

Field Manager Checklist

Preflight

- Weather conditions checked
- Contacted FSS for NOTAM information (800-992-7433)
- Towpilot and instructor coordinated
- Operations message recorded
- Field checked before towplane arrives
- Field cellphone "on"
- Operations table set up (logbooks, sign-up sheets, towcards, radios)
- Gliders ready for flight (untied, preflighted, & logbooks signed)
- Towrope & connecting link inspected and towrope attached to towplane
- Briefings and assignments made

Flight Operation

- Towplane staging area cleared
- Runway clearance maintained (cars, trailers, gliders, people)
- Glider flights safely expedited
- Situation awareness & order maintained
- Daily operating information recorded

Post-flight

- Gliders parked and tied down
- Batteries removed & on charger
- Cellphone on charger
- Handheld radios on charger
- Headphones stowed in file cabinet
- Towrope & connecting link put away
- Power mower in shed
- All equipment put away
- Daily operating records collected for mailing
- Area cleaned up
- Training center, outside cabinet, sheds, charger box locked
- Rope fences up (around gliders & end of runway)
- Gate closed (road entrance) as appropriate
- 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**
- After the day's operation, the field manager should contact the scheduled field manager 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 field managers better plan the day's operation.**

Field Manager Signature