

GBSC 2010 SFO & Logger Responsibilities and Duty Schedule



Welcome GBSC members to a new year of soaring.

The SFO / Logger schedule is now available through July and is posted at the GBSC Home Page – Members – Duty Schedule.

**Operations Officer
Ray Williams**

Agenda 2010

- SFO Responsibilities**
- Logger Responsibilities**
- More Help for the Logger**
- 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



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 & CFIG's all training flights
- Coordinate intro flights – waiver form & GBSC approved pilots
- Answer new member / intro flight questions
- 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: Mandelbourn, MA GBSC Flight Log Day: Saturday Date: 10-22-08 Sheet: 1 of 1

Logger: Kelsey G. CR: 1

Tow	Customer	TWR Start # HS	Instructor or Passenger	Cider	Tow Date	Tow Time	Time (in format)		Tow Height
							Leave	Land	
1	HallW		BoonstraR	65852	Z	MP	10:15	10:35	2.8
2	KieppmM		MK	P	RG		10:40	10:30	1.8
3	FlatenE		ClarfordP	37388	Z	MP	11:25	12:45	1.2
4	BoelkeR		BR	P	RG		11:29	10:40	2.3
5	DonJame	X	HammerD	65852	Z	MP	11:45	12:15	
6	HoltzhausenH		KruegerK	11888	P	RG	11:55	12:21	
Example <i>Print Clearly</i>									
13	FlatenK		VorhulstT	37388	Z	MP	13:55	14:30	0.4
14	HoltzhausenH		KruegerK	11888	P	RH	14:30	15:30	
15	ChenKuoD			1156	Z	JW	15:15	16:30	
16	WiedenT			A1	Z	MP	13:55		2.9
17	JacobA		ClarkGloria	11888	P	RH	14:30	15:30	2.8
18	ChenKuoD			1156	Z	JW	15:15	16:30	
19	ProniakM			48	P	RH	15:30	17:00	
20	JonesRoder	X	HammerD	37388	Z	JW	15:48	16:30	
21	BoydB			76PS	P	RH	15:38	16:34	
22	OrmeaF		KruegerK	TA	Z	JW	16:08	18:00	
23									
24									
25									
26									
27	WiedenT		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 Flatenak - MP, Bob Fletcher - BP, 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 :



GBSC Guest

Date: _____

Applicant Information

Full Name: _____

Cell: _____ First: _____ Last: _____

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



Introductory Flight

Dual Only

\$100 Fee GBSC Intro Flight

Or SSA FAST Voucher

Date: _____

Full Name: Last First MI _____

Address: Street Address Apartment/Unit # _____

City State ZIP+4 _____

Home Phone: () _____ E-mail Address: _____

Cell Phone: () _____ Work Phone: () _____

Signature: _____ Date: _____

GBSC use below (Don't use this form for guest flights. Use a guest form)

- ☐ Waiver form on back read and signed by passenger
- ☐ \$100 fee cash or check enclosed or SSA Fast Voucher
 - ☐ No payment is enclosed. Member has collected the \$100 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 (letter 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 Daily Operations Records envelope.

Intro Pilot	Glider	Takeoff	Landing



Intro passenger must pay up-front

Intro passenger must fill in form

Intro passenger must sign front of form

Intro passenger must sign back of form

Logger to complete Transaction info

Logger to log flight (duplicates log)

Info is needed to reconcile log & \$\$\$

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.

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.

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. Three years ago from the 'A's, two years ago in reverse, last year from the M's & this year from the A's again. 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



Date Saturday	Saturday				Date Sunday	Sunday			
	SFO		Logger			SFO		Logger	
3-Apr	Abraham	Jim	Barenholtz	Jason	4-Apr	Blieden	Ira	Burns	Ivan
10-Apr	Adams	Allan	Barrett	Warren	11-Apr	Brine	Bill	Biagioni	Michael
17-Apr	Boileau	Ted	Chamberlain	John	18-Apr	DiGiovanni	Troy	Changteev	Max
24-Apr	Cichy	Roger	Cooper	John	25-Apr	David	Chris	Acres	Paul
1-May	Frere	Eric	Downey	Mark	2-May	Kowalski	James	Gold	Al
8-May	Holtzhausen	Heloise	Ford	Peter	9-May	Guillen	Eduardo	Joyce	David
15-May	Hyten	Todd	Barrett	Bill	16-May	Hradecky	Vit	Friedman	Charlie
22-May	Klunk	Lewis	Greenwood	Timothy	23-May	Jacobs	Doug	Lelke	Helmut
29-May	L'Heureux	Pierre	Haynes	Brenna	30-May	Foertsch	Eric	Knapp	Wayne
5-Jun	Lilley	Frank	Iodice	Leo	6-Jun	Lenaerts	Bart	Laughlin	Gary
12-Jun	Mandelbaum	Juan	Klunk	Lewis	12-Jun	Long	Michael	Martineau	Roland
19-Jun	Nadler	Dave	McManus	Mike	20-Jun	Mansfield	Ted	Farr	Peter
26-Jun	Ryan	John	Mueller	Christian	27-Jun	Nordmann	John	Moss	Ian
3-Jul	Sovis	Steve	Nockles	Bill	4-Jul	Smith	Doug	Mueller-Kim	Hae-Jong
10-Jul	Thibault	Ernie	Sargent	David	11-Jul	Spital	Frank	van Nierop	Ernst
17-Jul	Tuttle	Mark	West	Thomas	18-Jul	Timpson	Larry	Volkert	Michael
24-Jul	Waitekaitis	Steven	Williams	Jeffrey	25-Jul			Williams	Ray

