

## CHECKLIST FOR ARRANGING TRIPS AWAY FROM MATAMATA

1. Be clear as to why the club is going away. Club social vs trial flight balance.
2. Nominate someone to be in charge of overall co-ordination of the visit  
Involve the CFI right from the start of planning for the trip  
Change the message on the answer-phone
3. Airfield
  - approval of Piako's CFI to use the field
  - is it available/ permission to use it
  - who is contact person when we arrive
  - are there any particular operational rules we need to know about
4. Financial arrangements
  - co-ordinate with the Treasurer
  - how much to charge for trial flights - to take into account ferrying costs
  - arrangements for banking during the time away/ other security arrangements
  - arrangements to pay for aviation fuel
  - airfield costs
  - what other costs to be incurred
5. Advertising (if appropriate to objectives for the trip)
  - emphasis is on trial flights (not passenger flights)
  - public notices
  - club members
  - alternative arrangements for club
6. Equipment to be taken
  - 3 pickets and ropes per glider
  - pickets and ropes for tug
  - weights for gliders
  - barograph
  - arrow plus pegs to hold it down
  - battery charger and batteries
  - base radio
  - tow ropes (*but leave appropriate tow ropes with BZA for ferrying!*)
  - oil for tug
  - display boards/ other notices
  - time sheets/ certificates/ information sheets for new members
  - caravan, sun umbrella/ table/chairs
7. Breakdown assistance - ie if tug/gliders breakdown who is first point of contact and who is responsible for deciding on action to be taken
8. Fuel for tug
  - where is it/ do we need a key
  - what is the cost - link this to proposed costs of trial flights
  - how will it be paid for - has a cheque been organised
  - drums (avoid as much as possible) - who is responsible for trailering them (NB need to ensure transporting of them is done legally) - need about 3 per weekend
  - pump and chamois
9. People required
  - one person in overall charge each day who is responsible for organising/ co-ordinating the operations
  - instructors
  - trial flights - must have an instructor as PIC

- tow pilots
- duty pilot
- ground duty(eg car retrieves)
- booking desk notified and advised of effects on trial flight

10. Ferrying arrangements for both outgoing and return flights

- Ensure double tow ropes available if required (make sure they are not in the caravan which is likely speeding its way to the destination when tow is about to commence!)
- timing
- tow pilot/ instructors/ pilots-in-command/ ground assistants
- students as passengers
- trailers - registered/ warranted/ lights operational
- car arrangements to assist people "ferried"
- arrange towing of trailers and caravan if required