

GRADUATION to a ASCA DELEGATE



ASCA

FIT FOR



ASCA!



Introduction



ASCA family welcomes cordially new member and delegates!

This guide describes the tasks of an ASCA delegate.

Excerpt of ASCA constitution articles:

- §1: Ordinary/ trial/ partial Membership may be accurate;
- §2: The object of ASCA shall be to foster good relations among those employed in civil aviation by promoting and encouraging social, cultural, holiday and sporting relations between the staffs of airlines.

PART 01

APPLICATION



If a request to join ASCA family exists, a application letter must be sent to ASCA chairman with following statements, signed by the company authority:

1. the company name, country and ICAO codec (if avail.);
2. the person name and surname, who shall act as ASCA delegate;
3. on official companies paper stating the acceptance of 'act as a ASCA delegate in the name of the company 'xxxx';
4. a list of sports, where the teams/ club is interested to participate;
5. a digital photo of the delegate to display it on homepage;
6. delegate contact data like eMail, Phone for internal use only;

After formal acceptance within EXCOM (and later finally acceptance during next AGM) a access to ASCA webpage will be issued by the information officer, the official Introduction will sent to new member or delegate.



PART 02

EXECUTION



ASCA information officer is responsible and has to do:

- store and display new airline on homepage;
- issue and sent new delegate/ teamcaptain login to homepage;
- teach new delegate using online guidance or quick guide;
- store application file on homepage
- insert new delegate into ASCA eMail distribution list;
- publish to delegates NEWS, QUESTIONS, PROBLEMs

PART 03

TASKS of a DELEGATE



Excerpt of ASCA constitution §4:

- representing their airline at the annual general meeting (§5);
- keeping their airline clubs advised on all aspects of ASCA;
- ensuring that the rules of ASCA are adhered to;
- ensuring that the programme of competitions as agreed at the annual general meeting is adhered to;
- organising competitions and communicating with other ASCA delegates where they are the host airline;
- keeping event Secretary(ies) advised of all aspects of ASCA competitions that they are organising;
- communicating with the host when their airline is the visiting team and keeping to the deadlines set by the host airline;
- attending the Captain's meeting where their airline is the host where possible;
- attending any competition where their airline is the host where possible;
- advising the Event Secretary(ies) of the results of any competition of which their airline is the host by email or fax and entering the results on the homepage within 7 days of its completion;
- ensuring the feedback on any competition / event, where their airline was participating;
- if a delegate is indisposed, a deputy must be nominated and the EXCOM (§6) notified immediately.



PART 04

TASK of a DELEGATE



A delegate is responsible for fill in/ keep up to date of own company data:

- Basic data of member airline or company,
- Name, email and validity of own teamcaptains (contacts)
- Sports offered list including responsible person(s)
- For your own records, pls. review the display of trophy-holders to avoid wrong data.

| ASCA Member - Delegate Update Sports | | | | | | | | | |
|--------------------------------------|-------------------|----------|----------------|------------|------------------|--------------|---------------|-----------------|------------------------|
| Airline | Teams Entered NOW | Contacts | Sports Offered | Teams Sent | Results Achieved | Trophies Won | Events Hosted | Donations Given | Delegate Update Sports |

PART 05

TASKS of a DELEGATE




A delegate is responsible to prepair own events with ordering **RIGHT IN TIME** ASCA medals, flags, badges, trophies or caps, using the homepage built in order function (login to ASCA basic data required).

ASCA Accessoires - ASCA-Medals

Available Items | Available Stock | Accessoires Orders

ASCA-Medals | ASCA-Flags | ASCA-Badges | ASCA-Trophies | ASCA-Caps



Medals are sent in packs of 1 gold / 1 silver / 1 bronze medal
They can be order (in time) with engraving on the reverse side
Price reduction for an order of 5 packs = 1 set

Page 1/1:

| Item * | Description | On Stock | Price |
|-------------|--|----------|-------|
| ASCA-Medals | Package of gold/silver/bronze-medals on blue/white ribbon; reduction for set of 5 packages | 24 | |

Records per page: 50 | Switch to Page: 1

To order send an email



PART 06

THE HOMEPAGE



With effective date of this file, ASCA is using a modern and 'state of art' web presence, hosted in country at Austria by Netstorage.at and programmed in free and modern CMS software 'Joomla'.

All ASCA organisation rules, confirmed sport rules, various requirements are published on different pages. History of collected data like 'AGM – annual general meeting protocol' or 'trophy winners' are available.

Still under further development, a subsite displays the event calendar, where all past and future events are managed. Due the datasecurity, a valid personal acces for delegates and teamcaptains are necessary, issued by the infor-officer.

A public display of the event calendar is also available.

After login with the own login data to subsite 'event-calendar', the Llists and records for insert and update package data, teams, gamers, feedback are available.

The host of an event (= delegates) is responsible to store all mandatory info for ASCA family into package record and publish it to all ASCA delegates. The delegates shall coordinate participating with own clubs, may insert own clubs as status=interested and shall change before deadline the status to 'entered' or 'cancelled' – so the organicer has a good overview/ feeling, who.s coming!

Due this 'standard dataset' (package record) no further inviting files in different styles are required!

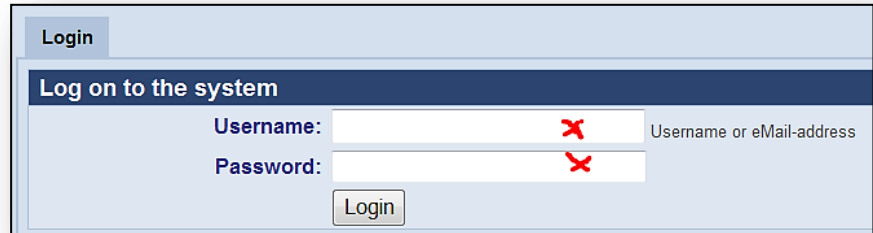
If there is a need to publish add.files like train plan, spec. advices, and more ..., it is possible to store it, connected to the event package record.




PART 07
THE
HOMEPAGE

INTO
the
DEEP

The login to ASCA basic data/ event calendar:



| | | | | | |
|--|--|--|---|--|--|
| Communication Messages Sending Logout | Events Listing: UPCOMING Events PREVIOUS Events | Public Persongroups: Executive Committee Airline Delegates Honorary Members Sports Contacts | Public Pages: List of Members List of Airlines and Constitution List of Sports ASCA Statistics ASCA Hitlists Constitution Listing Accessoires Photo-Display | Public Calendars: Event Listing UPCOMG Event Listing PREV. Event Listing YEAR Event Listing ALL | User: OS / NOVAK_3 Group 3 / Test Delegate  |
|--|--|--|---|--|--|



After a successful login the main menu will show up.

The display of available functions depends on the access rights of each account.

This is the current menu of delegates, defined rights are:

- High level: Systemadministrator
- Med1 level: EXCOM
- Med2 level: Event manager (=delegates)
- Low level: Team manager (=club captains)

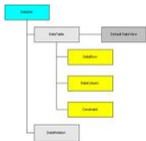
Security:

for any reason we trace changes within our data and we can review any action. The executive committee will be informed if problems occur for further decisions.



PART 08

EVENT RECORD



All events, inserted by the information officer, have a basic dataset, accessible with click on wording 'update':

UPCOMING Events Listing

PREVIOUS EVENTS UPCOMING EVENTS PRINT THIS PAGE INSERT NEW EVENT

Select:
Date: Sport: HAND Event: Eventcategory:

Page 1/1:

| Update | DATE | SPORT(RULES) | EVENT-DATA | PACKG | STATUS | VENUE | HOST |
|--------|------------|--------------|-------------------|-------|--------|-------|---------------|
| Update | 2013-12-31 | Handball | Annual Tournament | NO | open | I-?-I | -- / -No Host |
| Update | 2014-12-31 | Handball | Annual Tournament | NO | open | I-?-I | -- / -No Host |

Sport_id: Handball *
Airline: -No Host *
Status: open *
Date: 31.12.2014 * dd.mm.yyyy
Place: I-?-I *
Type of Event: Tournament *
Event Category: Annual *
Event Contact email: *
Event Phone-Number:
Remark:
Invitation-Homepage:
Foto-Info:
Attachment (pdf only): A) Browse...
Results-Documnt (pdf only): B) Browse...
Report (pdf only): C) Browse...
Send | Save

To publish various attachments ,a upload section can be used:
A) For city-, trainmap or deep details to the event;
B) Detailed results;
C) Event performing (captains-) report (all in PDF format).

Pls. note, that's NOT necessary to create a invitation document due the fact, that all event data **MUST BE STORED into event-package-record (next page).**



PART 09

EVENT PACKAGE RECORD



To insert/ edit event basic data simply click in event display list on wording 'YES' or 'NO' for proceed save data:

UPCOMING Events Listing

PREVIOUS EVENTS UPCOMING EVENTS PRINT THIS PAGE INSERT NEW EVENT

Select:

Date: Sport: HAND Event: Eventcategory:

Page 1/1:

| Update | DATE | SPORT(RULES) | EVENT-DATA | PACKG | STATUS | VENUE | HOST |
|--------|------------|--------------|-------------------|-------|--------|-------|---------------|
| Update | 2013-12-31 | Handball | Annual Tournament | NO | open | -?- | -- / -No Host |
| Update | 2014-12-31 | Handball | Annual Tournament | YES | open | !-?-! | -- / -No Host |

Store more information is necessary in various tabsheets (has to be filled out by the host !):

General Data Travel & Hotel Competition Program Miscellaneous Attachments

Package Data

Price: *

Currency: EUR

Including:

To be paid:

Possible Reduction:

Additional:

Closing Date for Entries: 15.09.2013 *

Cancellation Conditions

Cancellation-Fee 1:

on conditions 1:

Cancellation-Fee 2:

on conditions 2:

Send | Save



PART 10
PUBLISH
INFORMATION
using
‘MESSENGER’



For any kind of publishing/ get in contact/ ... like

- event package available
- event package changes
- reminder to insert/ update teams + participants
- ... more

the built-in messenger can be used by everyone. It uses the basic data of registered and valid person-records.

The most used function is 'message to all delegates', which is shown below:

The screenshot shows a web interface titled "Communication Services - To Function-Groups". It has a navigation bar with "MESSAGING" and "LISTING" tabs. Below that are five buttons: "To Persons", "To Function-Groups" (highlighted), "To Sports-Contacts", "To Airline-staff", and "To Event-contacts". The main area is divided into sections: "Selection Data" with a radio button for "Message to be sent in bcc:" (set to 1) and a "Select Function:" dropdown menu (showing "Delegate" selected); "Message Text Data" with "Subject:" and "Message of email:" fields; and "Email Data" with "Info:" (Send a message to function categories), "Date email:" (now()), "Sender:" field, and a "Send | Save" button. A hand cursor points to the "To Function-Groups" button, and a yellow arrow points to the "Delegate" option in the dropdown menu.

Pls. note that all messages are per default set as 'BCC – blind carbon copy' to avoid 'reply to all' – but you can set the marker to 'NO', if applicable.



PART 11

AFTER a EVENT

INSERT RESULTS



Every delegate is responsible to insert the results within moderate timeframe.

| Teams | Results | Feedback | Communication & Reports | | | | | |
|--------------------|-------------------------|---------------------|-------------------------|-------------|------|------|-------|------------------|
| Page 1 of 1: | | | | | | | | |
| Update | Team Name | Airline | Category | Participant | Note | Rank | Score | Trophy |
| Team Mixed: | | | | | | | | |
| Update | Dnata Team | dnata - DXB Airport | Team Mixed | | | 1 | | Badminton-Trophy |
| Update | AY home | Finnair | Team Mixed | | | 2 | | |
| Update | Lufthansa and All Stars | Lufthansa | Team Mixed | | | 3 | | |
| Update | BA Team | British Airways | Team Mixed | | | 4 | | |

IMPORTANT: without inserting at least place 1 – 3 we'r unable to set the 'ASCA trophy winner' .. no display of won trophies, no history available!

See also page 7 for upload indeep result lists!

PART 12

AFTER a EVENT

FEEDBACK REQUIRED



Every delegates is responsible to force own teams to give a feedback.

The feedback record is a standard question set, you can give a value from 0 to 100 percent. Marker ,101' is used, if the question wasn't applicable.

Inserting a feedback can be done in two ways:

1. if in the team record a captain will be inserted, then he receives a link to insert his feedback (sent by the info.officer).
2. it is always possible for delegates to insert feedback using her/ his own login to ASCA basic data.

Insert Team Feedback *

EDIT EVENT TEAM LISTING INSERT RESULT INSERT FEEDBACK PREVIOUS EVENTS UPCOMING EVENTS PRINT THIS PAGE

Team: please select

Your Feedback: 1-100% from very bad to superb OR 101=not applicable

01. Did you receive date and package information well in time for your planning ? 0 25 50 75 100 101 * 0 - 100% OR 101 = Not applicable

02. Was the package information complete with respect to travel, venue, sports environment, timetable, costs, contacts and add-ons ? 0 25 50 75 100 101 * 0 - 100% OR 101 = Not applicable

03. Were you provided with the information needed to proceed to the hotel or to meet at the airport ? 0 25 50 75 100 101 * 0 - 100% OR 101 = Not applicable

04. Was the hotel according to the package specifications? 0 25 50 75 100 101 * 0 - 100% OR 101 = Not applicable

05. Was a captains meeting organized and rules discussed and agreed according to ASCA standard ? 0 25 50 75 100 101 * 0 - 100% OR 101 = Not applicable

06. How was pickup and transfer to the event venue ? 0 25 50 75 100 101 * 0 - 100% OR 101 = Not applicable

07. Was there a clear timetable about the whole event provided? 0 25 50 75 100 101 * 0 - 100% OR 101 = Not applicable

08. Do you consider the sportive side of the event fair, friendly and according to ASCA-spirit ? 0 25 50 75 100 101 * 0 - 100% OR 101 = Not applicable

09. Were refreshments and hygienic services offered during the event ? 0 25 50 75 100 101 * 0 - 100% OR 101 = Not applicable

10. Were the results made clear and handled with fairness and openminded ? 0 25 50 75 100 101 * 0 - 100% OR 101 = Not applicable

11. How was the transfer from the event to the hotel ? 0 25 50 75 100 101 * 0 - 100% OR 101 = Not applicable

12. Was there a Gala-Dinner or closing meeting with social and friendship aspects ? 0 25 50 75 100 101 * 0 - 100% OR 101 = Not applicable

13. How would you rate the overall impression OF YOUR TEAM from this event ? 0 25 50 75 100 101 * 0 - 100% OR 101 = Not applicable

14. Would YOUR TEAM join an event of the same host again in the near future ? 0 25 50 75 100 101 * 0 - 100% OR 101 = Not applicable



PART ;-)

some TIPS ...



- try to communicate within ASCA as soon as possible to avoid misunderstandings, late infos, cancel, more ...

- It is common practice, that every 'AGM – annual general meeting' the event-draw for next year will be defined.

- due the experience of past years it is necessary to **CONFIRM** in December the performing of next years, own assigned events per eMail to the event secretary & info officer!

- try to insert/ update inserted teams as early as possible to show the host, YES - WE'R COMMING !
(change the status of a team from 1st: interested to 2nd confirmed or cancelled)

- ASCA provides a (event-) 'captains meeting report'.

It contains:

- Every confirmed teams and members,
- confirmation form (to be signed from teamcaptains),
- last trophy holders,
- event program overview,
- available/ sport sub-divisions,
- applicable ASCA sportrules,
- excerpt of ASCA constitution.

IMPORTANT: To avoid discussions lateron, pls. print and deliver this report, discuss all items at captains meeting and set signs of teamcatains. If it is necessary, you can upload/ display the report – see page 7/ event documentations.

- More reports for your support are available: event overview, list of participants, package data,





Thank you for your
support and keep
the **ASCA** spirit
alive!



Erich Wagner