



Crew Chief Duties

Beginning of Day Checklist

- Flight Log sheet available in clipboard. (Extras in top drawer of file cabinet)
- Ride Release forms available in clipboard. (Extras in top drawer of file cabinet)
- Check gas, oil, tires, battery charge on the golf carts.
- Set up awning, chairs.
- Assist in pulling out gliders. Check battery charge, radio operation, tire inflation, etc.
- Inspect the tow rope for serviceability.
- Coordinate with Tow Pilot to select active runway, and change as necessary during the day.

Flying Operations Checklist

- Primary duty is safe launch and recovery of gliders and maintaining a safe ground environment. All other duties are secondary.
- Record flights in the Flight Log
- Please wear orange vest and use hand held radio on 122.8. Use standard SSA hand signals along with radio.
- Do not interrupt pilots going through their pre-launch checks.
- Hold the ring up for the pilot's inspection before hookup.
- Do a quick glider configuration check before each launch (tail dolly, canopy, spoilers, etc).
- Do not hook up the rope until the glider pilot is strapped in and ready for hookup.
- After the tow rope is connected, move quickly to the right wing.
- Signal the tow plane to take up slack while leaving the wingtip on the ground.
- When the rope is taut put both arms straight out to indicate 'hold'.
- Do not pick up the wing until the glider pilot signals you with a thumb's up.
- Ensure there is no conflicting traffic in the pattern before lifting the wing.
- When the glider pilot fans the rudder, give the SSA takeoff signal.
- Coordinate with the Tow Pilot to select the takeoff direction and launching surface (grass or runway). Change as necessary during the day.
- Keep people and equipment well clear of launching and landing gliders.
- Keep parked gliders clear of the landing area. Ensure the grass area beyond the taxiway remains clear in case someone rolls through the taxiway.
- Maintain efficient operations by ensuring pilots are ready to launch when the tow plane lands, but manage the pace to ensure launch operations are not rushed.
- Check with the tow pilot from time to time to see if he needs a break.

End of the Day Checklist

- Take down the awning and ensure all equipment is brought in from the flight line.
- If a glider maintenance issue arises, install any needed placards in the glider cockpit (i.e. "Glider is grounded for ____") and notify the LSC Board.
- Ensure club glider batteries are plugged in to their chargers. Note - Some batteries remain in the glider, some must be removed and charged on the table.
- Mail the Flight Log to Lee, include cash/check for guest rides and guest ride waivers.
- Note water and beverage supply and notify club members via Facebook if more are needed.
- Notify the airport manager if any of the taxiway lights were damaged so they can be repaired.
- Check all lights off, close and lock the hangar door.