



## Race Entry Administrator

**Reports to:** Senior Manager, Domestic Services

### The Position:

Alpine Canada Alpine (ACA) is the national governing body for Ski Racing in Canada and home to three of Canada's most exciting snow sports: Alpine, Para-Alpine and Ski Cross Racing. The organization has a strong Board and senior management leadership that are committed to a vision for Canada to be a World Class ski racing nation inspired by the passion and performance of Canada's ski teams. Our mission is to increase Canadian Ski Racing podium performances AND inspire growth in participation and fans.

We are currently seeking an organized and highly-motivated individual to join our organization in the seasonal role of **Race Entry Administrator, Member Services**.

Reporting to the Senior Manager, Member Services, the Race Entry Administrator will serve as the initial point of contact in all matters relating to race entries and aid with ongoing customer service and customer management. By providing accurate and timely completion of international race registrations, ensuring that athletes, teams and coaches follow the correct processes and making certain that Race Organizing Committees are provided with accurate race entry information from Canada we set Canadian Athletes up for success in competition.

### Duties:

#### Alpine

- Validate and ensure licensed athletes are eligible for FIS competition.
  - ACA/FIS licensed
  - SAIP Insured / Waiver executed
  - International Coach Agreement executed (if applicable)
  - Monitor and update (Academy, University, College and International Clubs ) document
- Monitor international FIS race entry program against submission deadlines.
  - Review online race entries submitted within event entry deadline
  - Review [raceentries@alpinecanadacanada.org](mailto:raceentries@alpinecanadacanada.org) to amend or add athlete entries within program deadlines
  - Identify waitlisted or oversubscribed entries
- Complete international FIS race entries (ENL,FIS,NC,NJC,UNI,CIT,MAS,PARA) for subscribed events
  - Communicate final entries to coaches in advance of entry closure inc. waitlisted athletes
  - Amend entries against coach identified changes or cancellations ( weather etc. )
  - Submit final entry list with coach(s) to race organisers
- Co-manage FIS Europa Cup entries
  - Confirm acceptance for athlete participation from athlete PTSO and CAST



- Upload entry through ACA FIS Entry Portal within entry deadline inc. all relevant info i.e. hotels, wax space, guests etc.
  - Submit final entry list with coach(s) to race organisers
- Approve International FIS registrants to CAN FIS races
  - Validate international entry submission (direct NSO to NSO or travel letters)
  - Communicate entry and any additional material to intended CAN race series
- Spot check CAN FIS races for validity of attendees
  - Review of CAN FIS licensed athletes and SAIP insured connection against entered competitions
  - Identify discrepancies and act accordingly for sanction, if applicable
- Any other race administration required tasks inc. support to National Team for World Cup, WJSC and YOG as applicable
- Support for CAN and USA, NorAm race entries if required

#### Ski Cross

- Management of Ski Cross World Cup race entries
  - Review and complete international entries / quotas
  - Assign room allocations with accommodation provider and provide updates as applicable
  - Manage communication and delivery of any event materials to team manager(s)
  - Complete financial transactions and invoicing for teams
  - Support any other logistical request or requirements for teams
- Manage and execute Economic Impact Study (EIS)
  - Solicit information and data at Nakiska SXWC
  - Compile and present final EIS for event reconciliation

#### **Working Conditions**

- Seasonal Full-time Position, October through April commitment required
- Minimal domestic travel required
- Ad hoc hours of engagement including weekend and evenings for change management requirements
- Minimal time working outdoors in winter conditions
- Hybrid working arrangement reporting to work in the Calgary office 3 days per week minimum
- \*\* Full remote work environment potential for the correct candidate

#### **Employment Requirements**

- High level of proficiency in Microsoft Office 365, specifically Excel and Teams
- Shows strong collaboration and communication skills to work with internal and external partners including International coaches and organizations
- Demonstrates high level of attention to detail
- Displays evidently the characteristics empathy, patience and flexibility
- Proven time management and change management skills
- Ability to quickly develop proficient knowledge of FIS rules, documents and quotas for competitions



- Knowledge and understanding of the Canadian sport system is an asset
- Must be fluent in English. Ability to communicate in French is an asset

Additionally, the candidate must be able to demonstrate excellent interpersonal and collaborative skills with experience driving results in complex workplace and stakeholder environments. Advanced ability working with MS office applications is required.

Please send your cover letter and resume to [careers@alpinecanada.org](mailto:careers@alpinecanada.org). Interviews will take place via teleconference.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

#### **CONTACT INFORMATION**

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