

MAC Jingle Bell Meet

Short Course

December 12 – 14, 2025



Markham Pan Am Pool

Brief Meet Information

MEET NAME	MAC Jingle Bell Meet
DATE(s):	December 12-14, 2025
HOSTED BY:	Markham Aquatic Club
LOCATION:	Markham Pan Am Pool, 16 Main Street, Unionville, ON
FACILITY:	10 lanes, 2 x 25 meters pool, Swiss Timing System
PURPOSE & DESCRIPTION:	To provide racing opportunities Invitational Age Group Meet – 12 & under, 13 & Over, No qualifying standards All Events are Timed Finals
MEET PACKAGE:	The only meet package which will be considered as valid must be the most current version found on www.swimming.ca and the Swimming Canada Registration and Event Management System (REMS).
LAST UPDATE:	

Competition Organizing Committee

ROLE	NAME	EMAIL	LEVEL
COMPETITION COORDINATOR(S):	Lisa Chow, Lea Chen, Harry Shardlow and Adele Chester	officials@markhamaquaticclub.com	5
MEET MANAGER(S):	Stanley Liu YY Wong	stanley.liu.27@gmail.com yywong@rogers.com	
OFFICIALS COORDINATOR:	YY Wong	officials@markhamaquaticclub.com	

Safety at Competitions

Swimming Canada and Swim Ontario believes that athletes, coaches, officials, support staff and volunteers have the right to participate in a safe and inclusive sport environment that is free of abuse, harassment and discrimination.

Only Swimming Canada registered active participants (swimmers, officials, certified coaches and support staff for the meet), facility personnel and authorized Swim Ontario personnel are allowed on deck during the competition.

All participants in this event are reminded that they are bound by Swimming Canada and Swim Ontario Policies and Procedures, including but not limited, to Swimming Canada's General Code of Conduct, their Equity, Diversity and Inclusion Policy, their Harassment Policy and the [Swim Ontario Code of Conduct procedure](#) For more information regarding the [Swim Ontario Policies and Procedures](#) or Safe Sport please visit the Swim Ontario website <https://www.swimontario.com/sport-safety> or www.swimming.ca/safesport

Every club and its participants are responsible for ensuring all facility rules and requirements are followed.

The [Swim Ontario Concussion Management](#) & [Swim Ontario Photography, Videography, and Cellphone Procedure](#) will be in effect. For complete details click [HERE](#).

Videography & Photography Permissions

Provided the facility permits, registered club coaches on the compliance list, approved sport science contractors, and support staff may record for coaching purposes without additional authorization.

All other individuals — including club photographers, contracted photographers/videographers, and media — must apply for and receive authorization to access the competition deck before recording in any medium. All recordings must comply with Swim Ontario policies, including the [Photography, Videography, and Cellphone Procedure](#) and the [Screening Requirements Procedures](#). Contact Meet Management for the application process. All Official Photographers and Videographers, as approved by Swim Ontario, will be declared within this Meet Package.

**ADDITIONAL
INFORMATION**

This facility does not allow any form of recording (cellphone, cameras, videocameras, etc). Meet management will not accept requests to access the competition deck to record.

Competition Rules

Sanctioned as an Age Group Swimming Invitational by Swim Ontario.

All current [Swimming Canada rules](#) will be followed. All registered para swimmers are subject to the rules defined by their current sport class and codes of exception. The stroke and turn rules apply as per Appendix B of the Swimming Canada rulebook. The Sport Class and Exception Codes should be displayed on heat sheets and must be made available to the Session Referee.

All swimmers are permitted to race with the swimwear of their choosing at all competitions sanctioned by Swim Ontario provided the fabric of the swimwear is a permeable open mesh textile and would not reasonably be seen to create a technical advantage in terms of speed, buoyancy, or endurance.

Combined (mixed) gender swimming is permitted for age group swimming competitions. Canadian Age Group records can not be set when heats involve individual mixed genders.

The Starter shall report a swimmer to the Referee for misconduct taking place at the start of a race as per Swimming Canada Part II 2.3.2. The “misconduct” shall include, but is not limited to (C.2.3.2.1):

- Deliberate or negligent acts such as spitting, spouting of water, or blowing the nose in the pool or on the pool deck immediately prior to the start may be considered misconduct.
- Deliberate kicking or striking of the starting platform, including the back plate prior to the start.
- Unsafe or uncontrolled entry into the pool immediately prior to the start of a race. All swimmers must enter the pool with a controlled, feet-first entry.

The Referee may disqualify a swimmer for such misconduct.

Please note that [Swimming Canada Competition Warm-Up Safety Procedures](#) and [Swim Ontario warm-up safety rules](#) will be in effect. Details [HERE](#)

It is incumbent on coaches, swimmers, and officials to work together to comply with these procedures during all scheduled warm-up periods. Coaches are requested to encourage swimmers to cooperate with Safety Marshals.

- Warm up rules:
 - o No loitering at the end of lane
 - o Swimmers must be aware of their surroundings and move over to the lane rope when stopped at the end wall to allow other swimmers to turn
 - o Swimmers using sprint and pace lanes must be directly supervised by their coaches
 - o Deliberate kicking or striking of the starting platform, including the back plate during the sprint periods is not permitted.

Swimmers must enter the pool FEET FIRST in a cautious and controlled manner, entering from a start or turn end only and from a standing or sitting position.

Swimmers witnessed by a Safety Marshal diving or entering the water in a dangerous fashion may be removed, by the Referee, without warning from their next individual event following the warm-up period in which the violation occurred. The swimmer's name and club shall be registered with the Meet Manager.

AGE UP DATE:	The competitor's age is as the first day of the competition, December 12, 2025
DIVE STARTS:	As per Swimming Canada Part II C4.1.2 and C4.1.3 swimmers are permitted to start in-water or from a standing position on the deck or bulkhead when Starting Platforms (blocks) are available. As per the Facility Rules for Dive Starts, this competition Starts will be conducted as follows: from Starting Platforms (blocks) as per World Aquatics II.4.1 and II.16.1.4 from both ends and/or • from the Deck or Bulkhead as per Canadian Facility Rule II.C4.1.1 and II.C16.1.4.1 from both ends and/or • In-water starts will be conducted as per Canadian Facility Rule II.C4.1.1 and II.C16.1.4.1 from both ends
BACSTROKE LEDGES:	Ledges will be used and available for all ages and sessions
d/DEAF AND HARD OF HEARING ACCOMMODATION :	This competition can provide the following accommodations for swimmers who are d/Deaf and Hard of hearing: • non-verbal instruction provided by a support person from the swimmer's own club, who is registered in the REMS as support staff. • Visual Start hand signals given by the starter/referee. • Visual Start Strobe Light options - o Facility-Provided Strobe Light: An external strobe light is available at this facility - o Personal Strobe Light: a personal strobe light from the swimmer's own club may be used with advance notice to Meet Management to determine compatibility with the starter unit. Clubs are to contact Meet Management by the <u>Entry Deadline</u> of the need for accommodations. Support Staff must be included in the submission of entries process. Support Staff must have active REMS registration and be included in the club's event entry. Those not listed in the entry submission will be denied deck access.

Eligibility

All athletes must be registered as Competitive or Varsity swimmers with Swimming Canada and possess a valid Swimming Canada registration number. Athletes may only compete under the age group club or varsity team they are registered with. Registered Para Swimmers are welcome and their current Sport Class must be included in the entries. Entries submitted without a valid registration number and active status in the Swimming Canada Registration and Event Management System (REMS) at the time of the competition will be denied entry. It is the responsibility of the swimmer's club to provide proof of active registration status in REMS.

ADDITIONAL ELIGIBILITY INFORMATION:

This meet is an Open Invitational.

Preference will be given to the host club first.

Pre-competitive swimmers are welcome to attend without exceeding the maximum of 1 competition. Pre-competitive swimmers will compete as Exhibition and not be eligible for scoring or awards.

COACH & SUPPORT STAFF REGISTRATION:

Meet management will cross reference the **list of coaches submitted with entries** at this competition with the [Swim Ontario Compliance lists](#). If a coach is not on this list, meet management is obligated to enforce the Swimming Canada policy and not permit that coach to attend the meet. Meet management will forward Swim Ontario a list of coaches who they have found to be in non-compliance.

Swimmers must have a coach or designated coach (coach representative) in attendance during the meet including warm-up sessions.

Clubs needing Support Staff for Para or d/Deaf/Hard of Hearing swimmers must register them in the Swimming Canada Registration and Event Management System (REMS) to access the deck at competitions. Support Staff must have active REMS registration and be included in the club's event entry. Those not listed in the entry submission will be denied deck access.

FOREIGN TEAMS / COMPETITORS:

The following applies to Teams and their competitors not affiliated with Swimming Canada. Swimmers registered as active with a Swimming Canada ID are considered domestic.

- Foreign Teams and their competitors are welcome, subject to the following provisions.
 - **Proof of TEAM Liability Insurance for a minimum of \$2,000,000 is required naming Swim Ontario on the Insurance certificate.**
 - All foreign competitors must be registered with an amateur swimming organization recognized by World Aquatics.
 - All foreign competitors and coaches must be duly registered and residents of the governing body for which they are competing.
 - All competitors and coaches must be in good standing with their respective governing swim body.
 - All foreign competitors and coaches must have primary residence within the province /state or country for which they claim registration. Proof of residency may be green card, student ID, driver's license, college residence or other document as deemed acceptable by Swim Ontario and shall be submitted with the [Proof of Residence and Registration Status form](#) to Swim Ontario no later than 7 days prior to start of competition along with the insurance certificate.
 - **Foreign Team entries are not to be accepted by the host club until Swim Ontario grants approval.**

Entry Process

ENTRY SUBMISSIONS:	Entries must be submitted through the Swimming Canada Registration and Events System (REMS) and must include all attending coaches and support staff. Meet management will: • not accept entries via email; • notify clubs within 48 hours of the online entry deadline regarding any rejected entries or required changes to entries; • notify clubs of any meet format changes or designated warm-up times at least 5 days (for TIER II sanctions) and 10 days (for TIER III & IV sanctions) prior to the start of the competition Failure to inform meet management of a no-show / scratch prior to the deadline for changes to entries will result in loss of entry fees. Meet Management reserves the right to further limit individual swims per session and to limit heats if necessary to keep session times to within 4.5 hours.
ENTRY DEADLINE:	The online entry deadline is Tuesday, November 25, 2025 Changes to entries will be accepted until Friday, November 28, 2025
ENTRY FEE:	The following fees will apply for this competition: Individual Events: \$15 for below 200M events; \$20 for 400; \$25 for 800 & 1500 Events Relay Events: \$25 Swimmer Fee: \$10 Payment Method: Please make the cheque payable to Markham Aquatic Club or by e-transfer
ENTRY LIMITS:	The following limits are in place for this competition: The maximum number of participants per session is 13, and Over is 650 and 12 and Under is 500 The maximum number of entries per swimmer per session is Friday - 3 events Saturday and Sunday - 3 events + 1 relay event
RELAY ENTRIES & MIXED RELAYS:	Teams may move up no more than two (2) swimmers from a younger age category to fill a relay. Relay swimmers must be entered in a non-relay event in order to compete. A mixed relay must have 2 female and 2 male swimmers. All other combinations will result in a disqualification.
ENTRY TIMES & CONVERSION:	No Time (NT) entries are not permitted. Estimate entry times are accepted. All entries are to be submitted in SCM times. Entry Times can be converted (i.e. LCM to SCM), please use the HY-TEK default conversion factor to convert LCM times to SCM times before submitting entries. Times achieved since (Qualifying Period): January 1, 2024 Times will not be converted by meet management.

Schedule of Sessions

Session #	Date	Warm-up period	Start of session	Approx. Finish of session	Time Final/Heats /Finals
1	December 12, 2025 Friday AM	12:00 PM – 12:30 PM Age 12 & Over	12:35PM	3:30PM	Time Finals
2	December 12, 2025 Friday PM	4:00 PM – 4:30PM Age 11 & Under	4:35PM	8:00PM	Time Finals
3	December 13, 2025 Saturday AM	7:30 AM – 8:30AM Age 12 & Over	8:35AM	12:35PM	Time Finals
4	December 13, 2025 Saturday PM	1:00 PM – 2:00PM Age 11 & Under	2:10PM	6:00PM	Time Finals
5	December 14, 2025 Sunday AM	7:30 AM – 8:30AM Age 12 & Over	8:35AM	12:35PM	Time Finals
6	December 14, 2025 Sunday PM	1:00 PM – 2:00PM Age 11 & Under	2:10PM	6:00PM	Time Finals

Meet Management reserves the right to change warm-up session times and 2 warmups will be split by club.

Diving lanes will be open for the last 10 minutes of warm- up- one-way swimming.

West End Lane 0, 2, 4 and East End 1, 3, 5. NO Pace Lane.

Back Stroke Ledge will be located at West END Lane 0 during warm up.

Meet Format & Administration

SEEDING:	After all times are converted as pursuant to the conversion process: Seeding for Timed Final events will be in order of entry times, slowest to fastest. Swimmers entered with NT (no time) will be seeded last. with the exception of Distance Events which will be seeded fastest to slowest.
DECK ENTRIES:	All accepted Deck Entries are Exhibition Only and are not eligible for scoring or awards. No new heats will be created for deck entries (only empty lanes, if available). The following are the Deck Entry Rules for this competition: Only event deck entries are permitted for swimmers <u>already entered in the competition.</u> Fee: \$25 payable in cash to Admin Desk prior to the event
RELAY NAME SUBMISSION:	Relay Cards or Forms must be returned to the Admin Desk. Relay Cards are available at Meet Management Office The Relay Name submission deadline is 30 mins before the start of the session.

SCRATCHES & POSITIVE CHECK IN RULES:	The following are the Scratch deadlines for this competition. There is no scratch deadline for all events. The following are the Positive Check-in deadlines for this competition. There is a positive check-in 30 minutes before the start of the session at the Admin Desk for the following events: 400/800/1500 and Relay Events
PENALTIES:	No penalty shall be imposed for late or day of scratches and No-Shows Failure to positive check-in by the deadline will result in the removal of the swimmer from that event
OFFICIAL SPLIT TIMES:	Meet management requires that any coach wishing to rely on a time achieved by the swimmer for an interval shorter than the total distance of the event shall so advise the <u>Admin Desk</u> at least 30 minutes prior to the commencement of the session in which the event will take place. Requests for official splits in gendered and mixed relays are not required, however in mixed relays the official time will not be recognized as a Canadian Age Group record. Official Split Forms are available at the Admin Desk. Not all Official Split requests can be accommodated.
DISQUALIFICATION & PROTEST PROCEDURE:	• Disqualification will be reported within fifteen (15) minutes after the swimmer's race. The disqualification shall stand providing all reasonable efforts have been made to report the disqualification including public address systems. • A club representative should discuss the disqualification with the Session Referee and can request to view the disqualification slip. • If not resolved after this discussion, a written protest may be presented to the Session Referee from the club representative. ○ A written protest must be presented within 30 minutes after the conclusion of the <u>event</u> in question. ○ Protest forms are available at the Admin Desk. • If not resolved after the decision of the written protest from the Session Referee the matter may be assigned to a Jury of Appeal. • The decision to go to Jury must be taken within an hour from the moment the decision of the written protest is communicated to the club representative.
RECORDS:	Swim times achieved at this competition will be eligible for Provincial and National Records. Coaches are advised to inform Meet Management prior to the start of the session where mixed gender individual events are taking place that there is a possibility of a Canadian Age Group record being broken. The referee can ensure that the swimmer competes with competitors of the same gender for his/her heat. Swim Ontario has a certified pool length survey for the aforementioned swimming pool.
MEET RESULTS:	Official Results will be posted within 48 hours of completion of the meet to www.swimming.ca Unofficial Results will be posted at the meet. Unofficial mobile applications results will be available. Unofficial Live Results will be available.
SCORING:	No Scoring

AWARDS:	No Awards, Random Bell Prizes
Hospitality	Grab and go lunch boxes will be provided to those coaches and officials working back-to-back sessions
Officials	If any registered officials from each attending club are interested in officiating, please send an email to officials@markhamaquaticclub.com
ADDITIONAL INFORMATION:	Onsite Parking is PAID and limited. Extra parking space will be available at Unionville GO Station. All swimmers, coaches and volunteers/ officials are to wear footwear when in the hallways and to wear indoor/deck shoes when in pool area. Lockers are available but limited; please bring your own lock. NO FOOD and NO DRINK (No Coffee or Tea) ON DECK except for water. There are 2 fill stations and fountains on the pool deck. Concession vendor is available at the Lobby. Nearby Amenities: • Restaurants • Grocery Stores (T&T and Whole Foods have readymade food) • Tim Hortons

SCHEDULE OF EVENTS

Backstroke ledges will be available for use. Swimmers shall be responsible for setting up the device.

*400 IM may limit to top 4 heats

400 Free may limit to top 6 heats

**** 800 / 1500 Free may limit to top 6 heats / 2 heats**

##Meet Management reserves the right to limit heats or to cancel the relay to keep session within time constraints

+ Swimmers are limit to one (1) – 200 M event per session.

Positive check in is required 30 minutes before start of session for 400, 800 + 1500 events and relays.

Session 1 – Friday Morning December 12, 2025

Warm UP: 12:00 PM –12:30 PM Start: 12:35 PM

GIRLS 12 & Over	EVENTS	BOYS 12 & Over
1	12 & Over 100 IM	2
3	12 & Over 50 Butterfly	4
5	12 & Over 50 Backstroke	6
7	12 & Over 50 Breaststroke	8
9	Alternating Heats Event 9 & 10 Mixed 12 & Over – 800 Freestyle **	9
10	Mixed 12 & Over – 1500 Freestyle **	10

Session 2 – Friday Afternoon December 12, 2025

Warm UP: 4:00 PM –4:30 PM Start: 4:35 PM

GIRLS 11 & Under	EVENTS	BOYS 11 & Under
11	11 & Under 100 IM	12
13	11 & Under 400 Freestyle #	14
15	11 & Under 50 Butterfly	16
17	11 & Under 50 Backstroke	18
19	11 & Under 50 Breaststroke	20
21	Mixed 10 - 11 – 800 Freestyle **	21

SCHEDULE OF EVENTS

Backstroke ledges will be available for use. Swimmers shall be responsible for setting up the device.

*400 IM may limit to top 4 heats

400 Free may limit to top 6 heats

** 800 / 1500 Free may limit to top 6 heats / 2 heats

##Meet Management reserves the right to limit heats or to cancel the relay to keep session within time constraints

+ Swimmers are limit to one (1) – 200 M event per session.

Positive check in is required 30 minutes before start of session for 400, 800 + 1500 events and relays.

Session 3 – Saturday Morning December 13, 2025

Warm UP: 7:30AM – 8:30AM Start: 8:35 AM

GIRLS 12 & Over	EVENTS	BOYS 12 & Over
101	12 & Over 200 Freestyle Relay	102
23	12 & Over 200 Freestyle +	24
25	12 & Over 50 Freestyle	26
27	12 & Over 100 Backstroke	28
29	12 & Over 200 Breaststroke +	30
31	12 & Over 100 Butterfly	32
33	12 & Over 400 IM *	34

Session 4 – Saturday Afternoon December 13, 2025

Warm UP: 1:00PM – 2:00 PM Start: 2:10 PM

GIRLS 11 & Under	EVENTS	BOYS 11 & Under
103	11 & Under 200 Freestyle Relay	104
35	11 & Under 200 Free +	36
37	11 & Under 50 Free	38
39	10 & Under 25 Free	40
41	11 & Under 100 Backstroke	42
43	11 & Under 200 Breaststroke +	44
45	10 & Under 25 Breaststroke	46
47	11 & Under 100 Butterfly	48
49	11 & Under 400 IM *	50

SCHEDULE OF EVENTS

Backstroke ledges will be available for use. Swimmers shall be responsible for setting up the device.

*400 IM may limit to top 4 heats.

400 Free may limit to top 6 heats.

** 800 / 1500 Free may limit to top 6 heats / 2 heats

##Meet Management reserves the right to limit heats or to cancel the relay to keep session within time constraints

+ Swimmers are limit to one (1) – 200 M event per session.

Positive check in is required 30 minutes before start of session for 400, 800 + 1500 events and relays.

Session 5 – Sunday Morning December 14, 2025

Warm UP: 7:30 AM – 8:30 AM Start: 8:35AM

GIRLS 12 & Over	EVENTS	BOYS 12 & Over
105	12 & Over 200 Medley Relay	106
51	12 & Over 200 Butterfly +	52
53	12 & Over 100 Freestyle	54
55	12 & Over 200 Backstroke +	56
57	12 & Over 100 Breaststroke	58
59	12 & Over 200 IM +	60
61	12 & over 400 Freestyle #	62

Session 6 – Sunday Afternoon December 14, 2025

Warm UP: 1:00 PM – 2:00 PM Start: 2:10PM

GIRLS 11 & Under	EVENTS	BOYS 11 & Under
107	11 & Under 200 Medley Relay	108
63	11 & Under 200 Butterfly +	64
65	10 & Under 25 Butterfly	66
67	11 & Under 100 Freestyle	68
69	11 & Under 200 Backstroke +	70
71	10 & Under 25 Backstroke	72
73	11 & Under 100 Breaststroke	74
75	11 & Under 200 IM +	76