

# **Duty Officer Checklist**



## **Skyline Soaring Club**

**Front Royal, Virginia**

# YOUR RESPONSIBILITIES AS DUTY OFFICER

---

## General Guidance



- As Duty Officer, **YOU** are responsible for the safe and efficient conduct of all ground operations. **YOU** have the authority to establish the priority for launches, to direct other club members to perform tasks such as wing-running, and to discontinue operations at any time you feel that a safety hazard exists.
- Familiarize yourself with the Skyline Soaring Club Operations Manual for complete information on DO responsibilities and club procedures.
- Arrive promptly by 9 a.m. to permit operations to commence by 10:00 a.m. Note: Occasionally, training will be scheduled for early morning, and the CFI or student may contact the DO and Tow Pilot to request them to be at the field at an earlier time.
- To meet your responsibilities, a constant observation of all activities and alertness to the real-time situation is essential. Therefore, the DO must not become distracted by social conversation or by staring at the computer screen. Please strive to remain attentive to aircraft in the air as well as on the ground, and plan ahead to direct other members to provide necessary assistance (such as retrieving gliders from the runway, etc.).
- You can't do it alone – Select appropriate members to assist you and the Assistant Duty Officer (ADO) with the following functions: taking tow car and gliders out of the hangar, staging the gliders, running wings, retrieving gliders, getting gas for the tow car.
- Know your ADO – If you do not know your ADO, find out his/her level of experience and monitor actions closely. Mentor your assigned ADO so that he/she can learn how to perform responsibilities safely.
- The DO should be the last person to leave the field and must personally check on each aircraft's condition and the security of the hangar. Discrepancies not corrected can cost the club in added maintenance expenses.
- Report, in writing, to the Safety Committee (Operations Officer, Chief Instructor, Chief Tow Pilot and Chief Duty Officer), any accidents, incidents, or discrepancies relating to safety during flight or ground operations. *See the Emergency Response Plan in the Duty Officer box for more information.*
- Report, in writing, to the maintenance officer any adverse changes in condition of aircraft or concerns you may have.
- When in doubt about anything, please ASK!

# BEFORE OPERATIONS

---

## Before Operations Begin You Should...



1. Coordinate with the assigned Tow Pilot, Assistant Duty Officer (ADO) and Instructor (if one is assigned) prior to the day of operations to ensure everyone will be at the field.
2. Assess status of the weather: (1-800-WX-BRIEF)(www.duat.com).
3. If weather is a factor, coordinate with the Tow Pilot and Instructor (if one is assigned) to make the call to cancel operations. It is always better to make the call to cancel operations from the airport rather than from your home. The weather at Front Royal can be much different from the surrounding areas (e.g., Winchester).  
  
*Note: Canceling operations does not relieve you from your duty day. You should plan to perform other tasks around the hangar such as cleaning out the tow car, straightening up the hangar shelves, cleaning the gliders, organizing the DO box, etc.*
4. Determine active runway to use based on wind direction. 27 is the active “no-wind” runway. If in doubt coordinate with the Tow Pilot.
5. Request that the FBO notify Dulles TRACON of soaring operations. State operations will be to 7,000 unless it looks to be a particularly promising day. *See the Skyline Operations Manual and the Job Aid entitled: "FRR Operations Area" for more information on this (currently attached to the DO metal clipboard).*
6. Open the hangar door.  
**Important:** If the wind is blowing > 9 kts... DO NOT open the doors on both sides of the hangar (club ships side and private ships side) simultaneously – this can create a wind tunnel and damage aircraft.

---

*Continued on next page.*

**Before Operations  
Begin You  
Should...**

7. Prepare the tow car:
  - a) The tow car should be carefully driven out of the hangar. A second person should be observing to ensure the safety of the gliders, tow car, tow plane, and crew.
  - b) Inspect the tow car... Oil, Water, Gas, Belts, Tires, etc...  
If anything is needed... **do not take the car off the airport grounds!**  
Delegate a person to address the problem. If something must be purchased for the tow car, a refund may be requested from the club.
  - c) Make sure the tow car is loaded with the following:
    - 1) Laptop computer and battery (located on the battery table in the hanger with the Grob)
    - 2) Handheld radio(s) located on the battery table.
    - 3) Schwiezer adapter (short yellow rope with metal ring)
    - 4) Ballast - square lead sheets (Note: ASK-21 ballast should be kept in aircraft)
    - 5) Spare seat cushions for gliders
    - 6) Spare tow rope (on the orange reel)
    - 7) Chairs
    - 8) Card table
    - 9) Black plastic box for club documents - Duty Officer's notebook and documents - Operations Manual - Aircraft manuals
    - 10) Blue plastic file box with flight training materials (this should remain in the car unless in use by an instructor)
    - 11) Water (ideally fill the cooler with water, sodas and ice)
    - 12) Sun-shelter, tent stakes and rubber mallet
    - 13) Auto tow rope (attached to hitch; coiled and in trunk unless towing a glider)
    - 14) First aid kit (in orange bag)
8. Check the Duty Officer's box (black plastic box) for:
  - a) Emergency Response Plan
  - b) Duty Officer Job Aids Notebook
  - c) Skyline Soaring Operations Manual
  - d) Blank temporary membership forms and cards
  - e) Blank full membership applications
  - f) Membership brochures (Club and SSA)
  - g) Rate sheets
  - h) Pens
  - i) Floppy disks
  - j) Blank log sheets (in case of computer failure)

---

*Continued on next page.*

**Before Operations  
Begin You  
Should...**

9. Deploy equipment to flight line:
    - a) Verify active runway and drive out with equipment
    - b) Unload tow car
    - c) Set up sun-shelter and chairs
  
  10. Set up computer and electronic log sheet. *Note: if you need help using the Excel spreadsheet, then refer to the Duty Officers Job Aid Notebook for detailed operating instructions.*
  
  11. Establish your tow priority list (see below).
-

# DURING OPERATIONS

---

During Operations  
You Should...

## 1. Carry a handheld radio at all times:

- Monitor Front Royal Unicom frequency: 123.0.
- Ensure that your ADO is also carrying a handheld. *Note: The club only owns one handheld, so everyone is strongly encouraged to own a personal radio.*
- When using the radio, proper phraseology should include: "Skyline Soaring Ground..."
- Avoid conversations on 123.0, switch to 123.3. *Note: Ensure that someone else is monitoring 123.0 if you are speaking on 123.3.*
- Announce any non-radio equipped glider traffic in the pattern.

## 2. Establish the tow priority list:

- Instructional flights before 12:00 noon and declared badge/record attempts have priority over all other flights. (See Operations Manual for more information on declared badge flights).
- Student solo flights have second priority until 12:00 p.m.
- After 12:00 noon, the order is first come first served with members having priority for tows over demo flights.
- The DO will endeavor to ensure that all members who wish to fly receive a tow.

## 3. Monitor operations safety:

- Delegate the ADO or other members to retrieve and stage gliders.
- Ensure gliders do not block the runway or remain sitting on the runway for excessive periods (more than a few minutes).
- Ensure proper hand signals are being used on the flight line.
- Ensure that members and guests remain clear of the active runway.
- Keep vigilant for power traffic.
- Delegate any tasks necessary to ensure smooth and safe operations.
- Monitor wind direction and velocity, and change runways as needed (coordinate with the tow pilot who has final authority on this).
- Immediately stop operations if you have any safety concerns!

---

Continued on next page.

**During Operations  
You Should...**

**4. Ensure that members are fully prepared before they are staged on the flight line.** They should have already:

- Performed positive control checks.
- Performed tow release check.
- Adjusted straps and rudder pedals.
- Set radios and turned the radio on to 123.0 so that the DO may communicate with the pilot if necessary.
- If sufficient personnel are present to push the glider, the glider pilot may be in the cockpit before it is pushed to the flight line.

**5. Maintain the Duty Log:**

- Accurately record take off and landing times of all aircraft (club and private).
- Record tow release altitude (coordinate with the tow pilot).
- *Note: If you have any questions about how to complete the Duty Log, see the Excel Spreadsheet Job Aid. When in doubt, seek assistance, the accuracy of the Duty Log is extremely important to our club's financial health.*

**6. Sign Up New and Temporary Members:**

- Welcome any visitors. If you have time, tell them about Skyline. If you are busy, please ask another member to help you so you don't become distracted from your duties.
  - *Note: If you have any questions about temporary or regular memberships, see the Duty Officers Job Aid Notebook in the DO box for detailed instructions. There is also a list of frequently asked questions.*
  - Arrange for rides for temporary members (see *Demo Ride Guidance Job Aid for Skyline's procedures for demo or introductory rides*).
-

# AFTER OPERATIONS

---

## After Operations You Should...

### 1. Secure the flight line:

- a) Police flight line for equipment and trash
- b) Dispose of all trash accumulated during the day
- c) Empty water and ice out of the drinks cooler
- d) Ensure final DO log is backed-up on the computer's hard drive and copied onto a floppy disk
- e) Load tow car (all equipment, chairs and sun-shelter)

### 2. Return gliders, tow plane, and tow car to the hangar:

- a) Delegate tasks as appropriate to ensure the safe return of all club equipment to the hangar.
- b) Load gliders in hangar. Ask experienced members to help you. Do not try to load the Grob without a minimum of three people.
- c) Put tow car in hangar. Ensure someone is spotting you to avoid hitting the glider wing.

*Caution: If the wind is blowing more than 10 knots, do NOT open both sides of the hangar simultaneously. This will create a wind tunnel effect.*

### 3. Secure the Grob:

- a) Wipe down the glider (delegate to the person(s) who flew it last)
- b) Place a protective cushion or foam on the right wing tip and place a tire on top of cushion to weight the wing down
- c) Remove battery and place on charger
- d) Install seat cushions, if removed
- e) Install ballast, if removed
- f) Neaten and secure seat belts
- g) Latch canopies
- h) Install canopy cover

### 4. Secure the ASK-21:

- a) Wipe down the glider (delegate to the person(s) who flew it last)
- b) Remove battery and place on charger
- c) Unlock dive brakes (per request of F. Winter, ASK-21 owner)
- d) Install seat cushions, if removed
- e) Install ballast, if removed
- f) Neaten and secure seat belts
- g) Latch canopies
- h) Install canopy cover

---

*Continued on next page.*

**After Operations  
You Should...**

**5. Double-check security of the Sprite (1-36):**

- a) Wipe down the glider (delegate to the person who flew it last)
- b) Attach battery charge cable to the battery (top of Sprite)
- c) Ensure that the radio and variometer are OFF
- d) Neaten and secure seat belts
- e) Latch canopy
- f) Install canopy cover (if available)

**6. Double-check security of Pawnee:**

*Note: This is the primary responsibility of the Tow Pilot.*

- a) Pawnee is wiped down
- b) Wheels are chocked
- c) Foam plugs installed
- d) Pawnee log book in box under seat
- e) Master switch, mags, mixture, and throttle off
- f) Air vents and windows closed

**7. Put batteries on charge:**

- a) Ensure that all glider batteries are on charge
- b) Ensure that the handheld is on charge
- c) Ensure that the computer "car" battery is on charge
- d) Ensure that the power to the chargers is ON

**8. Secure tow car (after cleaning out interior and trunk of trash):**

- a) Ensure that all equipment is in place in tow car (DO box, Instructor box, first aid kit, Schweizer adapter, spare ballast, sun screen, tent stakes, hammer, chairs
- b) *Ensure that the computer and hand-held radio are out of the car and batteries placed on charge***
- c) Roll up car windows

**9. Complete bookkeeping:**

- a) Ensure the logsheet is completely filled out. Make sure to include the tach start and stop time from the Tow Plane. Include any safety issues on the log sheet. *Refer to the Job Aid if you have any questions.*
- b) Ensure that you have collected checks from all those who flew. Do not accept cash unless you or another member is willing to write a check to cover the amount. Please do not send cash to the Treasurer (see below). If for whatever reason, a member does not pay, enter the amount owed the club in the A/R (accounts receivable) column.
- c) Ensure logsheet entries are balanced.

---

*Continued on next page.*

**After Operations  
You Should...**

**10. Secure hangar:**

- a) Police hangar area for loose equipment and trash
- b) Empty trash barrel (there is a dumpster near the glider tie down area) and replace trash bag
- c) Close bi-fold doors – Important Note: When you close the bi-fold hangar doors, make sure to pull the latch (red handle) at each side of the door to firmly close it
- d) Ensure everyone has left the hangar
- e) Turn out all lights
- f) Close and lock side doors – make sure key is inside the combination lock and the side door is locked

**Finally, Send Out  
the Duty Log and  
Ops Report...**

---

Go to the Mill and have fun.

When you return home, please write up a Duty Officer report for the day and send out to the membership within 48 hours of your duty day:

---

Include number of flights, new and temporary members, and the highlights of the day. Note: Please do not mail floppy disks to Bob as they typically get damaged in the mail.

Send the Duty Log, via email, within 48 hours (sooner if possible), to:



---

No later than 48 hours, send via standard mail, receipts for the day (checks, no cash), hand-written logs, and the ORIGINAL copies of any temporary or new membership forms, to:

Skyline Soaring Club

It is VERY important to notify the treasurer immediately of any new members.

If there are any maintenance issues, immediately notify the maintenance officer. If there are any safety issues, immediately notify the Operations Officer.

If operations are cancelled, please notify the treasurer via e-mail and state: "No ops on (date)"

---