

Puget Sound Soaring Association, Inc.



Field Manager Manual



September 2021

EMERGENCIES: See very end of this manual!

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Table of Contents

1	Part I – Introduction and Priorities.....	1-1
1.1	Authorship.....	1-1
1.2	Abbreviations.....	1-1
1.3	Introduction.....	1-1
1.4	Priorities.....	1-2
2	Part II – Checklists.....	2-1
3	Part III – Training Guide and Reference.....	3-1
3.1	PRELIMINARIES.....	3-1
3.2	THE DAY BEFORE.....	3-2
3.3	THE OPERATIONS DAY.....	3-3
3.3.1	Prearrival.....	3-3
3.3.1.1	Weather.....	3-3
3.3.1.2	Contingencies.....	3-4
3.3.1.3	Tow Pilot.....	3-5
3.3.1.4	Timing/Scheduling.....	3-5
3.3.1.5	Voicemail and email Messages.....	3-5
3.3.1.6	Note Signups.....	3-6
3.3.2	Arrival.....	3-6
3.3.2.1	Road signs.....	3-8
3.3.2.2	STOP Sign.....	3-10
3.3.2.3	Traffic Cones.....	3-11
3.3.2.4	Inspect the runways.....	3-11
3.3.2.5	Unlock.....	3-12
3.3.2.6	Vest.....	3-12
3.3.2.7	Sign on Fence.....	3-12
3.3.2.8	Parking.....	3-13
3.3.2.9	Loo.....	3-14
3.3.2.10	Field Operations Station.....	3-14
3.3.2.11	Get Documents and Equipment.....	3-14
3.3.3	Preparations for Flight Operations.....	3-19
3.3.3.1	Tow Plane.....	3-19
3.3.3.2	Weak Link.....	3-19
3.3.3.3	Gliders.....	3-19
3.3.3.4	Insurance.....	3-20
3.3.3.5	Tow rope guidepost.....	3-20
3.3.3.6	Eligibility.....	3-21
3.3.3.7	Flight Scheduling.....	3-22
3.3.3.8	Glider Trailer Parking.....	3-22
3.3.4	Daily Briefing.....	3-23
3.3.4.1	Scope.....	3-23
3.3.4.2	The Briefer.....	3-24

3.3.4.3	Timing.....	3-24
3.3.4.4	Briefing Outline	3-24
3.3.4.5	De-Brief	3-25
3.3.5	Flight Operations	3-26
3.3.5.1	Delegate!	3-26
3.3.5.2	Runways	3-26
3.3.5.3	Head-to-Head.....	3-26
3.3.5.4	Runway Obstacles	3-26
3.3.5.5	Cadence.....	3-26
3.3.5.6	Air traffic Communications	3-27
3.3.5.7	Time limit on rental of Club gliders	3-27
3.3.5.8	Gliders that have landed	3-27
3.3.6	Emergencies	3-28
3.3.7	Keeping Records and Handling Money	3-28
3.3.7.1	Daily Log Sheet	3-28
3.3.7.2	Liability Waivers	3-32
3.3.7.3	Temporary Member Forms	3-33
3.3.7.4	Permanent Membership Application form	3-33
3.3.7.5	Handling Money	3-35
3.3.8	Gift Certificates.....	3-35
3.3.9	Visitors	3-36
3.3.9.1	30-Day Temporary Members	3-36
3.3.9.2	Visiting Pilots and Daily Temporary Members	3-39
3.3.10	Special Events and Circumstances	3-41
3.4	<i>END OF DAY WINDING UP</i>	3-41
3.4.1	Glider disassembly:.....	3-41
3.4.2	Gliders Tied Down etc.....	3-42
3.4.3	Handheld Transceivers	3-42
3.4.4	Field Telephone	3-43
3.4.5	Gear	3-43
3.4.6	Trash	3-43
3.4.7	Traffic Cones	3-43
3.4.8	Stuff to Take with You	3-43
3.4.9	Return Items to Storage	3-43
3.4.10	On Your Way Out.....	3-44
3.5	<i>AFTER THE DAY OF OPERATION</i>	3-44
3.5.1	Report via email to all club members.	3-44
3.5.2	Issues	3-44
3.5.3	Next Field Manager	3-44
3.5.4	Paperwork and collected funds	3-44
3.5.5	Delete Operations Message	3-45
4	Part IV – How to Handle EMERGENCIES	4-1

TABLE OF FIGURES

Figure 1	Layout of Bergseth Field.....	3-1
Figure 2	Sample Hourly Weather Forecast.....	3-4
Figure 3	PSSA Storeroom.....	3-6
Figure 4	The "Shed".....	3-7
Figure 5	Interior of the Shed.....	3-7
Figure 6	Road Signs.....	3-8
Figure 7	Stop N Shop Store.....	3-8
Figure 8	Road Signs Storage Location.....	3-9
Figure 9	STOP Sign at East End of North Runway.....	3-10
Figure 10	Traffic Cones in Gap between Fences.....	3-11
Figure 11	Bergseth Field with Nicely Mowed Runways.....	3-12
Figure 12	Sign Near Main Gate Saying, 'No Trespassing'.....	3-13
Figure 13	Sign Near Main Gate Saying, 'Home of PSSA.....	3-13
Figure 14	Parking Sign on Fence.....	3-14
Figure 15	Battery Charging Station Outside of Shed.....	3-15
Figure 16	Inside of Battery Charging Station.....	3-15
Figure 17	Club Smartphone with Charger.....	3-16
Figure 18	Forms Boxes.....	3-16
Figure 19	Legal Size Aluminum Box.....	3-17
Figure 20	Letter Size Aluminum Box.....	3-18
Figure 21	Tow Rope Retrieval Hook.....	3-18
Figure 22	Rug and Brush for Glider Entry.....	3-20
Figure 23	Tow Rope Guide Post.....	3-21
Figure 24	Lineup of Glider Trailers.....	3-23
Figure 25	PSSA Briefing Guide.....	3-25
Figure 26	Blank Daily Log Sheet.....	3-29
Figure 27	Glider Tow and Rental Charges Table.....	3-31
Figure 28	Permanent Membership Application.....	3-34
Figure 29	Credit Card Dongle.....	3-35
Figure 30	Sample Gift Certificate.....	3-36
Figure 31	30-Day Temporary Membership Application.....	3-38
Figure 32	Daily Temporary Membership Application.....	3-40
Figure 33	Two bags with Covers for PW-6U Glider.....	3-42
Figure 34	Emergency Information.....	4-1

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1 Part I – Introduction and Priorities

1.1 Authorship

The main writer of this manual was Robert Rackl, with substantial help from Jack Cullen, Bob Stoney, and Greg Bahnsen. All members of PSSA are encouraged to make suggestions for improving this manual.

1.2 Abbreviations

AGL	Above Ground Level
CFIG	Certified Flight Instructor – Glider
FAA	Federal Aviation Administration
FM	Field Manager
MHz	Megahertz
MSL	Mean Sea Level
NOTAM	Notice to Airmen
PIC	Pilot in Command
PSSA	Puget Sound Soaring Association
SSA	Soaring Society of America

1.3 Introduction

Puget Sound Soaring Association's (PSSA) home field is Bergseth Field located in Enumclaw, Washington, at 31500 SE 408th Street. This manual is designed to help persons acting as Field Managers (FM) to organize safe, enjoyable, and efficient flight operations at that field.

Members of PSSA who have at least a private pilot's license are expected to serve as FMs with the exception of: Social members, temporary members, and members who act as tow pilots and instructors on a regular basis. Also exempt are members who live far away and do not participate in flying activities regularly, i.e., their membership's main purpose is to support the Club financially.

The FM normally organizes one entire day of activities. It is certainly permissible to share a day of managing the field among two or more persons also qualified to serve as FMs.



PSSA Field Manager Manual – Part I – Introduction and Priorities

PSSA encourages members who recently joined the Club or recently received their first pilot's license to learn how to manage the field not only by studying this manual but by following an experienced FM for at least a day.

1.4 Priorities

1. Manage operations for a successful day.
2. Not engage in activities that while helpful take the FM away from the priorities.
3. Ranked List of Priorities, Highest First:
 - Safety of Flying Activities
 - Safety of Ground Operations
 - Efficient scheduling and dispatch of takeoffs and landings
 - Enforce PSSA operating rules, such as
 - Glider inspection and sign-off
 - Pilot qualifications sufficient for intended flying activities
 - Paperwork (daily log, permanent and temporary memberships, liability waivers)
 - Handling money and gift certificates, and recording monetary transactions
 - Greeting visitors



2 Part II – Checklists

Before the Day of Operation {3.2, p. 3-2}

Sufficient number of Tow Pilot(s) and Instructor(s)

Equipment Status

Arrange for Assistant(s) if the day promises to be busy.

Preliminary weather check

On the Day of Operation {3.3, p. 3-3}

Prearrival {3.3.1, p. 3-3}

Weather {3.3.1.1, p. 3-3}

Coordinate with first Tow Pilot {3.3.1.2, p. 3-4}

Decide when to start activities at Bergseth Field {3.3.1.4, p. 3-5}

Create Voice Mail and email Messages {3.3.1.5, p. 3-5}

Make a note of signups {3.3.1.6, p. 3-6}

Arrival {3.3.2, p. 3-6}

Set up road signs {3.3.2.1, p. 3-8}

Emergencies – instructions at hand? {4, p. 4-1}

STOP Sign {3.3.2.2, p. 3-10}

Traffic Cones {3.3.2.3, p. 3-11}

Inspect runways {3.3.2.4, p. 3-11}

Unlock storage room and battery charging station {3.3.2.5, p. 3-12}

Wear **yellow vest** {3.3.2.6, p. 3-12}

Signs on Fence {3.3.2.7, p. 3-12} Need both the parking and the one that welcomes visitors to PSSA's home and covers the no trespassing sign.

Parking {3.3.2.8, p. 3-13}

Comfort Station {3.3.2.9, p. 3-14}

Field Operations Station {3.3.2.10, p. 3-14}



PSSA Field Manager Manual – Part II - Checklists

Get Documents and Small Equipment {3.3.2.11, p. 3-14}

- Handheld Radios
- Club Cell Phone
- Liability Waivers Box
- Black Forms Box
- Legal Size Flat Aluminum Box
- Letter Size Aluminum Box
- Rope Retrieval Hook

Preparations for Flight Operations {3.3.3, p. 3-19}

Gliders {3.3.3.3, p. 3-19}

- Assembly Lead(s) Approved by FM
- Inspections and Positive Control Checks Signed for in Booklets
- Rug and Brush for Cockpit Entry

Insurance Coverage {3.3.3.4, p. 3-20}

Tow Rope Guidepost {3.3.3.5, p. 3-20}

Eligibility {3.3.3.6, p. 3-21}

Flight Scheduling {3.3.3.7, p. 3-22}

Daily Briefing {3.3.4, p. 3-23}

Flight Operations {3.3.5, p. 3-26}

Delegate! {3.3.5.1, p. 3-26}

Flight Operations Proper – SAFETY

- Use Both Runways {3.3.5.2, p. 3-26}
- Take into account our Head-to-Head Operations {3.3.5.3, p. 3-26}
- Look for Runway Obstacles {3.3.5.4, p. 3-26}
- Cadence {3.3.5.5, p. 3-26}
- Air Traffic Control {3.3.5.6, p. 3-27}
- Time Limit on Glider Use {3.3.5.7, p. 3-27}
- Vacate Runway After Landing {3.3.5.8, p. 3-27}

Emergencies {Section 4, p. 4-1 at end of this document}

Keeping Records and Handling Money {3.3.7, p. 3-28}

- Daily Log Sheet {3.3.7.1, p. 3-28}
- Liability Waivers {3.3.7.2, p. 3-32}
- Temporary Members Forms {3.3.7.3, p. 3-33}
- Permanent Membership Applications {3.3.7.4, p. 3-33}
- Handling Money {3.3.7.5, p. 3-35}
- Gift Certificates {3.3.8, p. 3-35}



Visitors {3.3.9, p. 3-36}

Visiting Pilots {3.3.9.1, p. 3-36}

30-Day Temporary Members {3.3.9.1, p. 3-36}

Special Events or Circumstances {3.3.10, p. 3-41}

End-Of-Day Wind-up {3.4, p. 3-41}

Glider Disassembly – Make sure a lead is identified {3.4.1, p. 3-41}

Gliders Tied Down {3.4.2, p. 3-42} and all knots double-checked to make sure that they hold

Battery Charging {3.4.2, p. 3-42 and 3.4.3, p. 3-42}

Field Telephone – leave it at the Field! {3.4.4, p. 3-43}

Put Gear Away {3.4.5, p. 3-43}

Trash {3.4.6, p. 3-43}

Traffic Cones {3.4.7, p. 3-43}

Take With You {3.4.8, p. 3-43}

Return to Storage {3.4.9, p. 3-43}

Aluminum boxes

Forms box

Liability waivers box

Yellow vest

Any literature and teaching aids

Sign on fence near main gate

On Your Way Out {3.4.10, p. 3-44}

Turn lights off

Reverse PSSA Parking sign

If you are last, close main gate

Collect and put away road signs

After the Day of Operation {3.5, p. 3-44}

Report {3.5.1, p. 3-44, and 3.5.2, p. 3-44, and 3.5.3, p. 3-44}

Paperwork and Collected Funds {3.5.4, p. 3-44}

After review, send to bookkeeper

Delete Voice Mail Message {3.5.5, p. 3-45}



PSSA Field Manager Manual – Part II - Checklists

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3 Part III – Training Guide and Reference

3.1 PRELIMINARIES

Section 3.1 of the PSSA Operations Rules contains a detailed description of the FM’s qualifications, responsibilities, and general duties. This manual expands on that and provides information and advice collected over many years of experience with managing the field. One paragraph merits verbatim repetition here:

Authority: The FM's authority is delegated directly from the Board of Directors. The FM's authority and decisions are to be respected and accepted by all. However, anyone may question decisions concerning safety of flight.

As a member of PSSA, the FM is expected to have a working familiarity with the Bylaws and the Operations Rules: <http://www.pugetsoundsoaring.org/docs.html> . From there, let us restate the FM’s qualifications requirements:

FMs will be selected from among those members holding a private or higher pilot certificate and who are aged 18 years or older.

Aspiring FMs are encouraged to arrange with a seasoned FM for “shadowing” for a day of operations: follow the more experienced member around and pick up pointers and recommendations since a manual like this cannot possibly cover all contingencies and situations.

Here is the layout of Bergseth Field:



Figure 1 Layout of Bergseth Field



3.2 THE DAY BEFORE

- Is everything in place in order to have a successful operation?
 - a. Do you need a refresher on knowledge of the bylaws and operations rules? Do review them every now and then, especially the section concerning the FM: Section 3.1 of the Operations Rules.
 - b. Review signups for tow pilot, instructor, and demo pilot
 - If a crucial role is not filled (e.g., tow pilot) consider contacting a member or two to see whether they can fill in. However, it is not the FM's responsibility to fill these roles.
 - c. Review status of Club equipment: aircraft and tug
 - Should have been communicated by the FM of the previous day of operations, or
 - Should be clear from messages sent to all members since the last day of operations.
 - There exists a web page at http://www.pugetsoundsoaring.org/_members/_members.html which contains equipment status. The intention of the web page is good, but its keeping up to date has been spotty.
 - At the time of this writings, efforts are under way to provide an improved web page with equipment status including cumulative hours of operations. This web page will be available at <https://pssa.rad129.net/MemberPages/Members.aspx> . An estimate of when that will happen is not available.
 - d. Any issues with the runways at Bergseth Field?
 - A common one is that the Eastern-most couple of hundred feet of the North runway are soaking wet. We can still operate, but glider landing rolls should avoid that part of the runway to avoid damaging the surface and grass.
 - e. Does it look like it is going to be a busy day? Consider arranging for an assistant FM.
 - f. Have a preliminary look at the expected weather conditions; the final weather check will be in the morning of the day of operations.
 - g. It will be useful (almost essential) to have access to the Club's roster of members during the day of operations. The roster is accessible through the Club's website:

http://www.pugetsoundsoaring.org/_members/fm_roster.pdf

You will need credentials to access this web page. Please ask another Club member for username and password. It would be a security violation to make those known in this document. Either be sure that you can read the roster via your smartphone or print out the roster so you can refer to it during the day of operations.



3.3 THE OPERATIONS DAY

3.3.1 Prearrival

3.3.1.1 Weather

- There are many ways of getting meteorological data; here is one recommendation:

https://forecast.weather.gov/MapClick.php?lon=-121.92116&lat=47.24408#.Uy9sY_mQxjE

which brings up the area around Bergseth Field with a forecast for the next few days. An hourly weather forecast is also available. We normally leave contact with a briefer to the tow pilot (Section 3.3.1.2); sometimes the FM may wish to talk to a briefer; here is how:

- Phone numbers are 206.767.2726 or 1.800.992.7433. When talking to a live briefer use the PSSA tow plane tail number: N333TM. Specific inquiries include:
 - Forecasted winds aloft
 - Ceiling
 - Freezing level
 - Chance of precipitation
 - Atmospheric pressures west and east of the Cascades. Differential of more than +0.10 inches of Hg or more on the east side suggest easterly winds across the mountains. Ask for pressures at SEA (Seattle Tacoma) and YKM (Yakima) for comparison.
- Criteria for whether the weather is going to allow glider flight operations at Bergseth Field
 - Ceiling: We should at least be able to do pattern tows to 1000' AGL which requires the ceiling to be no lower than 2600' MSL (field elevation 1100' + 1000' pattern tow + 500' clear of clouds). Ceiling information is hard to come by. If there is doubt about the ceiling the best approach has been to call a club member who lives close to Bergseth Field who should also have the experience to estimate whether and when the ceiling is going to lift as the day progresses.
 - Visibility: Not easily available. In case of doubt, it is best to check with a member who lives close to Bergseth Field.
 - Temperature: Not much of a criterion. PSSA does not operate during the Winter. Occasionally, we have canceled operations when it was too hot. That call is to be left to the tow pilot.
 - Precipitation: A little bit of rain has not prevented us from conducting flight operations. But what is too much? Here is a typical hourly forecast from the above link:

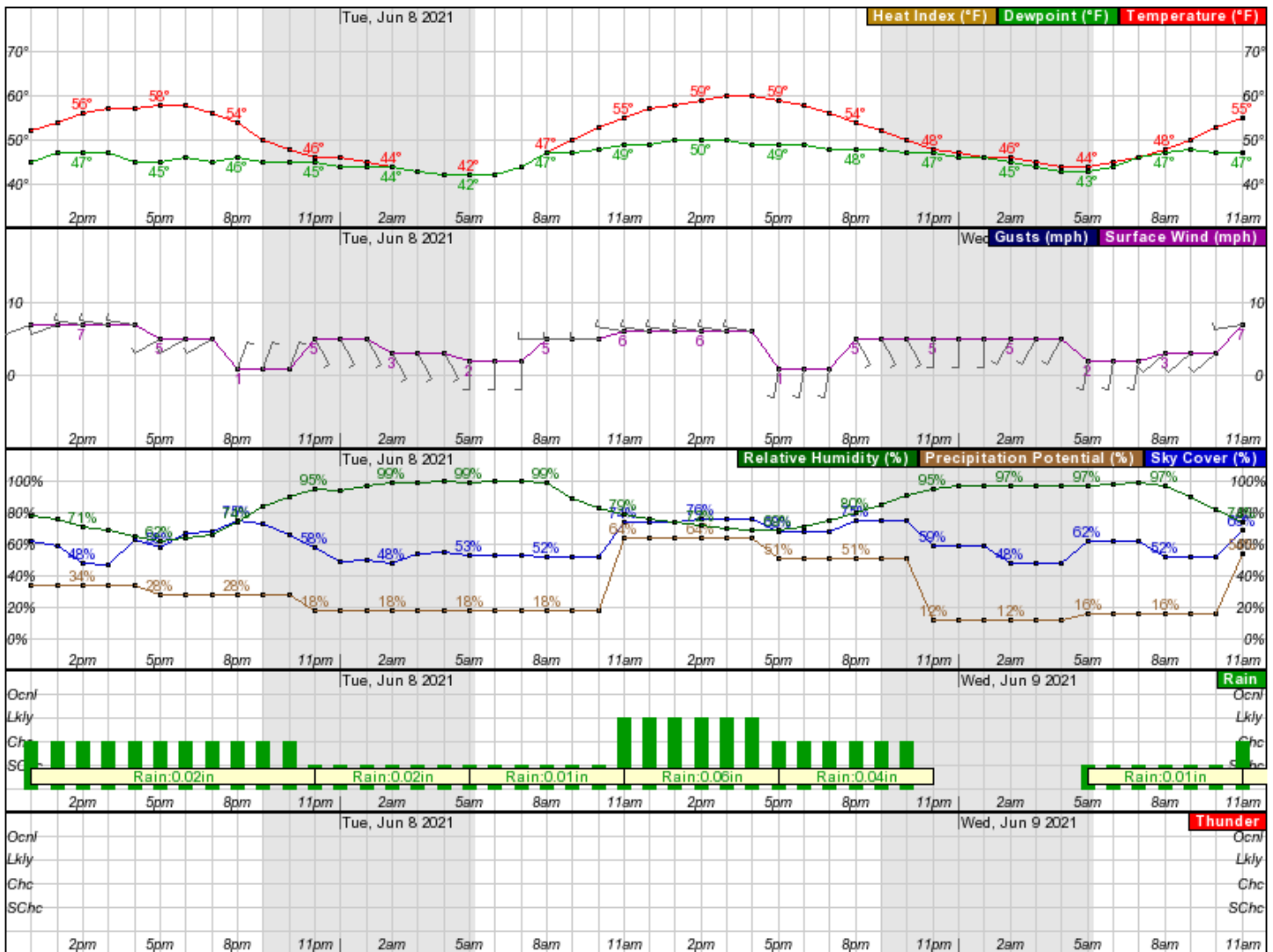


Figure 2 Sample Hourly Weather Forecast

When it says ‘Rain 0.02 in’ that is usually ok. ‘Rain 0.06 in’ is usually too much.

- **Thunder and Winds:** Small amounts of thunderstorm activity can be fun, but any significant such activity usually leads to high winds and some precipitation which may not allow flight operations. Watch out for ‘East wind’ conditions: significant winds from the East create two hazards: (1) insufficient runway length for taking off with tail wind; (2) a turbulent rotor develops about halfway down the runway. Operations need to be canceled when winds from Northeast, East, or Southeast are expected to exceed, say, 4 knots for a significant portion of the day. No matter the direction, handling winds in excess of ~12 knots require skills by experienced pilots.
- **Soaring Forecasts:** Various sources are available for predicting a day’s potential for lift. However, that is not a criterion for deciding whether or not flight operations are feasible. Of course, the FM may use favorable soaring forecasts in his voice mail and email messages to encourage members to participate.

3.3.1.2 Contingencies

Are there any out of the ordinary events scheduled? If so, connect with the event planner to discuss.



3.3.1.3 Tow Pilot

FM and Tow Pilot (the first tow pilot if there are more than one signed up for the day) should have a coordination call. The tow pilot is usually the one who contacts a briefer and gets information regarding NOTAMs and unusual weather conditions. The coordination call should take place after the tow pilot's contact with a briefer. The PSSA Operations Rules require the FM in Section 3.3.1(1)(a) to get a weather briefing from the FAA Flight Service Station; this requirement is often delegated to the towpilot.

3.3.1.4 Timing/Scheduling

The FM decides when to start the day's operations depending upon:

- Weather
- Pilots having signed up
- Availability of instructors and tow pilots
- Availability of equipment
- Introductory/demonstration and instructional flights should be scheduled early in order to leave the time of best lift (early- to mid-afternoon) to licensed Club members.

3.3.1.5 Voicemail and email Messages

Before 09:30 in the morning of a day of operations, the FM creates a voice mail message. The following is a copy of instructions on the Club's website:

Leaving an Operations Message

PSSA uses the Extended Absence greeting for the daily operations status message placed by the FMs. The Personal Greeting will remain constant and will be invoked ASAP after each weekend by canceling the Extended Absence greeting.

Standard Access to PSSA Voicemail:

- a. Call the PSSA Voice Mail Number 206-660-0019
- b. Interrupt the message at any time by pressing the ASTERISK (*) key
- c. Enter the password followed by the POUND (#) key (if you don't know the password ask another Club member)
- d. If there are messages left for PSSA, listen and note any actions that need to be taken. The most frequent one is that someone would like to book a demonstration flight. You can handle the callback yourself, or forward the information to the PSSA Scheduler.

Recording an Operations (Extended Absence) Message:

- a. Access the PSSA Voice Mailbox per 1) above
- b. After the password has been accepted, discard the existing extended absence message (if prompted) and enter option 4
- c. Select option 3 (Greetings or Recorded Names)
- d. Select option 2 (Extended Absence Message)
- e. Record the message (see script below for an example)



PSSA Field Manager Manual – Part III – Training Guide and Reference

- f. When done recording, press the POUND (#) key to accept the message. If you need to start over, select the ASTERISK (*) and begin recording again. Continue to press the ASTERISK (*) until the system says 'goodbye'.

Operations message example scripts (Use the 'Extended Absence' option only):

Good morning, this is [Name] FM for [Day, Month, Date (e.g. Saturday, June 17th)]. Today's operation will start at [time]. Our tow pilot will be [Name of tow pilot] and our instructor is [Name of instructor] or; no instructor is scheduled for today.

For cancellations: Good morning, this is [Name] FM for [Day, Month, Date]. Due to [weather/wind direction/equipment/lack of personnel], today's operation is cancelled. Please check back tomorrow/next week.

For deferred decision: Good morning, this is [Name] FM for [Day, Month, Date]. We will defer the decision to have an operation until [Time]. Please call back then.

- If the situation is uncertain, the FM should defer a go/no-go decision and say so in the voice mail.
- The FM should send an email message to all PSSA members with the same information as in the voice mail.

3.3.1.6 Note Signups

Make a note of who has signed up for flying activities today. During the course of the day, members who have signed up are given higher priority than those who show up without signing up.

3.3.2 Arrival

Sometimes, there is confusion about what to call the little buildings we use. This building is the "Storerroom":



Figure 3 PSSA Storerroom

This building is the "Shed":



Figure 4 The "Shed"

This is the interior of the shed:



Figure 5 Interior of the Shed



3.3.2.1 Road signs

The Club maintains three road signs advertising the opportunity for members of the public to enjoy a glider ride and to learn how to fly (Figure 6):



Figure 6 Road Signs

The signs are stored at the Stop N Shop convenience store at the intersection of Highway 169 and SE 416th Street in Enumclaw (Figure 7):



Figure 7 Stop N Shop Store

On the outside of the store, near the Northwest corner, there are some vertical steel rods (Figure 8):



Figure 8 Road Signs Storage Location

On the right of where the steel rods stop, there is a hose bib. The signs are stored under the hose bib. Set up the sign marked with the largest distance right there at the store so it can be seen from Highway 169. Set up] the sign marked with the medium distance at the intersection of Veazie Cumberland Road SE and SE 416th Street. Set up the sign marked with the shortest distance at the intersection of 292nd Avenue SE and SE 408th Street.

The signs are not necessarily set up every time the Club has an operational day. For example, during the Covid-19 pandemic we did not use them at all. The FM needs to be sure that a demo pilot or instructor is available in order to service requests for flights from members of the general public.

Some operational days are dedicated to special purposes such as ‘privately-owned glider only’, or ‘instruction only’. We do not set up the road signs those days.



3.3.2.2 STOP Sign

Set up the STOP sign on the North-South extension of 408th Street into the Bergseth property, near the Southeast corner of the North runway (Figure 9).



Figure 9 STOP Sign at East End of North Runway

3.3.2.3 Traffic Cones

There should be traffic cones set up at the Eastern end of the North runway, the free space between the fences; remove the traffic cones.



Figure 10 Traffic Cones in Gap between Fences

3.3.2.4 Inspect the runways

- Is the East end of the North runway perhaps too wet so that pilots will have to be requested not to use it?
- Is the grass on the runways short enough to allow safe operations? (see Figure 11)
- Is the grass to the runway sides short enough so wings won't catch in it?
- Look for loose rocks larger than half of an adult fist; remove them from the runways.
- Is the East overrun of the North runway free of obstacles?



Figure 11 Bergseth Field with Nicely Mowed Runways

3.3.2.5 Unlock

Unlock the storage room and the battery charging station. Ask another member if you don't know the combination.

3.3.2.6 Vest

The FM should wear a **bright yellow vest** to make himself conspicuous.

3.3.2.7 Sign on Fence

Find the sign that says "Home of Puget Sound Soaring Association". Mount it on the outside of the fence near the main gate, on top of a sign that warns people not to enter the property (Figure 12 and Figure 13).



Figure 12 Sign Near Main Gate Saying, 'No Trespassing'.



Figure 13 Sign Near Main Gate Saying, 'Home of PSSA'

3.3.2.8 Parking

- The FM is the only person who may take a vehicle on to the area with the runways. The FM may authorize others to do so for special purposes such as chasing elks off a runway.
- For general parking, direct Club members and visitors to the area South of the runway overrun. Be sure no vehicle is too close to the overrun, so a wingtip won't run into a parked vehicle. On especially busy days, the area North of the overrun may also be used for parking. A little sign is available to put on the fence near the door in the Southeast fence close to the main gate (Figure 14).



Figure 14 Parking Sign on Fence

3.3.2.9 Loo

Is the Honeybucket comfort station in good working order?

3.3.2.10 Field Operations Station

Decide where the field operations station is going to be

- Usually at the picnic table. Does the picnic table and benches need relocation? (to or from a shady area)
- Use your vehicle if precipitation is threatening.

3.3.2.11 Get Documents and Equipment

Collect necessary documents and equipment; have them available at the field operations station:

- Hand-held radios: The Club has three hand-held aviation transceivers. Take two of them out of the battery charging station. Tune them to 123.300 MHz. Leave one powered on. Keep the other one as a backup. These radios are stored in the battery charging station (Figure 15 and Figure 16):



Figure 15 Battery Charging Station Outside of Shed



Figure 16 Inside of Battery Charging Station

- Turn on the Club cell phone (Figure 17) and carry it for the duration of your FM duties.



Figure 17 Club Smartphone with Charger

- Two forms boxes: one is labelled “Liability Waivers”. The other is black and contains letter-size hanging file folders with applications for temporary and permanent membership, envelopes for sending the filled out daily log sheet to the bookkeeper, PSSA brochures, etc. (Figure 18):



Figure 18 Forms Boxes



PSSA Field Manager Manual – Part III – Training Guide and Reference

- Letter size aluminum box with booklets for signing off gliders after daily inspections (Figure 20):



Figure 20 Letter Size Aluminum Box

- Tow rope retrieval hook (Figure 21):



Figure 21 Tow Rope Retrieval Hook

- Be sure you know where to find instructions for what to do in case of **emergency**. There is a set at the very **end of this manual**.



3.3.3 Preparations for Flight Operations

3.3.3.1 *Tow Plane*

The preparation of the tow plane for flight operations is left to the responsibility of the tow pilot. This includes the selection and inspection of a tow rope and its attachment to the tow plane.

3.3.3.2 *Weak Link*

Some pilots require the use of a weak link when towing their glider. This used to be the case when the Club operated the Schweizer 2-33 because it required a Schweizer tow ring. Currently (June 2021) all gliders and the tow plane use the Tost ring (a larger and a smaller ring hooked together) and a Tost ring compatible release mechanism; Club gliders do not require a weak link.

3.3.3.3 *Gliders*

Be sure that each Club glider to be flown in today's operations is inspected and signed off by a licensed Club member in booklets provided for that purpose (Figure 20). It is also acceptable that the signoff be placed on the white gap sealing tape at wing roots of many gliders. It is the responsibility of the person inspecting and signing off a glider to make sure that the glider has a valid FAA registration card, an airworthiness certificate, and a Washington State registration card.

Insist that glider assembly takes place under the direction of one single experienced Club member who identifies him/herself to the FM. In the past, not following this directive has led to miscommunications and damage to gliders.

In order to keep glider interiors clean, a rug and a brush are provided. The rug is to be laid out next to the glider cockpit, and the brush is to be used to clean shoes before entering the cockpit (Figure 22):



Figure 22 Rug and Brush for Glider Entry

3.3.3.4 Insurance

The FM can rely on the Board of Directors to take care of payment of insurance premiums required to protect the Club from financial losses. PSSA members and visiting pilots who bring their own gliders need to show to the FM proof of adequate liability insurance coverage.

3.3.3.5 Tow rope guidepost

There is a white plastic pipe sticking out vertically between the East ends of the two runways, with a slightly larger loose piece of plastic pipe on top (Figure 23). The post catches the tow rope when the tow plane lands on the North runway and turns to position itself for the next tow on the South runway. This makes it easier to retrieve the tow rope. Make sure this pipe arrangement is in good working order. NOTE: gliders must be staged far enough to the south that, should a right wing drop, it will not strike this post.



Figure 23 Tow Rope Guide Post

3.3.3.6 Eligibility

In most instances, the FM can rely on member pilots' honesty that they have complied with all rules which may come from the FAA or the Club's Operations Rules. However, there have been instances when this was not so. In case of any doubts, the FM should ask questions like:

- Are you current?
- When was your last flight review?
- Do you have a current backseat checkout for this glider?
- Have you had your CFIG/Mentor checkout, or have you had 3 glider flights as PIC within the last 60 days?
- Is your account with PSSA paid up?

There is a **special circumstance** to keep in mind:

- A student pilot has just received permission from an instructor to fly a glider by himself/herself ("solo"). The FM must be sure that that solo student is a member of the Soaring Society of America



(SSA) before allowing that solo flight to proceed. This is an absolute glider insurance policy requirement. In the past, we have had to make a phone call to the SSA to sign up that solo student quickly before the flight. Note that this does not work on weekends because the SSA is not open then. The solo flight may have to wait until the student's SSA membership is confirmed. Furthermore, the instructor must be on the field to verify that the student is capable of handling the current conditions per ops rules.

3.3.3.7 *Flight Scheduling*

The FM determines the sequence of flight operations following these guidelines:

- The FM tries to organize the day's flying activities considering:
 - Safety: in the air as well as on the ground
 - Participants' desires for activities and equipment
 - Efficiency of operations
- Pilots enter their names on the daily log sheet, generally in the order of their arrival at the airfield. The FM uses this sequence as a general guide for flight scheduling.
- Introductory/demonstration and instructional flights should take place preferably mid to late morning so as to leave the time of best lift (early to midafternoon) to Club members.
- Usually, when a pilot completes a flight and wishes to fly again, the pilot is placed at end of the queue. However, there are times when up to three short flights are allowed to occur in sequence:
 - An instructor, demo, or mentor pilot requires three flights for currency so that he can carry out his duties for the remainder of the day.
 - A student and the student's instructor may have up to three flights in a row as long as the combined elapsed time of all flights does not exceed one hour. This includes solo flights with the instructor on the ground.
- Members showing up at the airfield without having signed up during the days preceding the day of operations, have lower priority than those who signed up in advance. This prioritization overrules time of arrival at the airfield. Signed-up members have higher priority even when wishing to fly again on the same day.
- The FM may take a flight after having found a suitable temporary replacement for the time of the FM's absence (Operations Rules Section 3.1.4).

3.3.3.8 *Glider Trailer Parking*

The FM may need to assign temporary or permanent glider trailer parking spots. Permanent spots for trailer parking are west of PSSA's store room. Care must be taken to make sure that the rear ends of the trailers are lined up. This is not just for good looks; it is a necessity for glider assembly and disassembly in order to make sure that glider trailers do not interfere with glider wings. Here is an example where this requirement was not well fulfilled (Figure 24):



Figure 24 Lineup of Glider Trailers

3.3.4 Daily Briefing

A good and safe day of flying at Bergseth begins with a good briefing for all involved aircrew and ground support participants. Why is a briefing needed? Answers may include:

- It is regulatorily required by 91.309(a)(4), which includes this requirement: *“No person may operate a civil aircraft towing a glider ... unless the pilots of the towing aircraft and the glider ... have agreed upon a general course of action, including takeoff and release signals, airspeeds, and emergency procedures for each pilot.”*
- Every skilled aviator or aviation operation—whether that’s a single pilot operating by themselves, a military squadron, or an air carrier operation—begins the flight period with a briefing. While PSSA isn’t a Fighter Squadron or Airline, that doesn’t mean we can’t learn from them.

3.3.4.1 Scope

Obviously, one cannot mention in a briefing all there is to know about aviation. It is to be “brief” yet comprehensive enough to address all phases of glider operations:

- Preparations, including assembly and inspections
- Launch, including formation flight with a towplane



PSSA Field Manager Manual – Part III – Training Guide and Reference

- Free flight
- Landing
- Tiedown procedures, disassembly

The briefer should also consider picking a “subject of the day” for a little more detailed treatment. Here are some examples: Speeds to Fly; Landing out Around Bergseth; How to Behave on the Back Ridge; Proper Use of the Radio; etc. etc.

3.3.4.2 *The Briefer*

Candidates for this job include the FM, a Tow Pilot, a CFGI, or one of the other pilot participants (including students, who should be taught—and therefore should practice this skill). It is the responsibility of the FM to make sure that the briefing takes place. After the decision is made for who will give the brief, that person should then prepare to give the brief by gathering needed information and “thinking through” the brief. This preparation will foster a complete, yet succinct briefing. The briefer should feel free to use visual aids such as a whiteboard with briefing elements or a poster board with SSA soaring signals.

3.3.4.3 *Timing*

The briefing needs to be held before flight operations begin, either before or after aircraft have been inspected. While there are no standards or requirements for the length of a brief—and, furthermore, good conversation/input should not be stymied if it occurs—a standard brief to begin a glider operation is approximately 10-15 minutes.

The brief should be supplemented or updated as new pilots arrive or as conditions change.

3.3.4.4 *Briefing Outline*

Please use the 5x8 card shown in Figure 25 for conducting the briefing

- **Administrative.** Make sure all participants know each other. Everyone is invited to state the purpose of their presence, including what they hope to get done today. Reminder of why this briefing is important. Status of aircraft (tow plane endurance, any comm issues, etc)
- **Weather.** The briefer should gather this info in advance and give a basic brief, focused on clouds, winds and whatever may favor or hinder the operation.
- **Normal/Abnormal Operations.** The method used to brief is at the discretion of the briefer. One way to do this is to talk through a “normal” flight and then come back and talk it through for situations when it doesn’t go as expected. Alternatively, the briefer can dovetail these two “normal and abnormal” aspects. The FM provides information on flight sequencing. This could be as simple as saying that we go by the sequence in the signup list, or it could be complex if there are many participants and pieces of equipment.
- **Risk Management.** Identify risks and discuss their mitigation. In particular, what are today’s risks? There can be many, such as: too windy for student pilots; getting caught behind the Back Ridge at too low an altitude; runway head-to-head operations; air traffic outside of PSSA operations; etc.
- **Today’s Special Topic.** See last paragraph in Section 3.3.4.1 above.



PSSA Briefing Guide

- Administrative
 - Introductions
 - Why we hold this briefing
 - Equipment status
- Weather
 - Prognostics for the day
 - Potential for lift
 - Potential for threats
- Operations
 - Normal Ops
 - Abnormal Ops
 - Flight Sequencing (Fld.Mgr.)
- Risk Management
 - What are today's risks?
 - Discuss their mitigation
- Today's Special Topic
 - _____

Figure 25 PSSA Briefing Guide

3.3.4.5 De-Brief

Perhaps even more important than the brief is the debriefing—sitting down at the end of the operation to discuss how things went, concentrating on whether there were any safety issues or areas for improvement. In this way, the lessons for the day are cemented into the participants, who can improve their skill set with every



experience. A key aspect of a good debrief is to “leave your ego at the door” ...in other words, recognize that the purpose is simply for all to become better aviators. When many participants leave at different times, the de-brief can be conducted via email, perhaps in response to the FM’s report on the day of operations.

3.3.5 Flight Operations

3.3.5.1 *Delegate!*

Remember to **delegate** tasks such as

- running wings on takeoff,
- handling radio traffic,
- moving equipment on the ground,
- recording takeoff and landing times,
- greeting visitors,
- inspect runways,
- assembly/disassembly of gliders,
- check that aircraft and pilots are fit and legal to fly
- Handling payments (cash, checks, credit card charges, gift certificates)

Occasionally, it is necessary to prevent over-enthusiastic visitors from “helping”: they are not trained in what we do and can cause problems.

3.3.5.2 *Runways*

Both **runways** can be used for takeoffs and landings. However, the South runway is preferred for takeoffs, and the North runway is preferred for landings since it has an overrun at its East end.

3.3.5.3 *Head-to-Head*

As a general rule, takeoffs are conducted to the West, and landings to the East; this is also referred to as ‘**head-to-head**’ operations. On rare occasions, the winds out of the west may be quite strong so that landings to the West are required. Such a decision is left to the pilot in command of the landing aircraft.

3.3.5.4 *Runway Obstacles*

Runway obstacles for takeoff: tow pilots and wing runners are to make sure that there are no animals, mowers, pedestrians etc. on the runway to be used for takeoff. The glider pilot’s view of the runway is largely blocked by the tow plane. There is nothing wrong with the FM keeping an additional eye out for problems, and have the radio at hand if interference is required.

3.3.5.5 *Cadence*

Determine the **cadence** of flight ops consistent with these priorities

- See ‘Flight Scheduling’ above (3.3.3.7, p. 3-22)



- Only pilots and planes ready for hookup should be allowed to stage for takeoff at the East end of a runway. THIS MEANS NO PREFLIGHTS OR POSITIVE CONTROL CHECKS DONE AT THIS LOCATION!
- On the South runway, one glider may be staged for takeoff in front of another one. Do not stack more than two gliders there. Do not stage more than one glider for takeoff on the North runway; reason: make sure the North runway can be cleared quickly for a landing.
- If the FM notices that the pilot(s) in the glider that is already hooked up to the tow rope, is/are not proceeding swiftly to takeoff, he should inquire by radio about the delay.

3.3.5.6 Air traffic Communications

- Landing aircraft have priority using the runways over aircraft wishing to take off. Pilots in command (PIC) of landing and taking off aircraft handle this rule on their own, but the FM should listen to radio traffic and intervene should he disagree with PICs' decisions, or help resolve a potential conflict.
- Pilots in landing aircraft are to announce their intention to land. The FM should respond with wind and weather conditions on the ground, and whether the landing runway is clear.
- Power traffic: Any pilot wishing to land at Bergseth Field is required to have made a visit by surface before attempting the landing. This quote is from the Operations Rules Section 2.2:

Power airplanes, with the exception of the PSSA tow plane, are discouraged from landing at Bergseth. FMs are to advise Non-member pilots radioing their intention to land at Bergseth as follows: "You are requested not to land at Bergseth. This is a private airport with a short runway, significant rising terrain to the east limiting go-around options and a challenging approach. This area is used for glider operations. Any attempt to land is strictly at your own risk. Again, you are requested not to land."

PSSA members intending to invite power pilot friends to the field should: a) notify a Board member of your intention, b) bring the pilot to the field via ground transportation so they may appreciate the field environment and speak with power pilots at the field, c) notify the FM on duty and, d) get a waiver of liability form signed in advance. Power pilots intending to land at Bergseth Field should make radio contact with the FM to assure there is no conflict with glider operations.

3.3.5.7 Time limit on rental of Club gliders

- The FM may need to call back to Bergseth Field a glider that is about to exceed or has exceeded the flight time limit if there is another member waiting for the equipment. The time limits are:
 - One licensed member pilot in the glider: one hour.
 - Two licensed member pilots in the glider who are sharing the flight: two hours

3.3.5.8 Gliders that have landed

- After a glider comes to a stop at the end of its takeoff roll it is to **vacate the runway** as soon as feasible. The FM should dispatch a helper on a tug to help move the glider off the runway. Occasionally, there is an urgent need to get a glider off a runway because of another glider in the landing pattern, and because the other runway is occupied. The FM may need to order the occupants of the glider on the runway to quickly exit the aircraft and push it off the runway themselves. If the FM recognizes the problem early enough another option is to ask the glider landing first on the North runway to use the overrun, or to veer slightly



PSSA Field Manager Manual – Part III – Training Guide and Reference

off the runway during the landing roll (veering off too far may lead to an uncomfortable ride due to unevenness of the ground next to the runways).

3.3.6 Emergencies

There are several types of emergencies:

- Moving aircraft with/without injuries
- Not involving aircraft
- Medical only

You may well need outside assistance: see **Emergency Instructions** on the very last page of this manual.

It may be necessary to close one or both runways. If a glider is airborne that will need to land but there are objects blocking the runway:

- If you have time, take pictures
- Unblock the runway

Leave an accident scene as undisturbed as possible. Providing emergency help to injured persons has priority, of course.

3.3.7 Keeping Records and Handling Money

3.3.7.1 *Daily Log Sheet*

The Daily Log Sheet is in legal size. An appropriately sized aluminum container is provided for holding a supply of blank sheets, and for holding the sheet in place while it is being filled out during the day of operations. Here is a sample blank daily log sheet:



PSSA Field Manager Manual – Part III – Training Guide and Reference

- **Tow By** column: Leave blank if the main tow pilot performed the tow. Otherwise record the name of the tow pilot. If more than one tow plane is used, then record the tow plane's registration number's last three characters in addition to the tow pilot's name.
- **Glider Pilot** column: If only one pilot occupies the glider, record the name here. For dual occupancy, this column should be used to record the name of the aviator who will be charged for the flight. This is also the column in which pilots sign up for flying activities for the day.
- **Instructor/Passenger/2nd pilot** column: For recording the name of a second aviator, including demonstration and mentor pilots. Those aviators are not usually charged for the flight; exceptions are noted in the Comments column.
- **Actual Release Altitude** column: Do not record the desired release altitude. What goes here is the actual release altitude as reported by the tow pilot. Release altitude is recorded in feet above mean sea level. The altitude difference of the tow for charging purposes is calculated later by the bookkeeper.
- **Local Military 24 Hours Times** columns: Takeoff and Landing times for gliders are recorded in 24-hour format with a granularity of minutes. Obviously, the takeoff time for the tow plane is the same as the glider's, but the tow plane's landing time is not recorded at the time of this writing; this may be required in the future. The elapsed time column needs to be filled in only for flights for which the FM must determine the charge (see below). However, it makes it easier for pilots to have this info available to transfer it to their log books.
- **Chg. Code** column: Help the bookkeeper determine the correct charge for each flight by recording a "charge code" here. The column is highlighted in yellow to emphasize the codes at the bottom, and their explanations to the left:
 - Code F (or left blank): full charge for both tow and glider rental.
 - Code E: free/no charge – please give an explanation in the Comments column, for example: instructor currency, glider relocation.
 - Code G: glider only; for example, when a pilot uses a Club glider, but the tow is provided from outside the Club.
 - Code T: tow only; for example, when a pilot uses a privately-owned glider for which no rental charges are collected.
 - Code C: introductory or Commercial ride where a PSSA demo pilot or instructor gives a glider ride for a temporary member (see more on that below).
 - Code W: Winch tow
- **\$ Flight** column: Needs to be filled in only for those flights for which the FM collects payment on the day of the flight. In order to make that calculation easy a laminated table is provided that shows the charge as a function of release altitude and minutes of glider flight duration. Here is a sample for the charge rates in effect as of June 2021:

PSSA Field Manager Manual – Part III – Training Guide and Reference



Puget Sound Soaring Association			\$ Aerotow and Glider Rental Charges at Bergseth Field \$														Glider Flight Duration in Minutes																
Release Altitude	\$ Tow	\$ Glider	<= 20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
AGL, ft	MSL, ft		12	13	14	14	15	15	16	17	17	18	18	19	20	20	21	21	22	23	23	24	24	25	26	26	27	27	28	29	29	30	30
<= 500	<= 1600	21	33	34	35	35	36	36	37	38	38	39	39	40	41	41	42	42	43	44	44	45	45	46	47	47	48	48	49	50	51	51	
<= 1000	<= 2100	32	44	45	46	46	47	47	48	49	49	50	50	51	52	52	53	53	54	55	55	56	56	57	58	58	59	59	60	61	61	62	62
1100	2200	34	46	47	48	48	49	49	50	51	51	52	52	53	54	54	55	55	56	57	57	58	58	59	60	60	61	61	62	63	63	64	64
1200	2300	35	47	48	49	49	50	50	51	52	52	53	53	54	55	55	56	56	57	58	58	59	59	60	61	61	62	62	63	64	64	65	65
1300	2400	37	49	50	51	51	52	52	53	54	54	55	55	56	57	57	58	58	59	60	60	61	61	62	63	63	64	64	65	66	66	67	67
1400	2500	38	50	51	52	52	53	53	54	55	55	56	56	57	58	58	59	59	60	61	61	62	62	63	64	64	65	65	66	67	67	68	68
1500	2600	39	51	52	53	53	54	54	55	56	56	57	57	58	59	59	60	60	61	62	62	63	63	64	65	65	66	66	67	68	68	69	69
1600	2700	41	53	54	55	55	56	56	57	58	58	59	59	60	61	61	62	62	63	64	64	65	65	66	67	67	68	68	69	70	70	71	71
1700	2800	42	54	55	56	56	57	57	58	59	59	60	60	61	62	62	63	63	64	65	65	66	66	67	68	68	69	69	70	71	71	72	72
1800	2900	44	56	57	58	58	59	59	60	61	61	62	62	63	64	64	65	65	66	67	67	68	68	69	70	70	71	71	72	73	73	74	74
1900	3000	45	57	58	59	59	60	60	61	62	62	63	63	64	65	65	66	66	67	68	68	69	69	70	71	71	72	72	73	74	74	75	75
2000	3100	46	58	59	60	60	61	61	62	63	63	64	64	65	66	66	67	67	68	69	69	70	70	71	72	72	73	73	74	75	75	76	76
2100	3200	48	60	61	62	62	63	63	64	65	65	66	66	67	68	68	69	69	70	71	71	72	72	73	74	74	75	75	76	77	77	78	78
2200	3300	49	61	62	63	63	64	64	65	66	66	67	67	68	69	69	70	70	71	72	72	73	73	74	75	75	76	76	77	78	78	79	79
2300	3400	51	63	64	65	65	66	66	67	68	68	69	69	70	71	71	72	72	73	74	74	75	75	76	77	77	78	78	79	80	80	81	81
2400	3500	52	64	65	66	66	67	67	68	69	69	70	70	71	72	72	73	73	74	75	75	76	76	77	78	78	79	79	80	81	81	82	82
2500	3600	53	65	66	67	67	68	68	69	70	70	71	71	72	73	73	74	74	75	76	76	77	77	78	79	79	80	80	81	82	82	83	83
2600	3700	55	67	68	69	69	70	70	71	72	72	73	73	74	75	75	76	76	77	78	78	79	79	80	81	81	82	82	83	84	84	85	85
2700	3800	56	68	69	70	70	71	71	72	73	73	74	74	75	76	76	77	77	78	79	79	80	80	81	82	82	83	83	84	85	85	86	86
2800	3900	58	70	71	72	72	73	73	74	75	75	76	76	77	78	78	79	79	80	81	81	82	82	83	84	84	85	85	86	87	87	88	88
2900	4000	59	71	72	73	73	74	74	75	76	76	77	77	78	79	79	80	80	81	82	82	83	83	84	85	85	86	86	87	88	88	89	89
3000	4100	60	72	73	74	74	75	75	76	77	77	78	78	79	80	80	81	81	82	83	83	84	84	85	86	86	87	87	88	89	89	90	90
3100	4200	62	74	75	76	76	77	77	78	79	79	80	80	81	82	82	83	83	84	85	85	86	86	87	88	88	89	89	90	91	91	92	92
3200	4300	63	75	76	77	77	78	78	79	80	80	81	81	82	83	83	84	84	85	86	86	87	87	88	89	89	90	90	91	92	92	93	93
3300	4400	65	77	78	79	79	80	80	81	82	82	83	83	84	85	85	86	86	87	88	88	89	89	90	91	91	92	92	93	94	94	95	95
3400	4500	66	78	79	80	80	81	81	82	83	83	84	84	85	86	86	87	87	88	89	89	90	90	91	92	92	93	93	94	95	95	96	96
3500	4600	67	79	80	81	81	82	82	83	84	84	85	85	86	87	87	88	88	89	90	90	91	91	92	93	93	94	94	95	96	96	97	97
3600	4700	69	81	82	83	83	84	84	85	86	86	87	87	88	89	89	90	90	91	92	92	93	93	94	95	95	96	96	97	98	98	99	99
3700	4800	70	82	83	84	84	85	85	86	87	87	88	88	89	90	90	91	91	92	93	93	94	94	95	96	96	97	97	98	99	99	100	100
3800	4900	72	84	85	86	86	87	87	88	89	89	90	90	91	92	92	93	93	94	95	95	96	96	97	98	98	99	99	100	101	101	102	102
3900	5000	73	85	86	87	87	88	88	89	90	90	91	91	92	93	93	94	94	95	96	96	97	97	98	99	99	100	100	101	102	102	103	103
4000	5100	74	86	87	88	88	89	89	90	91	91	92	92	93	94	94	95	95	96	97	97	98	98	99	100	100	101	101	102	103	103	104	104
4100	5200	76	88	89	90	90	91	91	92	93	93	94	94	95	96	96	97	97	98	99	99	100	100	101	102	102	103	103	104	105	105	106	106
4200	5300	77	89	90	91	91	92	92	93	94	94	95	95	96	97	97	98	98	99	100	100	101	101	102	103	103	104	104	105	106	106	107	107
4300	5400	79	91	92	93	93	94	94	95	96	96	97	97	98	99	99	100	100	101	102	102	103	103	104	105	105	106	107	108	108	109	109	

Figure 27 Glider Tow and Rental Charges Table

The back side of this laminated sheet continues the table for longer glider flight durations.

Daily temporary members (see more under ‘Visitors’ below) bring their own gliders. The FM can use the red \$ Tow column in the laminated table to obtain the amount to be collected for the tow.

- \$ Collected column: record the amount collected. In the Comments column to the right make a note of the payment method: cash, check, credit card, or gift certificate (including its number!). At the bottom of this column, add up all the payments (“Total \$ Collected”); this must equal the amount you will remit to the bookkeeper. Note that gift certificates are treated like checks, i.e., a gift certificate has the value of the flight for which it was tendered and accepted by the FM (see Gift Certificates below).
- Comments column: Has many uses, such as:
 - Method of payment (see \$ Collected column above)
 - Aerobatic flight:
 - As a general rule, it is prohibited around Bergseth Field. However, in 2012 then member and CFG Mark McIntyre obtained a letter from the FAA (Seattle Flight Service District Office, Judith Kirkwood) with the following wording:



PSSA Field Manager Manual – Part III – Training Guide and Reference

After some discussion within the office, it's been determined that as long as you are conducting "training", including spin training, that you do not need a waiver to conduct that training even within a victor airway. As long as you stay below the class B airspace, you would not be interfering with the arrivals and departures out of Seatac. If you wish to operate within the Class B airspace for that training, you would need to coordinate that with Seattle Approach.

- Make a note in the log when a Club glider was used for aerobatics at other locations, especially spin training. This is important knowledge when it comes to requesting extensions of glider life from the manufacturer.
- Logbook sales: record amounts collected in the \$ Collected column.
- When flying charges are to be split between several people: for example, write "50/50" when the charges are to be split evenly between first and second glider pilots.
- Indicate when a third party (neither of the aviators in the glider) is to pay for the flight.
- Any other relevant information.
- Messages area: Space for mentioning equipment problems, praise/complaints, unusual occurrences, etc.
- The reverse side of the daily log sheet contains a checklist for the convenience of the FM.

3.3.7.2 Liability Waivers

- General Liability Waiver Form

Is printed double-sided on yellow letter-size paper. Everybody who takes a flight in a Club aircraft or receives a tow by a Club tow plane must have a valid signed general liability waiver on file with the Club. Liability waivers have no expiry date, however, a good practice is to renew them every three years. They are kept in a light grey file folder box appropriately labeled 'Liability Waivers'. Older forms are kept in a drawer in the storeroom. The form can be downloaded from

<http://www.pugetsoundsoaring.org/docs/waiver.pdf>

(it's ok if it's not printed on yellow paper). When you receive a liability form, please:

- Be sure that the back of the form is filled out as well: emergency contact information for everybody; the remainder for daily temporary members who bring their own glider.
 - file it in that box alphabetically by last name.
 - Covid-19 Liability Form
- This is still a requirement at the time of this writing. The Club needs to have one on file for every participant in gatherings at Bergseth Field.



3.3.7.3 Temporary Member Forms

Temporary member forms are printed on letter size sheets: green is for 30-Day Temporary Members, and purple is for Daily Temporary Members. There should never be a situation when you would fill out both green and purple forms for the same person. More details are in Section 3.3.9, Visitors.

3.3.7.4 Permanent Membership Application form

Application for permanent PSSA membership is handled by using the letter size form with a blue background shown in Figure 28.

The form should be self-explanatory. Here are some reminders:

- The FM need not sign this form. Any PSSA member in good standing may do so as a witness.
- Make sure the form is signed and dated by the applicant or parent/guardian.
- Send the form to the bookkeeper
- The FM may assume that the applicant's membership application will be approved



Puget Sound Soaring Association, Inc.
Application for Permanent Membership

Mail to: PSSA, Inc. P.O. Box 941, Enumclaw, WA 98022_email: pssabod@pugetsoundsoaring.org

Date: _____ First Name & MI: _____ Last Name: _____
 Spouse/Partner: First Name & MI: _____ Last Name: _____
 Street Address: _____ City: _____ State: _____ ZIP: _____
 Home Phone: _____ Work: _____ Cell _____
 Email: _____ Pilots License #: _____ SSA # (If SSA member) _____
 Date of Birth (If under 21 years of age) _____ Pilot Ratings/Certifications: _____
 Medical Date: ____/____/____ FR Date: ____/____/____ PSSA Member Reviewing Docs: _____

Circle Membership Category – Annual Dues (Enter amount below)				
Regular \$960 per Year	Associate \$960 per Year	Volunteer Instructor or Tow Pilot No Dues	Dues-Paying Instructor or Dues Paying Tow Pilot \$600 per Year	Family/Youth \$480 per Year

The following applies to all new members:

- If I am not already, I am required to become a member of the Soaring Society of America (SSA). SSA membership is mandatory and dues are paid in advance by PSSA and billed to the member annually.*
- I will provide written notification of membership withdrawal to the PSSA board that will take effect the next monthly billing cycle following receipt of notification. All outstanding debts to PSSA are due upon termination of membership.*
- Dues and flying fees must be paid within 30 days of billing to avoid suspension of flying privileges. Current year dues & SSA fees must be paid in full before operating club equipment.*
- PSSA reserves the right to cancel membership in the event of nonpayment of dues and other accrued charges exceeding 60 days. PSSA may utilize legal avenues to recover any past due amounts.*
- I agree to abide by the Bylaws and Operating Rules of PSSA and conduct all activities to ensure the safety of myself and others both in flight and on the ground.*
- I am aware of all the inherent risks of flying in gliders, including, but not limited to, the hazards of pilot error, aircraft structural or mechanical failure, mid-air collisions, physiological disorders, the forces of nature, the actions of other persons, and my own error in judgment. I am further aware that the risks of flying could result in injury, death or other damages to me. I hereby agree that I will not hold PSSA Inc., its members, operators, officers, agents, instructors, pilots, and other unnamed assistants liable for any occurrence in connection with my participation in glider flying which may result in injury, death or other damages to me.*
- A signed PSSA Liability Waiver must accompany this application.***

Initiation Fee (N/A for Volunteer Instructor and Volunteer Tow Pilot)	\$50.00		By signing this application, I verify that the information provided to PSSA Inc. is accurate. I agree to abide by the conditions stated on this application and by the Bylaws and Operating Rules of PSSA, Inc. Applicant's Signature _____ Parent or Guardian _____ <i>(If Applicant is under 18)</i> Date: _____
(If not already an SSA Member) SSA Membership Full/Family/Youth (prorated to the end of the year)	\$6.25/3.75/3.50 per month		
Equity Share (only applicable to Regular members)	\$500.00		
Club Membership Dues (Regular/Dues-Paying Instructor or Tow Pilot/Youth or Family/Volunteer, prorated on a monthly basis to end of year)	\$80/50/40/0 per month		
Other (Pilot log books, etc.)			
	Total		
Date received by PSSA:	Amount Collected	Cash / Check # _____	Card/Square

PSSA Member Witness _____

Figure 28 Permanent Membership Application

3.3.7.5 Handling Money

Credit Card charges: The Club maintains an account with Square (<https://squareup.com/us/en>), a company that collects payments via credit cards, retains a processing fee, and transfers the payment to PSSA’s checking account. In the field, you collect credit card payments by using a smartphone application called ‘Square’ using the Club’s smartphone or your own. Credit card information can either be keyed in or using a little device attached to the smartphone via its headphone jack:



Figure 29 Credit Card Dongle

Keying in the credit card number results in slightly higher processing fees than using the card reader device. The Club prefers cash or check over credit cards because of that processing fee.

The FM sends all collected funds to the bookkeeper together with the Daily Log Sheet. Do not send cash: substitute your own personal check for the collected cash.

The following types of members are required to pay for their flying activities at the end of the day before they leave the field: Associate, Youth, Temporary Members. The type of membership is shown on the roster for each member; temporary members do not show up on the Club roster.

3.3.8 Gift Certificates

Here is a sample gift certificate:

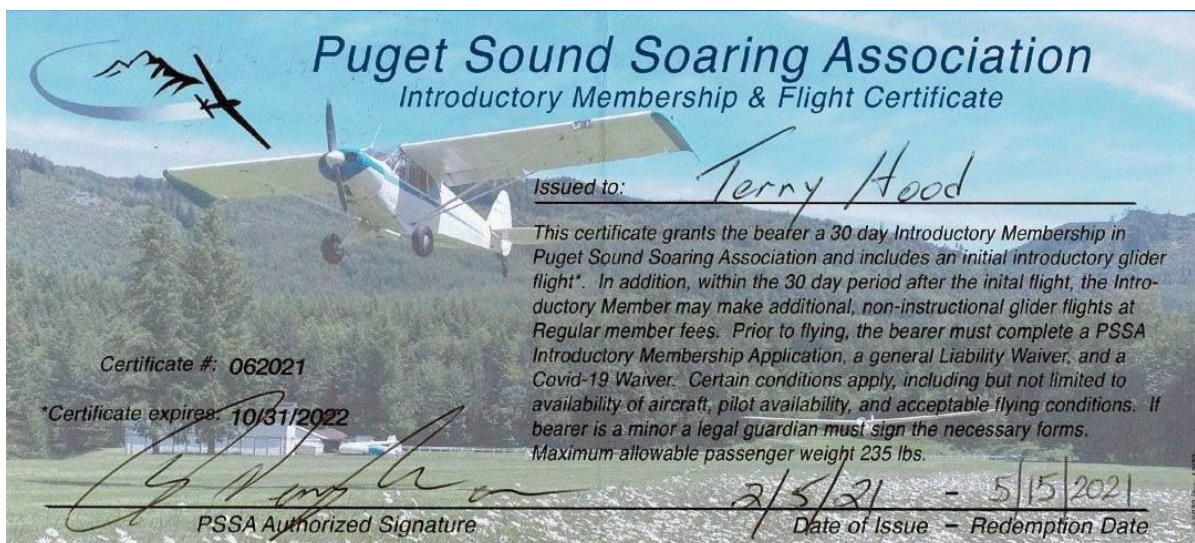


Figure 30 Sample Gift Certificate

Tim Heneghan produces gift certificates for the Club. He also sells most of them. However, any Club member can sell gift certificates. Most gift certificates are sold for the purpose of a 30-Day Temporary Membership. At the time of this writing, the price was \$150. Until about 2019, gift certificates had no expiration date. If you do encounter one with an expiry date earlier than today, accept it anyway. We accept gift certificates for the purpose for which they were sold, not for how much was paid for them. When a person pays for their 30-Day Temporary Membership with a gift certificate, please keep in mind:

- Record the gift certificate number in the Comments column of the Daily Log Sheet.
- The name on the gift certificate to whom it was issued does not need to match the name of the person who is purchasing the Temporary Membership.
- Treat the gift certificate as if it were a check.
- Mark the certificate with the date on which it was used ('Redemption Date').
- Send the used gift certificate to the bookkeeper together with the Daily Log Sheet.

3.3.9 Visitors

Of course, we love visitors, be they announced or unannounced. The FM should make sure that somebody greets visitors and makes them feel welcome and sees to it that they stay where they will be safe.

3.3.9.1 30-Day Temporary Members

30-Day Temporary Members are treated much like permanent Club members but with these additional considerations:

- They pay a fee (\$150 at the time of this writing) for their temporary membership. A gift certificate may be used in lieu of payment.
- That fee entitles them to a free introductory flight with an instructor or demo pilot. During the 30 days, they may fly additional flights with an instructor (not demo pilot) and pay for those at regular member rates.



- If the 30-day period does not end before the end of a soaring season, the 30-day membership should be extended by the FM past the start of the next soaring season. That extension should be generous because the start of soaring seasons is notoriously plagued by bad weather. Note the extension on the 30-day membership voucher.
- Have visitor fill out the following green form shown in Figure 31. The FM or any other permanent member signs the bottom of the form that is given to the visitor.

The form should be self-explanatory. Here are some reminders:

- The FM signs the form as the “PSSA Authorized Representative”.
- **The bottom portion goes to the 30-Day Temporary Member to be used as proof of this membership.**
- **The top portion is sent to the bookkeeper together with the Daily Log Sheet.**

Why does PSSA have a 30-Day temporary membership?

- Everybody who manipulates the controls of a PSSA glider must be a member of the Club due to insurance policy requirements. When a person takes an introductory flight the demo pilot or instructor will usually invite the person to use the controls to get a feel for what it is like to “fly” the glider. When a person purchases additional flights during the 30-day period they will fly with an instructor who will encourage them to start to learn how to fly.
- The 30-Day Temporary Membership is a recruiting tool. By offering additional flights at regular member rates PSSA hopes to entice the temporary member to become a permanent one.



PUGET SOUND SOARING ASSOCIATION 30-DAY TEMPORARY MEMBERSHIP

Date: ____/____/____

Effective the above date, the individual named below is hereby granted a 30-day, Introductory, non-voting membership in Puget Sound Soaring Association for a one-time, non-refundable fee of \$150.00 that includes one introductory glider flight.

The Introductory Member shall have no tow and flight fees charged for the introductory flight. During the 30-day period the Introductory Member may take additional flights within the 30-day period with a club instructor (no solo flying) while paying tow and glider flight fees charged to regular members.

If, within the 30-day period, the Introductory Member named below joins PSSA as a full time Regular, Associate, or Youth Member, \$25.00 of the Introductory Membership Fee will be applied toward PSSA's initiation fee.

Name: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____

E-mail: _____

Signature: _____

Fee Collected: \$ _____ Paid by: Cash Check Credit Card Gift Certificate #:

NOTES TO FIELD MANAGER:

- The above portion is to be mailed to PSSA PO Box (or bookkeeper) along with the daily flight log.
- The lower portion is to be given to the new 30-Day Temporary Member as proof of the 30-day privilege. *Be sure name and date is filled in below.

✂ TEAR OR CUT HERE – GIVE VOUCHER BELOW TO INTRO MEMBER ✂

Puget Sound Soaring Association 30-Day Temporary Membership Voucher

Date: ____/____/____

Effective the above date, _____ is hereby granted a 30-day, temporary, non-voting introductory membership in Puget Sound Soaring Association for a one time, nonrefundable fee of \$150.00. You will have no tow and flight fees charged for one introductory flight. During the 30-day period you may take additional flights within the 30-day period with a club instructor (no solo flying) while paying tow and glider flight fees charged to regular members.

If, within the 30-day period you join PSSA as a full time Regular or Youth Member, \$25.00 of the Temporary Membership Fee will be applied toward your PSSA initiation fee.

PSSA Authorized Representative: _____

Revised July 2021

Figure 31 30-Day Temporary Membership Application



3.3.9.2 Visiting Pilots and Daily Temporary Members

Non-member pilots are welcome to bring their own gliders and fly as a Daily Temporary Member. The FM collects a fee for the Daily Temporary Membership (\$20 at the time of this writing) and assigns the visiting pilot a spot on the airfield for glider assembly. Bear in mind the following excerpt from the Operations Rules Section 3.2.10:

Glider pilots who are not members of PSSA, desiring to fly personally owned gliders with PSSA, shall adhere to the following requirements:

- 1) *Must be an SSA member and have proof of Liability insurance coverage on the glider to be towed.*
- 2) *Pay a use fee for each day flown (see current rate sheet).*
- 3) *Pay normal PSSA tow fees.*
- 4) *Fees will be collected on day of use.*

The PSSA bylaws (as of July 30, 2020) contain this sentence in Article III.9:

For a Daily Temporary member to fly a privately owned glider, he/she must have evidence of insurance and have at least one orientation flight in a PSSA glider with PSSA instructor endorsement; this requirement may be relaxed by the Board of Directors on a case by case basis.

Use the form shown in Figure 32. Have the visiting pilot fill it out.

The form should be self-explanatory. Here are some reminders:

- The FM signs the form as the “PSSA Authorized Representative”.
- **Give the bottom portion to the Daily Temporary Member.**
- **Send the top portion to the bookkeeper together with the Daily Log Sheet.**
- **Collect the \$20 fee. Mark the collection on the Daily Log Sheet.**



PUGET SOUND SOARING ASSOCIATION DAILY TEMPORARY MEMBERSHIP

Date: ____/____/____

Effective the above date, the individual named below is hereby granted a non-voting membership in Puget Sound Soaring Association (PSSA) as follows:

Note: Due to the weight & balance limitations of the gliders, pilot/passenger weight is limited to 240 lbs per person.

DAILY TEMPORARY MEMBER: Fee of \$20/flying day. Must have glider rating. Must be a Soaring Society of America (SSA) member. Must pay regular PSSA tow fees and, if applicable, glider rental fees for all flights. May fly as pilot-in-command of PSSA gliders with PSSA instructor endorsement. To fly a privately-owned glider, must have evidence of **liability** insurance, and have at least one orientation flight in a PSSA glider with PSSA instructor endorsement (unless waived for this applicant by the Board of Directors).

The Daily Temporary membership is not to be utilized for FAR Flight Reviews.

Name: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____ SSA Membership Number: _____

E-mail: _____

Signature: _____

Fee Collected: \$ _____ Paid by: Cash Check Credit Card

NOTES TO FIELD MANAGER:

- Use this form mainly for visiting pilots
- The above portion is to be mailed to PSSA PO Box (or bookkeeper) along with the daily flight log.
- The lower portion should be given to the new Temporary Member as proof of temporary membership privileges. ***Be sure date, name, and membership type are filled in below.**
- For DAILY TEMPORARY MEMBERS, verify glider rating, SSA membership, and glider insurance.

✂ TEAR OR CUT HERE – GIVE VOUCHER BELOW TO TEMPORARY MEMBER ✂

Puget Sound Soaring Association Daily Temporary Membership Voucher

Date: ____/____/____

Effective the above date, _____ is hereby granted a temporary non-voting membership in Puget Sound Soaring Association as follows:

DAILY TEMPORARY MEMBER: Fee of \$20/flying day. (plus, glider tow and, if applicable, rental fees)

PSSA Authorized Representative: _____

Revised July 2021

Figure 32 Daily Temporary Membership Application



3.3.10 Special Events and Circumstances

Detailed rules and recommendations are hard to establish and are considered out of scope for this manual. Here is a partial list:

- ii. Club Flying Competitions
- iii. Operations at an airfield different from Bergseth Field
- iv. Many Visiting Pilots

3.4 END OF DAY WINDING UP

3.4.1 Glider disassembly:

- The FM must be sure that disassembly of any one Club glider takes place under the direction of a single experienced person who has identified him/herself to the FM. In the past, not following this directive has led to miscommunications and accidental damage to gliders.
- The PW-5 is assembled and disassembled every day that it flies.
- Most of the time, the PW-6U is left assembled and protected by a set of covers specially manufactured to fit the PW-6U. Here they are in their bags (Figure 33):



Figure 33 Two bags with Covers for PW-6U Glider

3.4.2 Gliders Tied Down etc.

- Confirm that all club aircraft (gliders and tow plane) have been properly parked and tied down
- PW-6U is either in its trailer or is tied down and has its covers on
- PW-5 has been disassembled and is securely in its trailer
- Routinely, the L-23 glider is left assembled and tied down. The canopy is protected by a canopy cover.
- Glider Batteries:
 - a. Have been removed from gliders
 - b. Are connected to their charging devices and are charging

3.4.3 Handheld Transceivers

Handheld aircraft radios need special handling regarding charging their batteries:

- Put all three radios into their charging stations
- Turn on the power to them with the rotary switch; set to 8 hours



- Wait a little to let the chargers figure out whether the radios need charging
- If the charge light indication is red, leave the radio in the charger
- If the charge light indication is green, remove the radio from the charger. Charging those radios for too long will damage their batteries.

3.4.4 Field Telephone

Club smartphone is on its charger in the storage room and plugged in – take it out of your pocket and don't take it home!

3.4.5 Gear

- Return all gear to its location
 - a. Tow rope(s); maybe weak link
 - b. Tow rope retrieval hook
 - c. Large power mower in the shed
 - d. Small mower/tug in the shed

3.4.6 Trash

Look for trash, collect it; get somebody to take it home for disposal

3.4.7 Traffic Cones

Set up orange traffic cones across East end of the North runway, across the gap between the fences (Figure 10).

3.4.8 Stuff to Take with You

Take home with you: daily log sheet, top portions of temporary member applications (daily and 30-day), used gift certificates, checks, cash, applications for permanent membership, a stamped envelope to send paperwork to bookkeeper. Or, if the bookkeeper is around, give the paperwork to him directly. Make a note of the amount of aviation fuel in the tow plane and in cans. Note: Leave the daily flight log out for a while; pilots often want to copy data for their personal logs.

3.4.9 Return Items to Storage

Return to storage room:

- Legal size metal box with blank daily log sheets
- Letter size metal box with glider sign-off booklets
- Black file box with forms and other miscellaneous items
- Light grey file box with blank and filled out liability release forms
- **Bright yellow FM vest**
- Any literature and teaching aids that had been taken out of the storage room over the day



PSSA Field Manager Manual – Part III – Training Guide and Reference

- The “Home of Puget Sound Soaring Association” sign from the fence near the main gate

3.4.10 On Your Way Out

- Turn off the light in the storage room. Lock up the storage room and the battery charging station.
- Reverse the PSSA Parking sign (Figure 14) on the fence so that it is not readable from the South.
- The last PSSA member to leave for the day closes the main gate.
- On your way out, collect the Road Signs and return them to the Stop N Shop store.

3.5 AFTER THE DAY OF OPERATION

3.5.1 Report via email to all club members.

- What should be included?
 - a. Weather conditions
 - b. Flight statistics (number of tows, particularly long flights, flights by students with instructors, demo flights)
 - c. Thanks to participants, especially tow pilots and instructors
 - d. Amount of aviation fuel in the tow plane and in cans
 - e. Mishaps may be mentioned, but only very necessary information that impacts future operations; for example: the PW-5 main gear wheel’s air pressure is too low.
- What should be avoided?
 - a. Detailed descriptions of mishaps. We do not want to prejudice any investigations.
 - b. Personal attacks, or reports of personal conflicts among members, or between members and the public.

3.5.2 Issues

Notify the Club Maintenance officer of any equipment issues requiring attention. If a glider has been found to be in an unairworthy condition, make an entry in the pre-flight log and place a notice in the glider cockpit.

3.5.3 Next Field Manager

After the day's operation, the FM should contact the scheduled FM for the next operating day and provide summary status and condition of all club aircraft, equipment (like radios, batteries, towropes, etc.), and field. Providing this information ahead of time will help FMs better plan the next day's operation.

3.5.4 Paperwork and collected funds

- Review the paperwork that you brought with you.
- See Section 3.3.7.
- Substitute personal check for collected cash.



- Send to bookkeeper.

3.5.5 Delete Operations Message

Delete the voice mail message that you recorded earlier in the day.



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4 Part IV – How to Handle **EMERGENCIES**

In the event of an accident or incident many things will happen in a compressed time period. Some things will happen without direction. People will rush to the scene for first aid and rescue, but other tasks need supervision. The PSSA Field Manager will be responsible for executing the Emergency Response Procedure and will remain in charge until that responsibility is turned over to another club member by agreement.

In event of an accident or serious incident:

1. IMMEDIATELY contact Emergency Help: Fire – Police – Medical – Search & Rescue and provide the following information:



Figure 34 Emergency Information

2. Shut down operations for the day.
3. Make sure airborne gliders have a place to land.
4. Fully cooperate with all emergency services personnel and the FAA and NTSB. (Investigation officials will ask questions; only the questions asked should be answered. The response should be based on first-hand knowledge. Do not respond with opinions, speculations, suppositions, or conclusions.)