimbursement.

After the flight copy information from the flight log into the table below so that this form can be attached to a logged flight. Keep the payment and this form together by putting them both in one #10 (larger size) envelope. If one payment covers more than one flight then put all forms for the flights covered by that payment in one envelope. Put all the payment envelopes for the day inside the large envelope with the receipt for the day.

Glider	Takeoff	Landing



Visitor must pay before flight

Visitor must fill in form

Visitor must sign the front of the form

Visitor must sign the back of the form

GBSC CFG must sign & check boxes

Logger to log transaction

Logger to log flight – needed to reconcile log & \$\$\$\$



### Visiting Region 1 Club Pilot

Flying Own Glider – GBSC Tow  
GBSC Signoff Required Before Staging Glider  
2k Tow: \$33  
3k Tow: \$44 (or latest rates)

Date: \_\_\_\_\_

#### Visiting Pilot Information

Full Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Address: Street Address \_\_\_\_\_ Apartment / Unit # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Club Name: \_\_\_\_\_ SSA # \_\_\_\_\_ Membership number: \_\_\_\_\_ Glider ID: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### GBSC Use Below

Signature: \_\_\_\_\_

GBSC CFIG, Commercial Pilot or Tow Pilot Endorsement

- Was not form on back read and signed
- Current SSA membership verified
- BRF Currency verified ( pilot must be current, no GBSC BRF check out flights )
- Airport operations & fees being received

- **Logger:** After the flight, copy information from the flight log into the table below so that this form can be matched to a logged flight.
- Payment: GBSC requires billing to visiting pilots home club at GBSC rates.
- Exception: Merhawk club – Cash / check to GBSC before flight
- Participating Clubs: CT SA, Princeton SA, Merhawk SC, RE SA, Plum Mills SC, Sugarbush SA.

Glider ID	Time Takeoff	Time Landing

Rev: 8/2018



Visitor will be billed for flight

Visitor must fill in form

Visitor must sign the front of the form

Visitor must sign the back of the form

GBSC CFIG must sign & check boxes

Logger to log flight – needed to reconcile log

## Recurring Issues Needing Resolution

- SFO / Logger no shows
- Log hard to read
- Not all data filled in
- Waivers not filled in properly or not at all
- Intro flight payments not shown on waiver
- Intro flight payment not received
- Flight by someone on the no fly list
- Jr Hrs not logged accurately

### **So, we have Logger / SFO problems in 3 areas**

- No Shows
- Logged data
- Waivers / payments ie where's the money?



## **Problem No Shows – New Duty Date Assignment Approach**



### **Currently:**

- Dates assigned via alpha order, varies each year.
- First half schedule issued: April through July
- Complaints mail to Ops begins

### **Change:** Ops issues e-m to all SFO's / Loggers requesting:

- Pick two preferred duty dates for first half ( to be repeated 2<sup>nd</sup> half )
- Pick 4 black out, duty dates you want Ops to avoid
- Ops will still schedule via alpha but take individual preferences into account

### **Warning:**

Once the schedule is issued, each SFO / Logger will have to make their own swap. No shows will be penalized; charged 1 flight and emergency fill in will be credited for one flight, billing by Dwight. No net impact on GBSC income.

**Problem Logged Data** – Legibility, Accuracy, Completeness



**Currently:** The logger has too much to do when the main purpose is to log flights.

**Change:** Reduce logger workload.

- All pilots must sign the sign up sheet.
- Jrs to log themselves in and out at bottom of log. Log has been revised.
- All intro flights to log in, assigned CFIG or CPG takes responsibility.
- [Dezi](#) has volunteered to help coordinate intro flights

**Future:** Computer input logging system tied to billing

## **Problem Waivers, Intros & Payments** – Completeness & Money

**Currently:** The logger handles the intro / guest / visiting pilot waivers and takes money

**Change:** Pass waiver / transaction responsibility CFGI / CPG – pilot giving the ride.

- Dezi has volunteered to coordinate intro flights
- CFGI or CPG giving the ride is responsible for the waiver
- CFGI or CPG is responsible for the financial transaction

**Note:** Logger will still be responsible for completed paperwork.



### **More Help for the Loggers:**

To help loggers, Dwight Schirmer has created a tabbed notebook to assist with filling in forms, new members, intro flights, dues, who to contact, 'No Fly' list etc.

Logger table is now covered w P'glass top. Forms, sample Log & other info have been placed underneath for easy reference.

For intro flights, CFGs & Commercial Pilots are approved for rides. Contact the SFO or CFG & they will determine who will give the ride. Its recommended that CP's that want to give rides advise the logger and add note on the signup sheet & coordinate with Desi.

SFO & Logger operations details are available at  
GBSC Home Page - Members – Senior Field Officers





## SFO & Logger Scheduling

GBSC 35 Op Weeks results in 140 total duty days



We have just enough members so no one needs to work more than 2 week ends. However, this is only true if everyone does their part. For every duty day missed, someone will have to work a third day

Schedule is created in alphabetical order alternating the order each year. One year starting from the 'A's, then reverse order and then from the 'M's. This year in reverse alpha order. We took this approach as some of the A's were complaining about always starting off in lousy, cold April weather.

You must be aware of your own duty day and find a trade if you can't make your assigned date. In an [emergency](#) contact Ops Officer Ray Williams.

## **SFO & Logger Scheduling continued**

The SFO must confirm instructors, tow pilots and logger will be available on your scheduled day as planned. See weekly newsletter.

Since most members prefer SFO duty to logger duty & we are usually short on loggers, if you would prefer to be a logger contact Ops Officer Ray Williams.

Pls verify / update your e-m address & phone contact in GBSC membership list.

The SFO / Logger Schedule is available at the GBSC Home Page - Members – Duty Schedule



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**Current Schedule April through July**



