

# Inter-Station Equipment Relocation

Past experience has shown that the most reliable predictor of equipment relocation success is the amount of pre-move communication between the two stations. Consequently, interaction between glider stewards is the top priority for any type of equipment movement within the USA system.

The glider steward of each station is the central point of contact for all equipment transfer operations. This puts ownership of the event on the glider stewards. Once the board has authorized an equipment movement, the glider stewards will be responsible for coordinating with each other and then notifying the board once the transfer is complete.

If a station glider steward is not available for an individual coordinated movement, a responsible individual will be appointed by the glider steward to act in their stead for the duration of the event.

Supporting personnel need to be included on either a group email or group text message so everyone involved also knows who else is involved. Preference is for a group text that includes everyone assisting in the event.

The following checklist is meant to be used as a tool to help with equipment relocation. Items may or may not apply to a specific event.

## Pre-Event: Notification and Coordination Requirements

- Board contacts relevant station glider stewards
- Glider stewards acknowledge to board the move
- Base support personnel contacted by glider stewards for assist
- Dates/times decided/confirmed with stewards/support
- Clubwide notification of planned transition date/time
- Storage/tie down location verified at new location
- Sufficient tie down ropes/wing stands at new location
- Trailer storage location verified at new location

## Pre-Event Aerotow Planning (if utilized)

- Tow cost discussed/payment agreed by both parties/bod
- Glider pilot current or has instructor pilot accompany
- Route of flight, altitude and release point determined
- Landout sites identified in case of ptt
- Trailer ready/crew available for retrieve

**Pre-Event: Glider and Trailer Preparation**

- Glider: All items on ship's maintenance log show addressed
- Glider: ARROW documents on board/current
- Glider: Pre-move glider inspection
- Trailer: Adequate tow vehicle with proper hitch ball
- Trailer: Experienced individual available to tow
- Trailer: Inspection of trailer/equipment

**Glider Equipment**

- Seat cushions
- Batteries, battery chargers
- Canopy cover
- Rudder lock
- Cockpit items (i.e. charts, ram mounts)
- Flight log, POH manual, mx items notebook
- Seat ballast specific to the ship
- Oxygen bottle
- Cannulas
- Glider tow out/tie down equipment

**Post Relocation**

- Board notified via e-mail
- Club membership notified
- Scheduling website updated
- Post flight/post assembly inspection complete

**COVID Era Checks**

- Sufficient disinfecting supplies at receiving station
- Cannulas removed after relocation
- Waivers signed/submitted to bod by all parties assisting
- Glider disinfected pre/post move