

The role of the duty pilot is to manage and co-ordinate the ground operations on weekends and public holidays when the Tauranga Gliding Club is operating.

The Duty pilot should be at the field by 9:30am.

Duties and responsibilities.

1. Collect booking sheets from Classic Flyers, "Bunker".
2. IF Operations are from runway 04 then
 - Collect timesheet box, drinks and supplies
 - Collect mobile phone and handheld radio
 - Take Caravan to 04 and put out safety signs/cones
3. Assist instructors get fleet ready.
4. Take any phone enquiries/bookings
5. Bookings can be taken as per the booking sheet. (one per hour) You may be able to have some extras as long as they do NOT impinge on normal operation ie there is a spare instructor and glider.
6. Members are NOT to be "bumped" to fit in trial flights.
7. All non-member must fill out an indemnity form before flying
8. Remember you are responsible for the fair allocation of gliders
9. Pilots and instructors should check with you before going flying, so that the timesheets can be properly completed.
10. At the end of the day
 - Return drinks/etc to the fridge
 - Check all flights have been recorded and monies allocated
 - Place timesheets & money in red box in club rooms

TIMESHEET RECORDING PROCEDURE

Fill in the opening details on the flight record/timesheet ie Date, Instructors, towpilots etc
The following system forms a basic standard format which will enable, others to fill in for you, and the club's treasurer to reconcile the accounts efficiently.

Enter all timesheet details as necessary, remembering that the times recorded are "start moving" to "wheels down" - tow planes and gliders arrive at different times!

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Club Members (don't be afraid to ask their names)

Enter Members name, **who is to be charged for the flight**, in the Members name column

Trial Flights.

Non club members/general public/members friends etc.

MUST SIGN THE INDEMNITY FORMS.

Please ensure passengers name is on middle tearoff bit along with tow height on **both lefthand and middle piece.**

Give the Big certificate back to the passenger as a record of their flight

Give the middle bit with height and name to Instructor. (as an introduction)

Record the Indemnity sequence # (NOT the NAME) in the indemnity column

Also record the height of the tow (2 or 3,000)

Voucher Trial Flights

Record the Trial Flight Voucher No in the First column . Retain the Gift Voucher piece with serial number if all its flights are complete.

For multi-flight vouchers eg Eagle Owl. Record flight on back of voucher and add sequence to R/Hand Column ie 9999/2 (for 2nd flight.)

Cash-paid/EFTPOS Trial Flights

Record CASH/cheque or EFTPOS in appropriate column on timesheet and amount.

Other Sales/Payments.

If members pay against their account. Use a complete line to record Name (in Pupil Column) draw a line through flight details and complete Cash/cheque/EFTPOS column and enter amount received in comments column.

For Voucher sales do the same, but record Voucher number and type of sale

Ie 9999/3000ft in pupil column

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End of Day: Complete the timesheet records, balance the monies received and place in large envelope. Envelope should be placed in red box in the clubrooms.

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