

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

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### Louisville Soaring Club Standard Operating Procedures

The Louisville Soaring Club is dedicated to promoting the sport of soaring. The club was formed to provide aircraft, facilities and instruction for its members on a non-profit basis. This manual is a guide to the policies and operating procedures of the Louisville Soaring Club.

### LSC SOP Table of Contents

<u>Title</u>	<u>Section</u>
Safety and Operational Control	1
Ground Operations	2
Crew Chief	3
Staging and Launch Operations	4
Aero Tow	5
Soaring	6
Landing	7
Freeman Field Soaring - Runway Surfaces	8
End of the Day	9
LSC Membership	10
Flight Fees	11
Scheduling and Flying Club Gliders	12
Instruction	13
Glider Required Maintenance	14
Marginal Weather	15
Visitors	16
Accident/Incident Response Plan	17
JPG and RACER MOAs	18
Daily Opening Checklist	19
End of the Day Checklist	20
Land-Out and Aero-Tow Retrieve	21
Land-Out and Trailer Retrieve	22
Seymour – Freeman Field Contact List	23

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

---

### 1 - Safety and Operational Control

Safety is our number one goal. Act responsibly, use good judgment, and follow the FARs.

Freeman Field is a public-use airport. It is important to maintain a high level of discipline on the ground and in the air so that all aircraft can share the airspace safely.

Operational control of LSC operations begins with the Tow Pilot, who exercises primary daily operational control, followed, in turn, by the Crew Chief and any LSC Board members on the field. Operational control involves decisions such as marginal weather Go/No Go decisions, suitability of launch and landing areas, club member disputes, etc. Club operational control decisions in no way interfere with Pilot-in-Command authority. Minimum weather conditions may vary between glider pilots.

The LSC does not currently schedule Crew Chiefs. Properly trained LSC members are expected to help crew for one another to ensure a safe and efficient operation. A Crew Chief, if designated, is responsible for ground safety. He will coordinate glider staging, maintain the flight log, consult with the tow pilot as to the active runway, and (lowest priority) greet walk-on guests.

Any club member has the authority to halt operations any time safety is in doubt.

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

---

### 2 - Ground Operations

#### Ground Safety

- Go SLOWLY. Someone should be in charge of all movement.
- Tow at a walking pace. It's usually hot and we're not getting any younger.
- Do not leave an unattended canopy open!
- Accomplish Positive Control Checks and Critical Assembly checks.

#### Who Should Help, Who Should Not

New members will not help move gliders or run a wing during launch until properly trained. Likewise, visitors should not be allowed to 'help' (wing running, moving gliders, etc.) Members not flying or engaged in other club activities are expected to be on the line to help with launches and recoveries.

#### It's Hot!

It's HOT during most of the soaring season. Wear sunscreen and protective clothing. Drink plenty of water - we keep the clubhouse refrigerator stocked free of charge. Watch out for each other. Don't over exert yourself. Take a break in the clubhouse air conditioning if needed.

#### The Hangar

Do not attempt to open or close the big hangar door until you have been briefed on its operation.

Never step over a glider wing, always walk around it. When moving a glider into or out of the hangar, someone must be in charge and direct all movement. Move slowly. Never let any part of a glider touch any part of the hangar or any part of another glider.

#### Moving A Glider by Hand

Do not push or pull gliders from their wing tips. When moving a glider forward manually, one person should hold a wing tip to guide the glider, while another person pushes from behind the wing root, or at the front of the glider and pulling on the seat belt straps. Never hold or push a glider by its aileron, trailing edge or tail surfaces. Gliders can also be moved tail-first by pushing on the wing leading edge.

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

---

### Ground Towing With a Golf Cart

When ground towing, the rope length should be 1.5 times half the wingspan. When ground towing, always point the nose of the glider at the tow vehicle. Avoid side loads on the tow hook and main gear. Ensure the rope is disconnected and clear before you drive off in the golf cart. As soon as practical, roll up the towrope and stow it. Never leave a cart connected to a glider while unattended. Never tow a glider with the golf cart and only one person at a wingtip. If the tow vehicle stops quickly, the person at the wingtip may be unable to stop the glider from contacting the tow vehicle.

### Securing

Secure the gliders using proper procedures. Point them into the wind with the upwind wing down. Use weights as required.

### Canopies

Handle a canopy by the frame - never use the vent window as a handle. Never leave a canopy open and unattended; the wind can slam it shut and break it. Do not leave a canopy closed but not latched. Be especially careful of prop wash; if a powered airplane is near you, keep one hand on the open canopy.

### Moving the 2-33

The 2-33 can be moved safely with one person at the nose (pulling) and one at a wingtip (steering). Remove the tail dolly immediately after securing the 2-33 in the staging area.

### Moving the 1-26

Raise the tail by lifting the front edge of the horizontal stab near the fuselage (not the tip). Make sure the tail dolly is secured to the rear wheel by a metal pin so it doesn't inadvertently jump off the dolly and damage the rudder.

### Moving the PW-5

The PW-5 should be pushed from behind the wing near the wing root. The wheel configuration will require one person to lower the tail to get the nose wheel off the ground for turns. The PW-5 is small enough that one person can move it by hand with the wing wheel attached.

### Moving a Private Glider

The private glider owner should instruct the crew on how he wants to proceed.

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

---

### 3 - Crew Chief

#### Crew Chief Duties include:

- Maintain efficient operations by ensuring the next glider is ready to launch when the tow plane lands, yet manage the pace to ensure that launch operations are not rushed.
- Check with the tow pilot from time to time to see if he needs a break.
- Assist with flight control checks.
- If in doubt about a pilot's qualifications to fly a particular club glider, check the roster or ask to see their logbook endorsement.

#### Towropes

- When uncoiling the towropes, inspect them for frayed or worn areas, especially near the rings. If in doubt, take it out of service and have a new one made.
- Remain well clear of the towrope when the tow plane is landing.
- ALWAYS use the rope hook. NEVER wrap the rope around your body or run it through your hands when the tow plane is moving.
- Do not hook-up a towrope if there are people in front of the wing.

#### Running The Wing

- Do not interrupt glider pilots performing their pre-launch checklists.
- Do not hook up the rope to the glider until the glider pilot is strapped in and ready.
- Hold the end of the towrope and the ring to be used up for the pilot's inspection.
- After the towrope is connected move to the upwind wingtip.
- Confirm the glider pilot is ready, canopy is down and latched, spoilers are closed and locked, tail dolly has been removed and the area in front of the glider is clear of people and objects. Pilots may have their spoilers open if required to hold their brakes while slack is taken up. Spoilers should be closed and locked before launch.
- Radio or signal the tow plane to take up slack while leaving the wing tip on the ground.
- Do not pick up a wing until the glider pilot signals you with a thumbs-up.
- Make one final check to be sure all is safe, no obstructions in the launch area or conflicting aircraft in the pattern.
- Raise the wing.
- When the glider fans his rudder, give the SSA Takeoff Signal.
- Hold the wing lightly by the trailing edge so that the glider may easily accelerate out of your hand. Do not force the wing up or down or push it forward as this can cause unnecessary excitement on take-off roll.
- If there is a crosswind, stand on the upwind side and hold the wing slightly low during the take-off run.

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

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### 4 - Staging and Launch Operations

#### Safety While Staging

- Each pilot-in-command is responsible for their own pre-flight inspection.
- Take the time to properly prepare yourself and your glider for flight. Do not allow yourself to be rushed!
- Never walk or drive a golf cart in front of the tow plane!
- Keep the operation moving, but never at the expense of safety.
- Pilots should accomplish preflight inspections, harness fit checks, equipment checks, etc. in an unhurried manner before moving into position for launch.
- Don't forget the positive control checks.
- Use the radio to keep local power traffic informed when a glider is on the runway.

#### Safety During the Launch

- Be ready for a Premature Termination of the Tow (PT3)
- Proper SSA launch procedures help ensure safety for both the glider and tow pilots.
- The tow plane prop is lethal! Be careful not to get near it. If you need to get the tow pilot's attention, grab the rudder or aileron and gently shake it. Never approach the cockpit from in front of the wing.

#### General

If the ground is rain soaked, consider using the paved runway for launches and landings. Soft grass areas may still be used for landings when necessary for traffic.

Pilots should use standard SSA Signals during hook up and launch. Due to the tow plane's limited rear visibility, a 'Glider Ready' radio call is MANDATORY before the tow pilot will initiate the launch. Glider pilots will also use the rudder wag to announce launch intentions to surrounding ground personnel.

#### Launch Direction

Launch and landing directions may be changed at any time to match conditions. Consult with the Crew Chief and Tow pilot if you would like to switch launch directions. Launch and landing directions are strictly the choice of the pilot-in-command.

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

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### 5 - Aerotow

#### Safety During the Aerotow

- Be ready for a Premature Termination of the Tow (PT3).
- Proper SSA Aero tow procedures and signals help ensure safety for both the glider and tow pilots.
- Pay attention on tow! It only takes a heartbeat to get out of position.
- Be aware of the winds at altitude. Do not let the tow plane drop you off too far downwind.
- Be sure that you are safely released before turning away.
- Make a radio call indicating released and AGL release altitude.

#### The Standard Tow

The standard tow means to release at 3000 feet AGL, upwind of the airport, in lift. Any non-standard requests are best discussed with the tow pilot before the launch. Communicate real-time requests using the radio on 122.8 MHz or through standard SSA aerotow signals.

### 6 - Soaring

#### Safety During Flight

- Clear continually. Don't assume the other guy sees you.
- If a thermal gets too crowded, roll wings level, clear ahead and exit the area.
- If you get low and are unsure of being able to safely make it back to the field - a good off-field landing is preferred over a low altitude recovery. Your fellow club members will thank you!
- Wear a soaring cap or a ball cap with the top button removed.

#### General

Once off tow and away from the airport, gliders can switch to 123.50 for Glider-to-Glider communications. Be back on 122.8 MHz nearing the airport environment.

You are a VFR aircraft - clear continually for powered aircraft and other glider traffic. Be aware of winds at altitude and your relation to the field. Upwind is your friend.

Aerobatics are prohibited in Club gliders.

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

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### 7 - Landing

#### Safety During Approach and Landing

- Clear! Clear! Clear!
- If you are flying a glider with retractable gear, put the gear down (and leave it down) the first time you think about landing. Don't wait!
- Consider the current conditions and choose a prudent final approach speed.

#### Nearing The Field

When nearing the airport, be listening on 122.8 MHz for traffic calls. Use standard Aeronautical Information Manual (AIM) phraseology and coordinate as needed with other traffic. Never assume you are the only aircraft ready to land or that all aircraft are flying the preferred or published patterns. Be alert, look for others and listen to the radio.

It is generally not advisable to circle at the entry point for traffic convenience or to allow a launching glider to move out of the way. Don't put yourself in an undesirable position - enter the pattern when altitude and good sense says its time to.

#### Entering The Pattern

No thermalling in the pattern!

Enter the normal pattern by crossing the IP (Initial Point) at 1000 ft AGL, heading toward the airport. Complete your pre-landing checklist.

A safe recovery is the objective - not rigidly flying an established pattern or ground track. If your altitude or position requires you to modify the pattern or fly a straight-in or right-hand pattern, then by all means do so. Communicate your position and intentions on the radio.



# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

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### Choosing a Landing Area

The first priority is a safe landing. If the grass areas are soft due to recent rain, land on a hard surface, if possible.

The normal choices for glider landing areas at the Seymour Airport are, in order of priority:

- 1) Runway 14/32 and adjacent grass.
- 2) Runway 05/23 and adjacent grass.
- 3) The North/South grass runway or Ultralight runway
- 4) In the unlikely event that the normal landing areas are not available, use good judgment and land on any other safe area. Be aware that the inactive taxiways and runways have deteriorated badly and should be used only as a last resort.
- 5) If other gliders or power aircraft are ahead of you in your landing area, plan on landing well short and stopping well clear.

### Landing

When landing on the hard surface, stay on the runway centerline until stopped. Do NOT attempt to roll off the runway and into the grass area during the last part of the ground roll. You may create a conflict with another glider behind you landing parallel in the grass. Also, all it takes is for one pilot to misjudge the turn and clip a runway light, and that glider could be out of commission for the rest of the season.

### Obstacles in the Landing Areas

Know where the known KSER obstacles are before you fly!

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

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### 8 – Freeman Field Soaring - Runway Surfaces

#### North/South Grass Runway

##### Movement to and from:

Personnel can walk or drive between the hanger and the grass runway. Watch for vehicles moving near the old T hangers. Be aware that the RC fliers will also be driving through this area.

##### Staging:

Stage and prepare gliders for launch along the edge, but off the grass runway. Leave the grass runway area clear for landing gliders until next in line for launch.

##### Launching:

The normal departure pattern will cross runway 14/32. PT3 options immediately off the end of the grass runway may involve unimproved surfaces with obstacles. If below 200 ft, it may be safer to land ahead than attempt a low altitude turn to try to make runway 14/32.

##### Pattern:

Normal pattern entry is from the west.

##### Landing:

The grass runway is only big enough to handle one glider at a time - either launching or landing. When in the pattern, always be ready to transition to another landing surface other than the grass. Early in the pattern, this could be runway 14/32. Later in the pattern this could be the ultralight runway.

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

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### Runway 14/32

#### Movement to and from:

Personnel may walk between the hanger and the closed center taxiway, but be aware when crossing the active taxiway. Personal vehicles may tow gliders to and from the center taxiway. Use of hand-held radios is encouraged. Take care when moving gliders in the rougher areas of the center taxiway. Watch for gear door clearance and make sure gliders do not skip off their tail dolly.

#### Staging:

Stage and prepare gliders for launch along the closed center taxiway, but short of the grass areas adjacent to the runway. Leave this area clear for landing gliders. Do not park gliders closer to the runway than the 'Closed Taxiway' sign. After the tow plane has released the previous glider and is heading back, ensure the runway is clear, make a radio call and move the next glider onto the runway centerline for launch. Gliders can also launch from the grass area south of the runway.

#### Launching:

PT3 options immediately off the end of either 14 or 32 involve mainly level fields. If below 200 ft, be careful of the temptation to make a low altitude turn to a prepared runway (North grass when departing runway 32, or runway 05 when departing runway 14). A significant turn without sufficient altitude could result in a wing contacting the ground and a resulting ground loop.

#### Landing:

Normal pattern entry is from the south – left traffic for runway 32, right traffic for runway 14. If able, plan your pattern to stop near the center taxiway. Gliders can land either on the runway surface or the grass areas adjacent to the runway. Be aware of the taxiway signs near the intersection of the closed center taxiway and the runway, as they face the runway and are difficult to see edge-on when landing in the grass. Know where they are and avoid them! The crew chief should place orange cones near the signs when we are working off runway 14/32. If conditions require you to land on the runway and a glider is already staged on the runway near the center taxiway, shift your aim point well short to stop abeam the first diagonal taxiway. Be mindful of power traffic that might need that taxiway – push your glider into the grass if necessary.

### Runway 05/23

Private gliders in the new T-hangers may prefer using Runway 05/23 or its adjacent grass areas for first launch or last landing of the day. Gliders can stage on the center taxiway and launch or land in either direction. Coordinate with the crew chief and tow pilot for help launching from Runway 05/23.

**LOUISVILLE SOARING CLUB  
STANDARD OPERATING PROCEDURES  
Freeman Field – Seymour IN**

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**9 - End of the Day**

The Crew Chief should text a picture of the daily flight log to Lee Jarrard for billing purposes.

Notify the airport manager if any runway or taxiway light has been damaged so it can be repaired.

It is customary for members to remain at the field to help with post flying activities. These include cleaning of aircraft, putting the awning away, rehydration, sharing (embellished) stories about the day's activities and hangaring gliders and the tow plane. Pilots should remember that if you land past 6pm, you may be putting your glider away yourself.

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

### 10 - LSC Membership

#### Initial Membership (current as of April 2024 Annual Meeting)

A person wishing to join the LSC must submit a Membership Application and pay the Initiation Fee of \$500 (payable in full or an initial \$200 payment, and \$25 per month for 12 months).

For insurance purposes, all flying club members must be members of the Soaring Society of America. New members should call the SSA offices to secure their initial SSA membership. Subsequent SSA membership renewals are handled by the club treasurer.

#### Dues

Members pay dues of \$35 per month and a quarterly assessment of \$30 per calendar quarter. This quarterly assessment is credited against any flight fees or dual instruction accrued during that quarter.

#### Family Memberships

Family memberships are available for both the SSA and LSC. A single LSC initiation fee is charged per family. Primary members are charged normal rates. Additional family memberships are charged one-half dues and a full quarterly assessment.

#### Guest Memberships

A Guest Membership option is offered to visiting pilots at the cost of \$25 per visit (1 week max) and entitles the guest to all of the club privileges as an active member, except the right to vote.

In order to be offered a Weekend Membership, visiting pilots must show proof of:

- An [appropriate FAA](#) glider rating
- A pilot log book
- A current SSA membership card
- [Active member in good standing of an SSA affiliated Soaring Club](#)

[A local area orientation flight with a LSC instructor is required before any solo tows.](#)

**Deleted:** a log book endorsed by a LSC instructor as a result of one or more check rides.

The weekend membership fee is payable prior to the first flight. Tow and glider fees are payable in full at the end of each flying day.

**Deleted:** Weekend memberships are limited to two times per season.

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

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### 11 - Flight Fees (current as of April 2024 Annual Meeting)

LSC flight fees are a combination of tow charge, aircraft rental, and instructor fees, as applicable.

#### Tow Charges

A \$20 hook-up fee plus \$1 per 100 feet tow

1000ft	\$30
2000ft	\$40
3000ft	\$50

Simulated rope breaks are charged at a flat rate of \$22 per event (no hourly rental charge).  
Actual rope breaks – no charge.

#### Aircraft Charges (hourly)

1-26	\$14	(1 hour minimum charge)
2-33	\$16	(0.3 hour minimum charge for instruction)
PW-5	\$20	(1 hour minimum charge)

Flights are charged the minimum fee per flight. Flights longer than the minimum are charged by actual flight time. For example, 1.5 hours in the 1-26 is charged \$18. In order to keep training costs to a minimum, 0.3 hours in the 2-33 (for example) is charged only \$4.20

#### Dual Instruction

Dual instruction is charged \$15 per hour charged actual time.

Note: All instructor fees help defray the cost of liability insurance. Instructors are volunteers and receive no compensation other than the good feeling of helped their fellow man.

#### Land-Out and Aero Retrieve

A land-out followed by a trailer retrieve is not assessed a charge. Aero retrieves within 10 miles of KSER are charged as a normal KSER tow. Aero retrieves more than 10 miles away are charged \$75 per flight hour to cover the costs of fuel and equipment usage.

**LOUISVILLE SOARING CLUB  
STANDARD OPERATING PROCEDURES  
Freeman Field – Seymour IN**

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## **12 - Scheduling and Flying Club Gliders**

Club gliders are rented in one-hour blocks on a first-come, first-served basis.

Club members may rent club gliders for 1 hour. Unless you get specific radio notification from someone on the ground that your glider is not needed, you are obligated to land. If you can confirm that no one is waiting for your glider, you may remain airborne longer than one hour but must remain within radio contact.

On weekdays and on off-season weekends when operations are not scheduled, it is possible to organize flying if the weather permits and a tow pilot can be found. For weekday operations, the normal 1-hour duration limits do not apply and club sailplanes are available on a first-come, first-served basis.

This does not limit club sailplanes from being used for cross country or badge flights, but does require prior communication of your intentions on Face Book the week prior. Pilots may request extended flight time to try for 5-hour duration or altitude gain badge legs, but must coordinate their intentions ahead of time. We will show flexibility as long as there is no undue hardship on other club members.

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

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### 13 - Instruction

#### Instructional Flights

Instructor availability is a perennial problem at most clubs and LSC is no exception. To maximize the efficiency of each checkout program, students must be prepared for their lesson.

If a LSC instructor is available, instructional flights will receive priority in the use of the 2-33 until 2pm each flying day. Instructional flights may start before noon if prior arrangements are made with the instructor and tow pilot. Prior to 2pm, instructional flights will be allowed to move to the front of the queue.

After 2pm the 2-33 becomes available on a first come, first serve basis to all LSC members for personal flights, rides, etc. If an instructor and the 2-33 are available after 2pm for additional student flights, they will no longer get student launch priority and will line up in sequence with other gliders.

#### Student Solo Flights

An instructor must be on the field to approve all student solo flights. He will ensure the student has a valid solo endorsement and that the student's preparation and weather conditions are adequate for the planned flight.

#### Club Glider Checkouts

Club members are limited to flying club gliders in which they have received a cockpit checkout and a LSC Instructor endorsement in their logbook.

#### Glider Currency

If a member has not flown a glider for three or more months, he/she will usually require a review ride with a LSC Instructor. Instructors may waive this requirement in appropriate circumstances, depending on experience, recent power time, etc.



# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

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### 14 - Glider Required Maintenance

If a glider needs required maintenance or is unsafe to fly, place a note in its cockpit as a reminder, and notify the LSC Board Members by phone or email.

### 15 - Marginal Weather

#### Weather Delays And Cancelations

If poor weather is forecast, the Tow Pilot will use the LSC Facebook page as the primary means to communicate delays or cancellations to the members. If in doubt, LSC members are encouraged to email or call the duty tow pilot directly.

#### Crosswinds

Crosswinds can present a challenge to glider operations. As crosswinds increase, Student solos and PW-5 flights will normally be the first to be cancelled. Other flights may proceed at the discretion of each pilot in command. The tow pilot will suspend operations when crosswinds go out of limits.

#### Deteriorating Weather During A Flying Day

Club members are responsible to not fly in conditions which may be beyond their capabilities. If weather conditions deteriorate during the day, the Tow Pilot can suspend or cancel a days flying as they see fit.

LSC members on cross country flights away from the field are encouraged to use good judgment and make a safe off-field landing rather than make a questionable return in poor weather.

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

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### 16 - Visitors

#### Visitor Safety

It is not uncommon for guests or walk-on visitors to be interested in our operations. They may not be familiar with airport operations and should remain near the hanger or under the awning for their own safety. Guests and on-lookers should not be allowed to participate in any part of the operation, including ground handling and wing-running. These activities must be accomplished by trained LSC members. Crew Chiefs must not allow themselves to be distracted by visitors at the expense of their primary responsibility for the ground safety of our soaring operation. If the presence of visitors becomes a problem, ask them to leave.

#### Guests of LSC Members

LSC members are responsible for their own guests. Pets are welcome, but should be kept on a leash for their safety as well as to ensure they do not interfere with airport operations. LSC members may take their guests for flights in accordance with the privileges and limitations of their pilot certificates. A commercial certificate is not required.

#### Walk-On Guest Rides

Guest Rides are a great way to promote the sport of Soaring. The LSC provides these rides on an as-available basis depending on 2-33 and Grob, pilot and tow availability. Rides during calm conditions are best.

The person taking the ride must:

- Have the physical ability to get into and out of the glider.
- Sign a LSC Release Form. If under 18 years of age, a parent or guardian must sign.
- Must enable the flight to be conducted within the POH weight and balance limits.

The flight must be conducted by a LSC commercial glider pilot and will normally entail a tow to 3000' AGL and last 15-20 minutes. To ensure a pleasant ride, active thermalling is usually not encouraged.

We ask for a \$100 donation per flight to cover the costs of the ride.

#### SSA FAST Program

The LSC does not participate in the SSA FAST Program. This program is aimed primarily at commercial operations with appropriate insurance to allow non-club members to receive instruction and fly their gliders. LSC insurance dictates that only appropriately rated and supervised club members may control club aircraft.

**LOUISVILLE SOARING CLUB  
STANDARD OPERATING PROCEDURES  
Freeman Field – Seymour IN**

---

## **17 – Accident/Incident Response Plan**

### **General Information**

In the event of a serious accident or incident at Seymour's Freeman Field, many things will have to happen in a compressed time. This Accident Response Plan sets forth some considerations for allocating resources while dealing with an emergency.

The ranking LSC officer on the field, or his/her designee, will be responsible for implementing the Accident Response Plan and will remain in charge until control is turned over to the Freeman Airport Manager or another responsible authority. Thereafter, the ranking LSC member will assist in coordinating club assets and personnel. (See Checklists following this section)

In the event of a serious accident or serious incident, operations will be shut down for the day. LSC personnel shall at all times be fully cooperative with all emergency services personnel, the local airport management, and the FAA-NTSB. Investigating officials will ask questions; only answer the questions asked. The responses you give should be based upon your firsthand knowledge. Do not respond with opinions, speculation, suppositions or conclusions.

### **NTSB Reporting**

NTSB Part 830 controls the reporting of accidents or incidents.

Aircraft damage and personal injury does not necessarily mean an "accident" or "incident", as defined by the NTSB has occurred. In light of the facts of a particular event, carefully read the definitions at Section 830.2 and .5.

If an accident or incident (as defined) occurs involving LSC equipment, we have the responsibility to report. Coordinate all reporting activity with the Freeman Airport Manager.

If an accident or incident (as defined) occurs involving non-LSC equipment, we may not have the requirement to report, although the club has a professional responsibility to assist in any way possible.

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

---

When notifying the NTSB, specific information will be expected. (See Section 830.6.) Be prepared to relate:

- 1) Aircraft make, model and N number
- 2) Name of PIC
- 3) Name of owner/operator
- 4) Date and time of the accident
- 5) Points of departure and intended landing
- 6) Location of accident
- 7) Number aboard and nature of injuries
- 8) Nature of accident
- 9) Extent of damage
- 10) Weather conditions.

Since conditions can change in minutes, it is important to record weather data immediately.

### Media

If on the airfield, refer all media requests to the Airfield Manager.

Dealing with the news media can be overwhelming for the unwary. Some points to keep in mind:

*One person should be designated to deal with the media*

*The media have a legitimate interest in receiving information in a timely manner, however, our interest in protecting our own is greater.*

*The names of people involved should not be released or confirmed unless you are certain that family members have been advised of the situation. In response to questions about identity and the status of the situation, it is helpful to state what is currently being done, for example: "We are working diligently to gather the information and verify its accuracy. According to our policy, the names will be released as soon as verification is complete and family members have been notified."*

*Do not assign the cause of the accident; typically, accidents have multiple causes and it is unlikely that a cause you may identify is the proximate cause.*

**AVOID SPECULATION ON ANY PHASE OF THE ACCIDENT RELATED TO PROBABLE CAUSE OR ANY UNCONFIRMED DETAILS. DO NOT ASSIGN CAUSE, instead state: "We are cooperating fully with the FAA-NTSB in handling information related to the investigation of the accident."**

*If you must release information, prepare a statement using objective terms only, for example: "Shortly after 2:30 P. M., a glider landed off field after departing the airport. The reason for the out landing is undetermined. Two persons have been transported to \_\_\_\_\_ and the nature and extent of the injuries are unknown. The names will not be available until the families have been notified."*

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

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### Security

Blue tarps are effective for covering wreckage. They are inexpensive and readily available at nearby home improvement/hardware stores.

In the event an aircraft is overdue or missing, the Civil Air Patrol will organize the search. They must receive an "official" request from Sheriff, FSS, ATC, etc., at Air Force Rescue Center, Scott AFB, IL, 1-800-851-3051.

Crash site security should be coordinated with the Airport Manager.

### Follow-Up

During a crisis, the overwhelming majority of people rise to the challenge and do what must be done. In the days following, most will suffer some symptoms of posttraumatic stress. This very normal response can be dealt with through a critical incident debriefing. If indicated, a debriefing will be conducted.

**LOUISVILLE SOARING CLUB  
STANDARD OPERATING PROCEDURES  
Freeman Field – Seymour IN**

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<b>ITEM</b>	<b>Checklist for Accident/Incident On or Near Freeman Field</b> (See following checklist if accident is at a remote site. Club member emergency contact information and related data can be found later in this book)
	<b>A: IMMEDIATELY:</b>
	Take actions necessary to preserve life and property.
	Notify local emergency personnel as required (9-1-1, Sheriff, Police, Ambulance, Fire and Rescue, etc.)
	Notify Seymour FBO: Colin Smith, Airport Manager, Office 812-522-2031, Cell 812-827-4226 Victoria Taylor, Airport Admin, Office 812-522-2031, Cell 812-525-0823 Paul Carpenter, Airport Maintenance Supervisor, Office 812-522-2031, Cell 812-528-3983 Brian Thompson, Air Board Chairman cell 812-521-0038
	Notify local air traffic: 122.8
	Set up a LSC Command Post in coordination with the FBO.
	If asked by the FBO, send at least 2 people to appropriate road intersections in the airport complex to direct emergency personnel and restrict access to others (including the media)
	Send at least 2 people to the scene for first aid rescue. Send blankets, first aid kit, fire extinguisher, toolbox, cell phone, hand held radio. etc.
	<b>B: NEXT:</b>
	Assign one person to be LSC Spokesperson and Emergency Services Contact
	After coordination with the FBO, assign two persons to be LSC contact with family at scene, hospital or home. Use good judgment. Notification of a spouse should be done by or at the request of the incident pilot. For serious accidents, notification of next of kin should be done by a uniformed officer.
	Coordinate actions with the Airport Manager and the Indiana State Police
	Assign one person to collect accident information: exact times, known facts, witnesses, photos, current weather conditions, take pictures at scene, etc.
	Preserve all relevant records (maintenance records, pilot logbooks, etc.)

**LOUISVILLE SOARING CLUB  
STANDARD OPERATING PROCEDURES  
Freeman Field – Seymour IN**

	<b>C: THEN:</b>
	Notify LSC President and Board members. See Club Roster for current names, numbers.
	Coordinate with the Freeman Airport Manager to Notify NTSB: See the attached documents: 49 CFR Part 830 Reporting an Aircraft Accident to the NTSB NTSB form 6120.1
	Coordinate with the Freeman Airport Manager to notify Indianapolis FSDO Coordinate with the Freeman Airport Manager to notify Terre Haute Flight Service Station

\*\*\*IMPORTANT! Do not do this alone! Get help from others and LSC Board Members before contacting the FAA, NTSB, etc. to ensure we are interpreting the FARs correctly.

**LOUISVILLE SOARING CLUB  
STANDARD OPERATING PROCEDURES  
Freeman Field – Seymour IN**

<b>ITEM</b>	<b>Checklist for Accident/Incident at a Remote Site</b> (Club member emergency contact information and related data can be found later in this book)
	<b>A: IMMEDIATELY:</b>
	Take actions necessary to preserve life and property.
	Notify local emergency personnel as required (9-1-1, Sheriff, Police, Ambulance, Fire and Rescue, etc.)  Notify Seymour FBO: Colin Smith, Airport Manager, Office 812-522-2031, Cell 812-827-4226 Victoria Taylor, Airport Admin, Office 812-522-2031, Cell 812-525-0823 Paul Carpenter, Airport Maintenance Supervisor, Office 812-522-2031, Cell 812-528-3983 Brian Thompson, Air Board Chairman cell 812-521-0038
	Set up a LSC Command Post in the clubhouse.
	Gather all available people at the command post for assignments: 1) Assign two persons to be LSC contact with family at scene, hospital or home. Use good judgment. Notification of a spouse should be done by or at the request of the incident pilot. For serious accidents, notification of next of kin should be done by a uniformed officer. 2) At least two people to handle the aircraft. 3) One person to be LSC Spokesperson and Emergency Services Contact.  Send Spokesperson and others to the scene. Take cell phone, GPS, Hand held radio, first aid kit, etc.
	<b>B: NEXT:</b>
	Notify LSC President and Board members. See Club Roster for current names, numbers.
	Assign one person to collect accident information at the Command Post: exact times, known facts, witnesses, photos, current weather conditions, take pictures at scene, etc. Preserve all relevant records (maintenance records, pilot logbooks, etc.)
	Assign one person to collect accident information at the accident site: exact times, known facts, witnesses, photos, current weather conditions, take pictures at scene, landowner information, etc.



**LOUISVILLE SOARING CLUB  
STANDARD OPERATING PROCEDURES  
Freeman Field – Seymour IN**

	<b>C: THEN:</b>
	Notify NTSB: See the attached documents: 49 CFR Part 830 Reporting an Aircraft Accident to the NTSB NTSB form 6120.1
	Notify Indianapolis FSDO Notify Terre Haute Flight Service Station
	Coordinate actions with Indiana State Police. Be very polite. Do not speculate.
	<b>D: LAST:</b>
	If aircraft is released by the FAA-NTSB and State Police and it can be moved, move it to the hanger or onto a trailer.
	If aircraft is not released by the FAA-NTSB or State Police, cover with blue tarps (available at local home store) and secure the scene. CAP may assist.

\*\*\*IMPORTANT! Do not do this alone! Get help from others and LSC Board Members before contacting the FAA, NTSB, etc. to ensure we are interpreting the FARs correctly.

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

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### 18 – JPG and RACER MOAs

#### General Information

(This has been simplified for glider pilots. For example, in this discussion we will treat 500ft AGL the same as surface, etc)

<http://www.atterburymuscatatuck.in.ng.mil/Capabilities/SpecialUseAirspace.aspx>

#### JEFFERSON PROVING GROUNDS AND JPG MOAs

##### JEFFERSON PROVING GROUNDS

R-3403A/B surface to 43,000ft MSL

Expect it to be hot every day

##### JPG MOAs

Generally hot on drill weekends only

##### Feeding JPG from the North

JPG D MOA surface to 4000ft MSL

VR-1638

##### Feeding JPG from the West

Western end of JPG A MOA surface to 4000MSL

JPG A and B MOA surface to FL 180

JPG A and C MOA surface to FL 180

VR-619

#### ATTERBURY RANGE AND RACER MOAs

##### ATTERBURY RANGE

R-3401A/B surface to 40,000ft MSL

Expect it to be hot every day

Typical users: F-16s, A-10s, C-130s, UAVs

##### RACER MOAs

Generally hot on drill weekends only

RACER B can be hot with small Army UAVs at other times

##### Feeding Atterbury from the south

RACER A and B. MOA surface to 8kft

RACER C MOA surface to FL 180

RACER MOAs active during the week (Monday is light, if any) and first weekend of the month for drill weekend.

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

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### To Check on MOA Activity

Make 3 phone calls:

1<sup>st</sup> call – JPG MOA

1-812-689-7295 (recording of JPG days activities)

2<sup>nd</sup> call – RACER MOA

812-526-1114 (Atterbury scheduling office, generally Tuesday-Friday)

3<sup>rd</sup> call – Atterbury Range Officer

812-526-1352 Ask: “Is Racer Bravo hot?”

\*\*\*If no activity is specified, or no one answers the above phones, the folks at the other end of these phones say you can assume no MOA activity. Still – you’re a VFR aircraft so CLEAR!!\*\*\*

Optional

313-431-1616 (after hours. Bob Norton, Atterbury custodian)

When airborne, can check in on these freqs, as depicted in the Sectional  
(don’t be surprised if no one answers)

JPG MOAs            Indianapolis Center 124.77

RACER MOAs        Indianapolis Center 119.55

**LOUISVILLE SOARING CLUB  
STANDARD OPERATING PROCEDURES  
Freeman Field – Seymour IN**

**19 – Daily Opening Checklist**

ITEM	Daily Opening Checklist	Complete
	Flight Log/Glider Signup sheet available.	
	Equipment maintenance status.	
	Check gas, oil, tires, battery charge on the golf carts.	
	Set up awning, chairs.	
	If staging on the 14/32 center taxiway, place orange cones next to the signs near the runway so glides can see them when landing.	
	Assist in pulling out gliders. Check battery charge, radio operation, tire inflation, etc.	
	Inspect the tow rope for serviceability.	
	Coordinate with Tow Pilot to select active runway, and change as necessary during the day.	
	Keep people and equipment well clear of launching and landing gliders.	

**LOUISVILLE SOARING CLUB  
STANDARD OPERATING PROCEDURES**

**Freeman Field – Seymour IN**

**20 – End of the Day Checklist**

ITEM	End of the Day Checklist	Complete
	Take down the awning and ensure all equipment is brought in from the flight line.	
	If a glider maintenance issue arises, install any needed placards in the glider cockpit (i.e. "Glider is grounded for ____") and notify the LSC Board.  Ensure glider batteries plugged in to their chargers. Some batteries remain in the glider, some must be removed and charged on the table.	
	Text a photo of the Flight Log to Lee Jarrard. Mail any cash/check for guest rides and guest ride waivers.	
	Note water and beverage supply and notify club members via Facebook if more are needed.	
	Set clubhouse thermostat as needed, check all lights off, lock the hangar and the kitchen doors.	

**LOUISVILLE SOARING CLUB  
STANDARD OPERATING PROCEDURES**

**Freeman Field – Seymour IN**

**21 - Land-Out and Aero-Tow Retrieve**

ITEM	Land Out – Aero Tow Retrieve	Complete
	If notified via cell phone, alert the tow pilot about the aero-retrieve request, the type glider, the name of the glider pilot, and the land-out location.	
	Assist the tow pilot, if needed in securing the tow rope into the Scout back seat.	

\*\*\* Glider pilots should inform Glider Ground or a Tow pilot that you are low and concerned you may have to land out. The earlier the heads-up the better, as the friendly tow pilot might stick around for your retrieve.

# LOUISVILLE SOARING CLUB STANDARD OPERATING PROCEDURES

## Freeman Field – Seymour IN

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### 22 - Land-Out and Trailer Retrieve

Land-outs are normal (though hopefully infrequent) events in Soaring. It would help the process if those driving retrieve capable vehicles (truck with a hitch?) to the field that day would leave their keys in those vehicles before they fly.

When word arrives on the field that one of our members has landed-out, volunteers will be needed to assist with the retrieve. Be sure to take a copy of the glider POH and the Land-Out Tool Kit located in the hangar. The following should be referenced to make the retrieve go smoothly.

#### 2-33

Trailer: Helmut's black 1-34 trailer (plus two special white 2-33 front brackets)  
People required: At least 4, more is better  
Tools required: Socket set and adjustable wrench  
Notes: Bring a copy of the POH.  
Must take the white plastic tub labeled '1-34 Parts' along any time the 1-34 trailer is used.

#### 1-26

Trailer: Larry's 1-26 trailer. Helmut's 1-34 trailer will also work. Must take white plastic tub labeled '1-34 parts' any time the 1-34 trailer is used.  
People required: At least 3  
Tools required: Socket set and adjustable wrench. 1-26 wing drift pins.  
Notes: Bring a copy of the POH.

#### PW-5

Trailer: PW-5 trailer.  
People required: At least 4  
Tools required: ??  
Notes: Bring POH

**LOUISVILLE SOARING CLUB  
STANDARD OPERATING PROCEDURES  
Freeman Field – Seymour IN**

ITEM	Land Out – Trailer Retrieve	Complete
	Collect information on the Trailer-Retrieve request: 1) Land-out pilot name, cell phone number 2) Glider type 3) Location 4) Vehicle to be used, keys, trailer, and required tools	
	Notify LSC pilots on the ground and in the air of the retrieve and solicit needed bodies to help.	
	Review the listed summary of required equipment and tools depending on each glider type	
	If need be, the tow pilot can help locate the land-out location and direct ground vehicle and trailer to the land-out site.	



**LOUISVILLE SOARING CLUB  
STANDARD OPERATING PROCEDURES  
Freeman Field – Seymour IN**

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**23 – Seymour – Freeman Field Contact List**

**Seymour FBO**

Colin Smith, Airport Manager, Office 812-522-2031, Cell 812-827-4226  
Victoria Taylor, Airport Admin, Office 812-522-2031, Cell 812-525-0823  
Paul Carpenter, Airport Maintenance Supervisor, Office 812-522-2031, Cell 812-528-3983

**Seymour Air Board**

Brian Thompson, Chairman  
Cell 812-521-0038