



# Field Manager Checklist

## Planning

- ☐ Weather conditions checked
- ☐ Contacted FSS for NOTAM information (800-992-7433)
- ☐ Towpilot and instructor coordinated
- ☐ Operations message recorded

## Preflight

- ☐ Road signs set up
- ☐ Field/runway checked (any rocks larger than half a fist?)
- ☐ Field cellphone "on" and at hand and monitored
- ☐ Operations table set up (logbooks, sign-up sheets/daily log, tow cards, radios)
- ☐ Gliders ready for flight (untied, preflighted, & logbooks signed)
- ☐ Towrope & connecting link inspected and towrope attached to tow plane
- ☐ 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 in daily log
- ☐ Give bottom portion of green introductory membership application to the applicant as a receipt
- ☐ Aerobatic flight is prohibited around Bergseth Field. At other locations, make a note in the log.

## Post-flight

- ☐ Gliders parked and tied down
- ☐ Batteries removed & on charger
- ☐ Cellphone on charger
- ☐ Handheld radios on charger – see instructions on back wall of charging station (!)
- ☐ Towrope & connecting link put away
- ☐ Power mower in shed
- ☐ All equipment put away
- ☐ Area cleaned up
- ☐ Paperwork:
  - ☐ Yellow Liability Release forms – in 3-ring binder stored in shed
  - ☐ Top portion of green temporary membership forms – send with daily log
  - ☐ Blue membership forms – send with daily log
  - ☐ Redeemed Gift Certificates – send with daily log
  - ☐ Do not send cash – substitute your own personal check
  - ☐ Send to bookkeeper (use provided envelope) or club mailbox at PSSA, Box 941, Enumclaw, WA 98022
- ☐ Training center/shed, and charging station box locked
- ☐ Rope fence up at end of runway (when available)
- ☐ Last PSSA person of the day closes gate (road entrance)
- ☐ Road signs stored
- ☐ 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.

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Field Manager Signature

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