

PRIMARY PURPOSE OF POSITION

The (club name) Gliding Club Tugmaster is primarily responsible for ensuring all towing within (club name) fall under the GA Aerotowing guidelines. The Tugmaster will set minimum towing standards relevant to the (club name) airfield and airspace requirements, supervise towing operations, ensure records are kept and manage the tow pilot community. This also may include regular reporting to the (club name) Management Committee.

The Tugmaster will be an active and current tow pilot but need not be a Tow Pilot Examiner or a Tow Pilot Delegate. The quality of the Tugmaster is critical to the safety of (club name) flying operations and is appointed by the (club name) Management Committee in consultation with the Club Operation Panel.

Key Responsibilities

Under the direction and supervision of the state Regional Technical Officer (RTO-A), the (club name) AO is responsible for the following tasks:

- Ensure (club name) promotes the participation and achievement of gliding for the needs of its members, community, and additional stakeholders.
- Ensure all towing operations are carried out properly and safety in accordance with applicable Civil Aviation Authority (CASA) Regulations, CAAP 92-1(1), the GA MOSP and GA Aerotowing Manual.
- Set minimum towing standards relevant to local airfield and airspace requirements.
- Monitor local operational procedures and tug flying standards.
- Supervise towing operations and manage tow pilot group.
- Act as the (club name) Tow pilot contact for all stakeholders and be a liaison between the Management Committee and tow pilots.
- Be responsible for maintaining a roster of tow pilots.
- Review (club name) tug pilots for currency, competence, critiquing of flying habits and recommended remedial or additional training.
- Identify tug pilots as candidates suitable for training & endorsement as dual towing, competition towing and towing examiner.
- Ensure Glider Towing Certificate holders continue to meet currency requirements to maintain certification.
- Manage future tow pilot requirements.
- Reporting to (club name) CFI and Training Panel on matters of aero towing.
- Keep tow records of launches made and gliders which have been towed, release height etc
- Keep records of tow pilot flight review and medical expiry dates.
- Ensure accurate reporting is given to the management Committee, accept guidance, but not direction outside of the technical competence required to undertake this position.
- Disseminate operational information and ensure directives are actioned appropriately.

POSITION DESCRIPTION

- Liaise with the AAFC and run all the TUG Operations for AAFC camps.
- Maintain airworthiness compliance and maintenance of the (club name) Tug(s).
- Maintain fuel and oil supplies.
- Maintain tow ropes and ancillary items.
- Coordinate Pilot training and assessment in accordance with GA requirements.
- Ensure accurate reporting is given to the Management Committee, accept guidance, but not direction outside of the technical competence required to undertake this position.
- Review and revise (club name) Tugmaster position description to ensure it continues to reflect the requirements of the role.
- Train, mentor, and support the next (club name) Tugmaster.

If on Management Committee:

- Uphold Constitution, By-Laws, rules, policies, and procedures of the Association. Provide oversight and guidance to the Committee on the matters of the Constitution, and Club documentation applicable during meetings.
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders.
- Seek ratification from the appropriate Committee members or Operational members prior to committing the (club name) to any financial expenditure or action.

Knowledge, skills, and abilities

- Has the qualifications and experience necessary for a Tugmaster under the GA regulations, including aeronautical knowledge and experience. It is expected the more sophisticated the operation the more sophisticated the expected knowledge baseline should be.
- Be an active and current tow pilot.
- Have a close working relationship with the Chief Flying Instructor.
- Efficient, organised and time management skills.
- Can communicate effectively and listen to feedback and views of members and other interested parties.
- Ability to manage people, lead by example and delegate tasks.
- Ability to liaise with external stakeholders and parties.
- Confident in supporting strategic direction, maintaining a focus on the “big picture”.
- Ability to engage, encourage and lift the level of services.
- A good understanding of sporting requirements at local, regional, and higher levels.
- A good understanding of the (club name) Constitution, rules, and the duties of its office holders.
- Can maintain confidentiality on relevant matters.
- Ability to forward plan and lead (club name) to reaching its short- and long-term goals.
- Receptive to change.

POSITION DESCRIPTION

Other requirements

- Induction Training
- Working with Children Check (insert correct state authority)
- If at any stage the (club name) Tugmaster becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the (club name) Secretary.