



FIS Event Registration Deadlines

Entry Procedures, Timelines, and Coach Responsibilities

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1. Overview and Roles

Purpose:

- Ensure smooth athlete entries, team logistics, and event preparations.
- Avoid missed deadlines, administrative issues, or confusion.

Key Responsibilities:

- **System Coaches, Team Leads, Athletes:**
 - Meet all registration deadlines.
 - Monitor FIS schedules for updates.
 - Ensure accurate entries.
 - Maintain clear communication.

Canada Snowboard provides guidance and resources, but deadlines and updates to CS are the responsibility of coaches and team leads. The CS admin team will not chase missing info or follow up on late submissions.

2. FIS Calendar & Event Invitations

Why It Matters:

- Central source for schedules, deadlines, and official documents.
- Event invitations confirm fees, schedules, logistics, regulations and FIS Accommodation option, if applicable.

Reminder:

- Regularly monitor the FIS Calendar – updated documents and reminders will not be sent.

2.1 Find the FIS Calendar

1. Visit the [FIS Calendar](#).
2. Check the correct season and event category (WC, EC, NAC).



3. Review upcoming events, registration deadlines, and required documents.

2.2 Subscribe to the FIS Calendar

- Apply filters: Discipline, Season, Category.
- Copy/download "Selected calendar (ICS [iCal] format)".
- Add to your calendar app:
 - **Google Calendar:** Other calendars → Add by URL → Paste → Add
 - **Apple iCal:** File → New Calendar Subscription → Paste URL → Set frequency
 - **Outlook:** File → Account Settings → Internet Calendars → New → Paste URL → Follow prompts

2.3 Access Event Invitations

1. Go to the event page (For Example) [Event Details](#)
2. Click the "Blue Circle with the down arrow" icon on the left.
3. Download PDF labeled "INVITATION", "Team Invitation", and "Program" or similar.

Check for:

- Preliminary & final registration deadlines
- Accommodation (check-in/out)
- Arrival/departure logistics
- Transportation arrangements
- Event fees
- LOC contact info & competition regulations

3. Expression of Interest (EOI) & Participation Requests

Process:

1. Review FIS Calendar & event invitation.
2. Submit EOI online by the stated deadline [FIS Participation Request](#)
3. Email any changes to candice.wouters@canadasnowboard.ca
4. Avoid duplicate submissions – they delay processing.
5. Submit World Cup & international FIS requests (EOI's) ≥1 month before the event.

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Selection Protocols:

- Alpine: [2025-26 Selection Protocol](#)
- SBX: [2025-26 Selection Protocol](#)
- Park and Pipe: [2025-26 Selection Protocol](#)
- Questions requests@canadasnowboard.ca

Domestic Events:

- Register via Canada Snowboard membership system.
 - Registration closes 3 weeks before competition.
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4. Accommodation Requests

- Only if FIS accommodation is available and needed.
 - Email candice.wouters@canadasnowboard.ca with:
 - Arrival & departure dates
 - Dietary restrictions (not preferences)
 - Changes/questions about submitted EOIs must go to Candice.
 - Do not contact LOC directly.
 - FIS accommodation will be booked at double occupancy whenever possible (based on gender). It is important to note that the National Team has priority for the small amount of single rooms offered by the LOC. If you or your athlete is placed in a single room (based on registration numbers) you may be charged a higher rate than the FIS rate by the LOC - at their discretion.
 - SPEED: The National Team has priority on all waxing spaced (in accom and at the venue). No benches or equipment should be placed in these spaces without the National Team staff's approval. Equipment that belongs to the National Team in these spaces should not be used (benches or otherwise).
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5. Deadlines & Timing Considerations

- Submit all participation requests (EOI's) ≥24 hours before the registration deadline.

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- Accounts for international time zones and processing by Canada Snowboard.
- Coaches and athletes are responsible for on-time EOI's and registration.
- Duplicate submissions or late EOIs create delays and confusion. Track all submissions carefully.

Reminder:

We kindly remind all participants and team leads that it is their responsibility to regularly monitor the FIS Calendar for any schedule adjustments, as changes to event dates will likely result in corresponding modifications to registration deadlines. Updated versions of this document will not be circulated in the event of calendar changes, and reminder notifications will not be issued.

6. Memberships, Insurance, & Sanctioning

- Purchase current season memberships and out-of-country insurance [PTSA Portal](#)
 - Submit out-of-country sanction requests [Sanction Requests](#)
 - Domestic event registration: Canada Snowboard membership system (3 weeks prior).
 - Questions requests@canadasnowboard.ca
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7. Contacts & Communication Protocol

Key Contacts:

- EOIs / Participation requests candice.wouters@canadasnowboard.ca
- Other entries/questions requests@canadasnowboard.ca

Communication Rules:

- Changes must go to the above contacts only.
- **Do not contact LOC in any circumstance.**
- Keep a record of EOIs submitted to avoid duplicates.