



March Birthdays

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Tim Moran	3/4
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DO Helper Checklist

Use this checklist to support you in your role as a Duty Officer (DO). Whether you're new to the role or just need a quick refresher, we hope you find these helper checklists useful! NOTE: some of the items listed here apply to ADOs as well.

ARRIVAL Checklist

1. Contact the duty team earlier in the week via email to confirm start time and participation.

2. Monitor the weather using sources such as 1-800-WXBRIEF, Skysight.io, and the club weather page to prepare for the safety briefing.
 3. Arrive at the time determined by the Roster schedule.
 4. Open the hangars and prepare gliders for towing (remove canopy covers and connect batteries).
 5. Coordinate with the ADO to ensure all equipment (gliders, radios, Gators, tow ropes) is ready for operations.
 6. Place a handheld radio in each Gator and turn them on.
 7. Place the remaining handheld radios in the radio bag and put it in a Gator.
 8. Place the computer and power cable in the DO bag and put it in a Gator.
 9. Load the ice chest(s) with drinks, ice bottles, and the change can, and place them in a Gator.
 10. Tow gliders to the ramp (Gator drivers must be at least 16 years old).
 11. Inspect tow ropes and lay them out on the runway in this order: Red, Orange, Yellow, Blue.
 12. Hoist the Skyline flag.
 13. Set up the duty officer workstation, including the log sheet program and other necessary equipment such as tables and chairs.
 14. Call TRACON using the helper text in the log sheet program.
 15. Facilitate the morning safety briefing with the duty team and members present, covering weather, airport, and equipment status.
 16. Ensure all pre-flight checks are complete on all gliders before ops start.
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DURING THE DAY Checklist

1. Facilitate flight sequencing, prioritizing badge and training flights in the morning while ensuring fairness for all members. Coordinate with instructors as needed.
2. Demonstrate assertiveness in managing the flight line to minimize delays and keep the operation efficient.
3. With the support of the ADO and PICs, ensure all pre-launch checks are complete: air brakes, seat belts, canopy security, and vent closures.
4. Monitor the whereabouts of gliders, tow planes, and other airport traffic throughout the day using a radio.
5. Communicate with the Airport Manager if any operational issues arise.
6. Delegate tasks such as glider retrieval, equipment handling, or safety checks to the ADO or other available members.
7. Ensure gliders are positioned and pilots are ready for launch to minimize tow plane downtime.
8. Perform runway and pattern clearance checks before each launch.
9. Position gliders for launch and ensure proper hand signals are used during takeoff.
10. Ensure efficient landing gliders retrieval, return tail dollies to mid-taxiway, and assist with returning gliders to the ramp.
11. Regularly interact with the duty team to check on safety, hydration, and maintenance issues.

12. Assist with tow plane refueling by bringing the TCP and syringe to the fueling station.

CLOSING Checklist

1. Load all equipment into the trailer and Gators, including:
 - Ice chest(s)
 - Radios bag
 - DO bag (computer and power cable)
 - Chairs and tables
 - Skyline flag
 - Trash bags/red trash bin (dispose of trash in the dumpster near the fuel point)
 - Members' bags.
2. Roll up and store tow ropes in the trailer.
3. Return the Gators, DO trailer, and gliders to the hangar. Do not drive the Gators inside; always turn them off and push them in.
4. Empty the ice chest(s), return remaining bottles to the fridge, and drain any water/ice.
5. Remove handheld radios from the radio bag and Gators, turn them off, and place them in their chargers.
6. Clean gliders by wiping down the leading edges of wings and tail, removing tail dollies and batteries, and installing canopy covers. Unlock spoilers and close canopy air vents.
7. Assist with putting away the tow plane if requested (pushing it into the hangar and wiping down leading edges).
8. Computer Program
 - Ensure log sheet is completed with correct pilots/instructor/Glider/altitudes.
 - Record tach start/stop times and fuel used for tow planes.
 - Collect checks from all those who flew (no cash) or put them on Account.
 - Verify that log sheet entries are accurate and balanced.
 - Upload the completed log sheet to the Club website.
9. Shut down and plug in the computer on the DO table.
10. Close hangar doors and turn off all the lights.
11. Confirm with the ADO, Tow Pilot, and Instructor that all tasks are completed before leaving. Make sure to lock the hangar door.
12. Write up the Operations Report email using the club's standard template within 24 hours.
13. Send the envelope with checks/receipts to the club's Treasurer.



ADO Helper Checklist

Use this checklist to support you in your ADO role. Whether you're new to the role or just need a quick refresher, I hope you find these helper checklists useful!

ARRIVAL Checklist

1. Arrive at the time determined by the Roster schedule and confirmed by the Duty Officer (DO).
2. Open the hangars and prepare gliders for towing. (remove canopy cover and connect batteries)
3. Place a handheld radio in each Gator and turn radios on.
4. Place the rest of handheld radios in the radio bag and put the bag in the trailer/gator.
5. Place the computer with its power cable in the DO bag and put it in a Gator.
6. Load the ice chest(s) with drinks, ice bottles, and the change can, and place them in a Gator.
7. Tow gliders to the ramp (minimum driver age for Gator operators: 16).
8. Inspect tow rope and lay it out on the runway. Always use them in this order: Red, Orange, Yellow, Blue.
9. Hoist the Skyline flag.
10. Place a trash bag in the red trash bin and position the ice chest near the DO table.
11. Place chairs by the FBO.
12. Assist members with glider pre-flight inspections and positive control checks.

DURING THE DAY Checklist

1. Wear a visible vest to ensure visibility and authority on the field.
2. Assist pilots in preparing for launch, including staging their gliders and conducting tow rope release checks if needed.
3. Perform pattern and runway clearance checks before each launch.
4. Ensure all pre-launch checks are complete, including air brakes, seat belts, canopy security, and vent closure.
5. Properly position the glider for launch and follow hand signal procedures.
6. Retrieve gliders after landing, bring tail dollies to mid-taxiway, and assist with returning gliders to the ramp.
7. Always maintain situational awareness, using a radio to stay informed of air traffic and making clear, concise calls when needed.
8. Delegate tasks such as glider retrieval or equipment handling as needed, ensuring all members are coordinated.
9. Assist with tow plane refueling by bringing the TCP and syringe to the fueling station.

CLOSING Checklist

1. Load the trailer and Gators with all equipment, including:
 - Ice chest(s)
 - Radios bag

- DO bag with the computer and power cable
 - Chairs and tables
 - Skyline flag
 - Trash bags/red trash bin (dispose of them in the dumpster near the fuel point)
 - Other members' bags.
2. Roll up and store tow ropes on the trailer.
 3. Return the Gators, DO trailer, and gliders to the hangar. Do not drive the Gators inside; always turn them off and push them in.
 4. Remove the ice chest(s) from the Gator, return remaining bottles to the fridge, and empty any water/ice.
 5. Remove the computer and power cable from the DO bag and place them on the DO table.
 6. Remove handheld radios from the radio bag/Gators, turn them off, and place them in their chargers.
 7. Wipe down the leading edges of the wings and tail, remove tail dollies and batteries, and install canopy covers. Unlock the spoilers and close the canopy air vent.
 8. Assist with putting away the tow plane if requested so (pushing it into the hangar and wiping down leading edges).
 9. Close hangar doors, turn all lights off.
 10. Check with the DO before leaving to make sure nothing else is needed before leaving the field.

