

Herefordshire Gliding Club

Revised Operations Procedures - Version 3 – June 2011

Booking and Times

- a) Tug and gliders are now required to “block book in” through HAC office or the tower before flying. List available in glider cabin, don’t forget to add the tug too.
- b) Weekends – gliding possible throughout the day
- c) Weekdays – 0900-1100 helicopters have north-side grass – check its availability
1100-1400 gliders have north-side grass
1400-1630 helicopters have north-side grass – check its availability
After 1630 tower closes, radio reverts to “Shobdon Traffic” operations

For runway 27

1. Prior radio call to tower to request ground movement on the airfield.
2. Tow glider from hangar to glider launch point (north of grass runway) via taxiway
3. Tug holds somewhere on the grass near glider launch point.
4. Parking of gliders ready for launch:
 - a. In the area north of the grass runway using the grass next to the rigging area plus the grass area to the east of the peritrack, keeping clear of the grass runway approach.
 - b. Next glider to launch to be ready nearest to the peritrack ready for push out.
5. Prior to launch:
 - a. Tug moves to east of ‘A’ board
 - b. Hook up rope to glider and tug
 - c. Taxi and push out to grass or main runway as usual [NB methods of decision for using grass runway TBC]
 - d. Take off procedure as usual – note, using light signaling in parallel with wing signals for now
6. Tug lands as normal.
7. Collection of rope from grass runway. If the rope is lying on the runway and the tug is not on the runway, must make a radio call before people walk onto the runway. If tug is still on the runway, no need to make a radio call.
8. Gliders returning to land:
 - a. Standard circuit and land as usual and taxi off onto rough ground between main and grass runway.
9. Retrieval of gliders after landing:
 - a. Retrieve vehicle drives along the north-side peritrack to opposite the glider and then across the grass parking area to the northern edge of the grass runway. **Keep a very good look-out for manoeuvring aircraft and helicopters**
 - b. request crossing the grass runway
 - c. Hook up to glider
 - d. Radio to request crossing back across grass runway
 - e. Retrieve glider to the glider launch point or to the hangar via the taxiway

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For runway 09

1. Prior radio call to tower to request ground movement on the airfield.
2. Tow glider from hangar to glider launch point (north of grass runway) via taxiway B.
3. Tow gliders from rigging area at east end along taxiways A and B to launch point
4. Tug holds on the grass near glider launch point.
5. Parking of gliders ready for launch:
 - a. In the area north of the grass runway
 - b. Next glider to launch to be moved towards the grass runway ready for tow out.
6. Prior to launch:
 - a. Tug moves to south side of grass parking area
 - b. Hook up rope to glider and tug if pushing by hand
 - c. Glider to be towed by vehicle or pushed by hand to position on grass runway or on rough edge of main runway [NB methods of decision for using grass runway TBC]
 - d. Hook up rope to glider and tug if towing glider out by vehicle
 - f. Take off procedure as usual – note, using light signaling in parallel with wing signals for now.
7. Tug lands as normal.
8. Collection of rope from grass runway. If the rope is lying on the runway and the tug is not on the runway, must make a radio call before people walk onto the runway. If tug is still on the runway, no need to make a radio call.
9. Gliders returning to land: As for runway 27
10. Retrieval of gliders after landing: As for runway 27

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Radio Procedures

Some changes and reduced radio requirements have been suggested by the head Flight Information Service Officer (FISO) Alan Harris.

General

Before using the radio, make sure:

1. It is set to 123.5
2. The volume is turned up so that you can hear it
3. The squelch is set so that you can hear **all** calls
4. You wait until there is a gap in other transmissions

Ground movements

Callsigns:

Club buggy: 'Rover'

Private cars: '[glider number] mobile'

When towing: '[glider number] mobile, car & glider combination'

Calls required:

Towing gliders from the hangar or trailers/rigging area to the launch point:

'Shobdon Information, Rover and glider combination, at the hangar/ trailers, request tow out to the glider launch point.'

Crossing grass runway to retrieve glider after landing:

'Shobdon Information, Rover request cross northside grass to retrieve glider'

Returning across grass runway with glider:

'Shobdon Information, Rover request cross northside grass with glider'

Taking a glider to the runway for launch:

All calls made by the tug pilot.

Airborne movements

Before joining circuit, or at latest when on downwind leg:

'Shobdon Information, glider 618 downwind [right or left hand as appropriate] for northside grass.' If you wish to use the main runway, say instead 'for main runway'.

If your call is delayed, say 'late downwind' instead of 'downwind'.

Further calls as requested by the tower.

If the tower is unmanned, calls are made to "Shobdon traffic". This means that your calls are for the purpose of informing other aircraft at Shobdon of your position and your intentions. You will not receive any formal acknowledgement or instructions. Listen out for calls by other aircraft, so that you are aware, by radio as well as by lookout, of what else is going on.