

# Beaufort Gliding Club

## Duty Instructor Daily Check List

1. Arrive at the airfield **early** (9:30am or before)
2. Ensure the Pie cart/golf cart have been checked
3. Appoint a Timekeeper
4. Students will have advised the Duty Instructor at least the day before if they will be requiring training flights. Arrange for appropriate gliders to be brought out and DI'd, ensure they are secured when unattended.
5. Do not allow operations to commence until sufficient ground crew is available.
6. Fully brief ground crew on scanning procedures:
  - **Wing Runner** – Look fwd/back/above and also check for A/C landing on the cross strip.
  - **Fwd Signaler** – Look back/above and check for A/C on downwind and base. Stop launch if unsure.
7. Do not allow any gliders to remain unattended at any time; ensure aircraft are tied down or adequately secured (weights on wings) in windy conditions. If there are more gliders than people wanting to fly – put some away – particularly in windy conditions.
8. Liaise with the other Clubs as necessary.
9. Share the launch duties around as much as possible
10. Ensure that Club glider flights are kept to an hour if there is sufficient demand for them.
11. Arrange for gliders to be retrieved as quickly as possible – do not allow gliders to block landing strip for longer than is necessary.
12. Arrange relief for the Timekeeper so that he/she may have a flight.
13. Whilst actively engaged in instructing duties, ensure a club member is appointed to manage the ground operations.
14. At the end of the day check that all gliders have been hangared correctly (in designated spot, parachute in bag, battery removed and in charger, etc.)
15. And finally, if a member of another Club assists in launching our gliders, then make sure we return the favour. In fact there is no reason why we shouldn't occasionally relieve their Fwd. Signaler. This is good PR and raises the image of our Club in other peoples' eyes

**Christopher Thorpe, CFI**

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