

WESTTOWN
AQUATIC CLUB

Westtown
Aquatic Club
Meets

HOLIDAY25

Meet Series Protocols

Pre-Seeded Edition

Subj. to Change

Melissa Ash & Noah Fisher

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25

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Got Questions?

Not a problem; we're happy to help! Check out the meet info page located on WA's website. If you're still stuck, reach out to Noah and Melissa at wa.meets@gmail.com! We can't wait to hear from you!

General Information

Session Timing & Events
Parking Information
Spectator Ticket Details
Warmup Times & Policies
Warmup Lane Assignments

Session Timing

The weekend consists of six sessions, a ten and under developmental session, a distance session, and two sets of prelims and finals on Saturday and Sunday.

The Developmental Meet: Friday, December 19, 2025

Developmental Meet

10 & UNDER • EVENTS 101 - 124

Warmup Session One: 4:45 PM

Warmup Session Two: 5:10 PM

Session Begins: 6:00 PM

Please Note

All meets this weekend will be held at West Chester University, not Westtown School.

The Distance Meet: Saturday, December 20, 2025

Distance Meet

9 & OVER • EVENTS 351 & 352

Open Warmups: Conclusion of Prelims

Session Begins: By 12:30 PM

Session Notice:

Swimmers must provide their own timers & counters for all events!

The Holiday Classic: Saturday & Sunday, 12/19 - 12/20

Saturday, Dec. 20

PRELIMS • EVTS 225-250

Warmup Session One: 7:00 AM

Warmup Session Two: 7:20 AM

Session Begins: 8:00 AM

FINALS • EVTS 425-455

Warmup Session One: 4:00 PM

Warmup Session Two: 4:20 PM

Session Begins: 5:00 PM

Sunday, Dec. 21

PRELIMS • EVTS 563-588

Warmup Session One: 8:15 AM

Warmup Session Two: 8:35 AM

Session Begins: 9:15 AM

FINALS • EVTS 663-691

Warmup Session One: 2:30 PM

Warmup Session Two: 2:50 PM

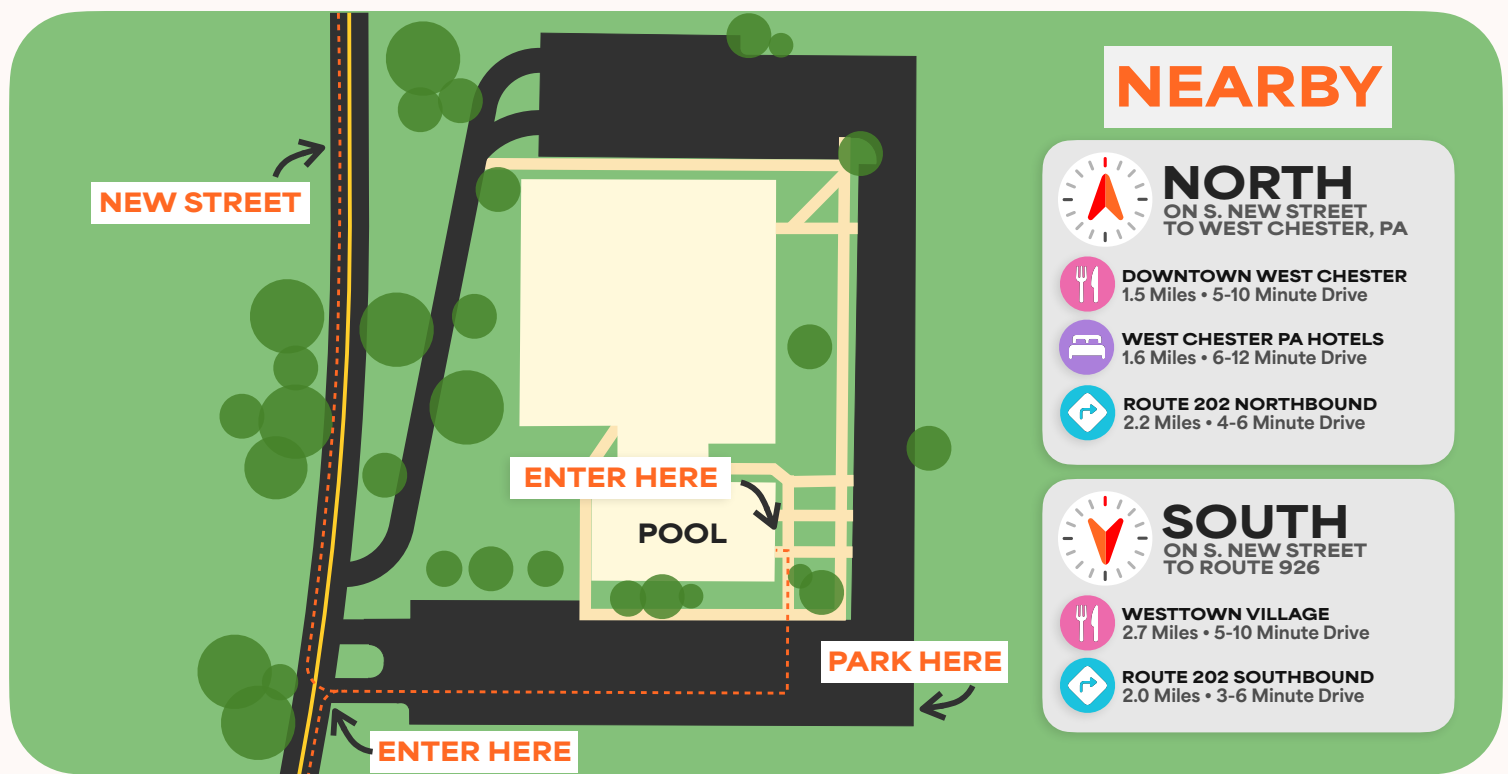
Session Begins: 3:30 PM

*All sessions on Saturday and Sunday are 11 & Over.

**Swimmers must place within the top twelve in order to advance to the finals session. Swimmers placing thirteenth and fourteenth will be alternates.

Parking Information

For this meet, we ask that you park in the WCU Department of Health Parking Lot (attached to the natatorium). Please do not park in a handicap or otherwise reserved space, and please do not park in other lots, including the Farrell Stadium lots or the Cary Drive Student Housing lots. Westtown Aquatic Club is not responsible for improper parking, as well as any tickets or towing expenses incurred by such actions.



Some local accommodations are shown above. For a more complete list, please see the end of the meet announcement, which is linked multiple times throughout this document.



Important Notice

This meet will be held at West Chester University, not Westtown Aquatic Club. Do not go to Westtown.

Event Tickets

This year, we're excited to be partnering with TicketLeap to sell digital tickets for the meet!

How this works:

Families can purchase tickets today on our TicketLeap page! Each ticket is only good for one person - multiple people cannot share a ticket!

Here's what's different:

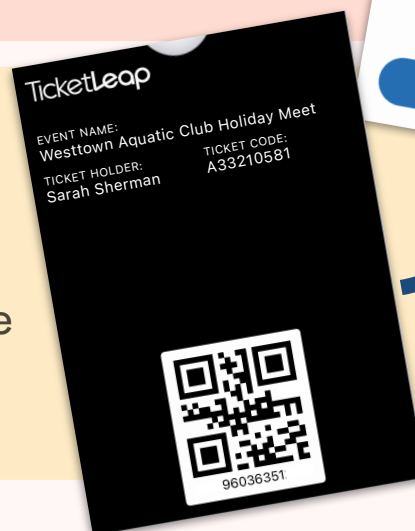
Two different kinds of tickets will be sold - session tickets, and a weekend pass. Each session ticket costs \$5.00, and a weekend pass will be sold for a discounted rate of \$25.00 for all six sessions, at half the cost!).

1 Buy Your Tickets!

Head to [TicketLeap](#) to purchase your tickets. Link Hidden until 25 November 25 :) to purchase your tickets. Be mindful of the specific type you've selected. Tickets are non-refundable. Once purchased you will receive your digital wallet!

2 Scan In!

When you arrive at the pool, show your tickets to one of our volunteers who will get you checked in for the session! If you're using the weekend pass, you can use the same ticket all day!



Finals & Scratch Info.

All sessions on Saturday and Sunday, except for the distance session will operate as a prelims / finals meet.

In order to advance to finals, a swimmer must place within the top twelve for their event. Swimmers placing sixth place and above will be placed in the 'A Final.' Swimmers placing between seventh and twelfth places will be placed in the 'B Final'. Swimmers placing thirteenth and fourteenth will be designated as alternates.

Scratch Policy

Should a swimmer make finals (alternates exempt) and does not intend to swim in finals, they are expected to declare their intention to scratch from finals no more than thirty (30) minutes following the announcement of the results. Should a swimmer fail to scratch, they will be banned from remaining events in the meet. This penalty does not apply to swimmers who are initially announced as alternates.

Relays

All relays will be run as timed finals during the evening session. Relays will not swim at prelims, all will be run at the beginning of finals as events 453, 455, 689, and 691.

1
2
3
4
5
6

A
FINAL

7
8
9
10
11
12

B
FINAL

13
14

ALTERNATES

Warmup Assignments

Warmup times will be enforced to ensure all swimmers have a fair and equal chance to warm up before the meet. Swimmers should arrive at the pool before their warmup time.

The Developmental Meet: East Pool / Competition Pool

	4:45 - 5:10	5:10 - 5:35	5:35 - 5:50
Lane 1	TBD	TBD	↑ One-Way Start
Lane 2	TBD	TBD	
Lane 3	TBD	TBD	
Lane 4	TBD	TBD	
Lane 5	TBD	TBD	
Lane 6	TBD	TBD	

The Developmental Meet: East Pool / Warmup Pool

	5:20 - 5:40	5:40 - 5:50
Lane 1	TBD	↑ Pool Closed ↓
Lane 2	TBD	
Lane 3	TBD	
Lane 4	TBD	
Lane 5	TBD	
Lane 6	THAT	

*The warmup pool will be closed for the duration of the developmental meet, and should remain clear beyond 5:40 PM on Friday evening.

**The blocks will be closed during all standard warmup sessions and will only be in use during the One-Way Start period.

Warmup Assignments

Warmup times will be enforced to ensure all swimmers have a fair and equal chance to warm up before the meet. Swimmers should arrive at the pool before their warmup time.

Saturday Prelims & Finals: East Pool / Competition Pool

	7:00 & 4:00	7:20 & 4:20	7:40 & 4:40
Lane 1	TBD	TBD	↑ One-Way Start
Lane 2	TBD	TBD	
Lane 3	TBD	TBD	
Lane 4	TBD	TBD	
Lane 5	TBD	TBD	
Lane 6	TBD	TBD	

Saturday Prelims & Finals: West Pool / Warmup Pool

	7:00 & 4:20	7:40 & 4:40
Lane 1	TBD	↑ Open Warmups ↓
Lane 2	TBD	
Lane 3	TBD	
Lane 4	TBD	
Lane 5	TBD	
Lane 6	TBD	

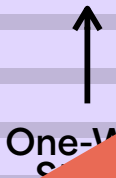
*Warmup designations for finals will be the same as those used for preliminaries. For both preliminaries and finals, both warmup sessions (8:15, 8:35, 2:30, 2:50) will be twenty minutes long. Starts sessions (8:55 and 3:10) will last for ten minutes.

**The blocks will be closed during all standard warmup sessions and will only be in use during the One-Way Start period.

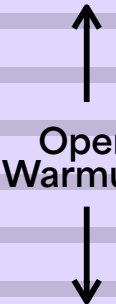
Warmup Assignments

Warmup times will be enforced to ensure all swimmers have a fair and equal chance to warm up before the meet. Swimmers should arrive at the pool before their warmup time.

Sunday Prelims & Finals: East Pool / Competition Pool

	8:15 & 2:30	8:35 & 2:50	8:55 & 3:10
Lane 1	TBD	TBD	
Lane 2	TBD	TBD	
Lane 3	TBD	TBD	
Lane 4	TBD	TBD	
Lane 5	TBD	TBD	
Lane 6	TBD	TBD	

Sunday Prelims & Finals: West Pool / Warmup Pool

	8:15 & 2:30	8:35 & 2:50	8:55 & 3:10
Lane 1	TBD	TBD	
Lane 2	TBD	TBD	
Lane 3	TBD	TBD	
Lane 4	TBD	TBD	
Lane 5	TBD	TBD	
Lane 6	TBD	TBD	

*Warmup designations for finals will be the same as those used for preliminaries. For both preliminaries and finals, both warmup sessions (8:15, 8:35, 2:30, 2:50) will be twenty minutes long. Starts sessions (8:55 and 3:10) will last for ten minutes.

**The blocks will be closed during all standard warmup sessions and will only be in use during the One-Way Start period.

Volunteer Information

Volunteer Check-In Times
Volunteer & Official Procedures
Volunteer Coordinators
Meet Admin Contact Info

Volunteer Check-In

In order to successfully run a meet of this size, we need a *ton* of volunteers! Volunteers get to watch the meet up close and, **they don't have to pay facility admission fees!** Check out the chart below to figure out when to check in!

	Friday Night	Saturday Prelims	Distance Session	Saturday Finals	Sunday Prelims	Sunday Finals
Group A Admissions & Ticketing Check-In Meet Marshals Safety Team	4:15 PM	6:30 AM	12:00 PM	3:30 PM	7:45 AM	2:00 PM
Group B Meet Announcer Concessions Team Hospitality Staff All Officials	5:00 PM	7:00 AM	12:00 PM	4:00 PM	8:15 AM	2:30 PM
Group C Awards Clerk of Course Walkout Team All Other	5:45 PM	7:45 AM	12:15 PM	4:45 PM	9:00 AM	3:15 PM
Group D Timers & Runners	5:20 PM	7:20 AM	12:05 PM	4:20 PM	8:35 AM	2:50 PM

Want to get involved?
 Sign up to volunteer
 or officiate today!

Volunteer Sign-Up:
<http://bit.ly/4IR22QI>

Officials Sign-Up:
<https://bit.ly/4ogJ07Z>

Volunteer Allocation

It truly takes a village to run a meet of this size! We've split up the slots we need by the number of swimmers attending from each team. Expected allocation counts are below!

	Friday Night	Saturday Prelims	Distance Session	Saturday Finals	Sunday Prelims	Sunday Finals
WA Westtown Families	20	19	8	20		
Small Teams S TBA!	0 each	2 each	0 each	4 each	0 each	0 each
Medium Teams M TBA!		3 each	N/A	1 each	1 each	1 each
Large Teams L TBA!	3 each	0 each	N/A	3 each	0 each	3 each
	Ttl: 35	Ttl: 35	Ttl: 8	Ttl: 35	Ttl: 35	Ttl: 35

Allocations Released 12/15

Want to get involved?
Sign up to volunteer
or officiate today!

All Non-WA Families:
<http://bit.ly/4IR22QI>

WA Families:
westtownaquaticclub.com

Check-In Procedures

Thank you for signing up to volunteer! We truly appreciate it! To both make sure we can have you on deck, and to protect our swimmers please make sure to review these steps prior to the meet!

01

COACHES, OFFICIALS CHECK-IN PROCESS

GOVERNMENT ID

DRIVERS LICENSE, GLOBAL ENTRY CARD, ETC.



All coaches and officials must present a valid form of Identification in order to gain access to the deck. This only needs to be done once per day.

USAS CREDENTIALS

USAS CARD IN APP OR MA SWIM WALLET CARD



Additionally, all coaches and officials must present their USAS card in order to gain access to the deck. Like the ID, this only needs to be done once per day.

02

MEET VOLUNTEERS CHECK-IN PROCESS

ALL VOLUNTEERS

GO TO VOLUNTEER COORDINATOR

Volunteers should report to the check-in table and provide the check-in volunteer with their name. Upon verification, you will be provided with a lanyard (if applicable) and a non-removable wrist band. Volunteers will need to re-check in for every session they are volunteering.

MEET MARSHALS

MAKE SURE CERT IS ON FILE!



Meet Marshals follow the same process as standard volunteers, but they must also have their certification on file with the Noah & Melissa prior to the meet. Email them at wa.meets@gmail.com

Please reach out to the Operational Risk Director, Noah, at wa.meets@gmail.com with any questions or accommodation requests regarding the check in process.

Meet Administration

Every session of all meets this weekend have an assigned Volunteer Coordinator. The Volunteer Coordinator will help manage and volunteer assignments and works closely with the Meet Directors to ensure that all areas of the meet are staffed appropriately. If you have any questions or concerns, use the contact information below to reach out!

1 Developmental Meet: Friday Night

Session Coordinator:

Jess Boyer - wa.meets+jess@gmail.com

2 Distance Meet: Saturday Midday

Contact Meet Directors / Sat. Session Coordinator

3 Prelims / Finals Sessions - Sat / Sun

Session Coordinator:

Carly Lloyd - wa.meets+carly@gmail.com

A Meet Administration - All Sessions

Meet Directors:

Melissa Ash & Noah Fisher - wa.meets@gmail.com

Chief Judge:

Craig Wise - craigawisee@gmail.com

Facility Information

Facility Map
Seating Assignments
Safety Policies
Accessibility Information

Safety Policies

In order to run a safe and fun meet, there are certain safety policies we need to bring to your attention. Please take the time to read each section and rule. If you have any questions or concerns, don't hesitate to reach out to the Operational Risk Director, Noah Fisher, at wa.meets@gmail.com!

A Prohibited Goods

A.1. Dangerous / Hazardous Goods: The following items are prohibited in the facility: Lithium Batteries, Explosives, Fireworks, Flammable Liquids, Corrosive Materials (including highly acidic compounds), poisons, as well as products that produce or contain gases or aerosols. Please note that alcohol and nicotine products are also strictly prohibited. Pets are also not permitted in the facility, with the exception of licensed service animals, which must be licensed in accordance with ADA guidance.

A.2. Discouraged Goods: The following items, while not prohibited by law, are strongly discouraged: Large camping chairs, jewelry and expensive personal items, non-essential electronic devices. Westtown Aquatic Club is not responsible for any damage caused to personal items while at the facility.



B Access Policies

B.1. Personnel Permitted on Deck: Only swimmers, coaches, officials, and credentialed meet volunteers are permitted on deck, at the admin table, or in swimmer seating areas. This includes swimmer seating areas located both on deck and in the spectator stands.

B.2. Official / Coach Check-In: In order to access the pool deck, all coaches and officials must be ready to present their USAS membership card, with all required courses and trainings valid, and a government-issued photo ID. Coaches and Officials who are unable to do this are not to be permitted on deck. All Coaches and Officials must present credentials at the first session of the day at which they're present. All other volunteers are exempt from this policy.

B.3. Walkway Policy: All walkways and stairways are to be kept clear at all times. Spectators may not block the walkway to watch a race or film a swimmer. Please do this from your seat - this is a safety issue.

B.4. Spectator Stands: Swimmers are not permitted in the spectator stands if they're actively swimming in a given session. This rule will be strictly enforced. If the stairs get wet, they can become very slippery and a serious safety hazard.

One more section...

Policies continue onto page sixteen. I'm genuinely sorry this is 16 pages long. It was supposed to be like five.

Safety Policies Cont'd

In order to run a safe and fun meet, there are certain safety policies we need to bring to your attention. Please take the time to read each section and rule. If you have any questions or concerns, don't hesitate to reach out to the Operational Risk Director, Noah Fisher, at wa.meets@gmail.com!

Restroom & Locker Room Policies

C.1. Locker Room Access: Only swimmers are permitted in the locker rooms at all times throughout the meet. Coaches, officials, and volunteers must use the public restrooms located in the lobby, or another public restroom on site.

C.2. Lobby Restroom Access: Conversely, swimmers are prohibited from using any other locker rooms located in the facility. This includes the public restrooms in the lobby, as well as any other restrooms located in the facility.

C.3. Prohibited Items in Locker Rooms and Restrooms: The use of cellphones, cameras, or any other device capable of capturing audio, video, or imagery is strictly prohibited in all locker rooms and restrooms. If anyone is found to be using such a device in a locker room, they will be immediately ejected from the meet, and the case will be escalated to the USAS SafeSport chair and the local authorities, if deemed necessary by safety staff. Additionally, all prohibited items outlined in section A.1. are also prohibited in the locker rooms.

Administrative Table Policies

D.1. Admin Table Access: Only volunteers who are actively assigned to work at the scorer's or admin tables are permitted at either table. Other volunteers, coaches, or spectators are expected to respect those working at the tables and may not bother or harass any staff.

Professional Conduct & Bullying

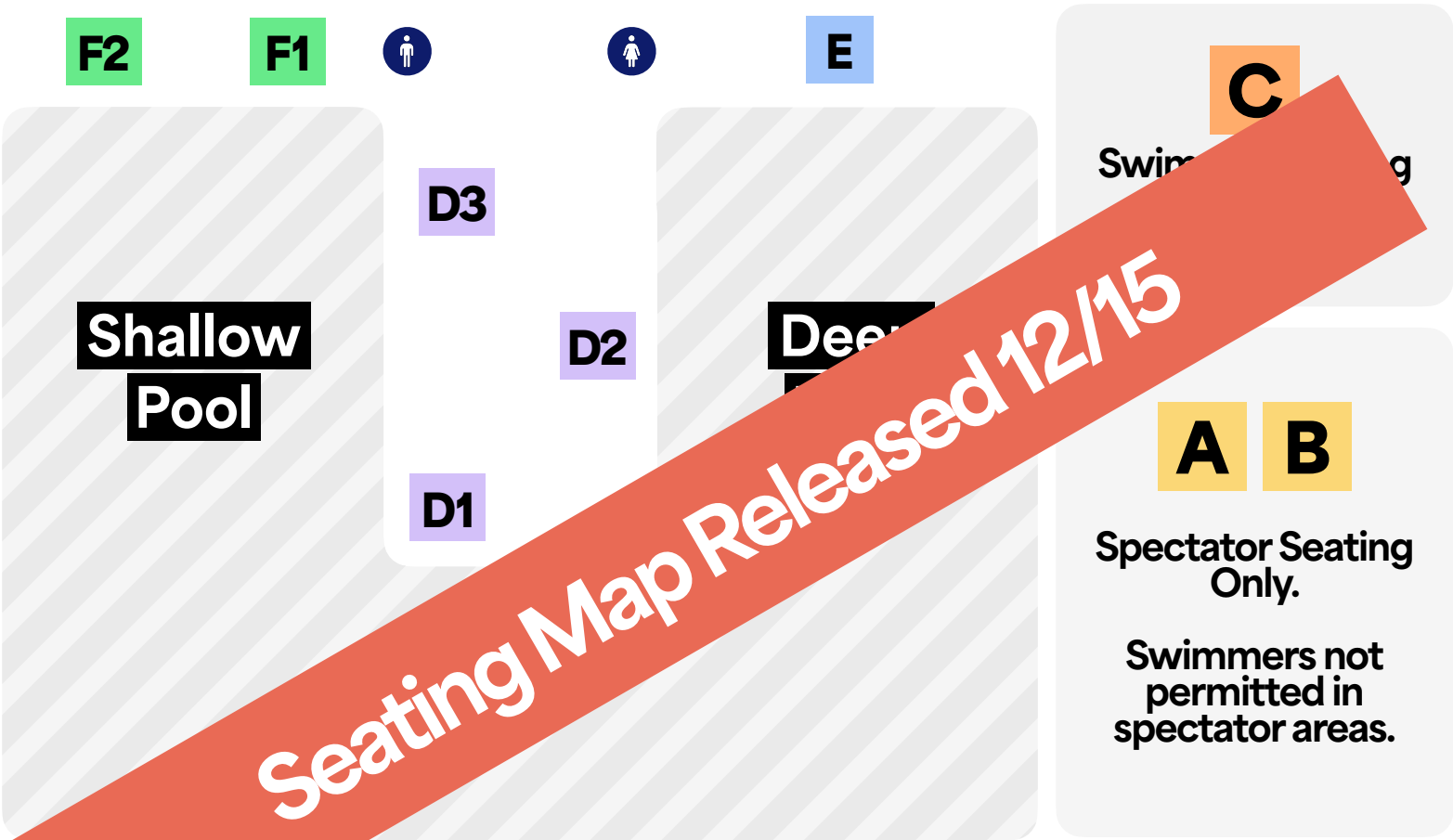
E.1. Facility Code of Conduct: All participants, coaches, officials, volunteers, and spectators are expected to engage with all others in a respectful, sportsmanlike manner. Anyone found to be in violation of this rule will be asked to leave.

E.2. Policy on Hate Speech: Hate speech, including the use of insensitive remarks or slurs which degrade others on the basis of identity or ability will not be tolerated at the meet. This meet is a space in which we can celebrate the personal growth and achievements of the swimmers. On this basis, we will have no tolerance for hateful remarks.

E.3. Authorization of WA Team Policy: All participants, coaches, officials, volunteers, and spectators are expected to follow all other rules and policies outlined in Westtown Aquatic Club's policies regarding Safety and SafeSport, found under the "SafeSport" tab on our website.

Team Seating Map

WA Holiday Classic 2025



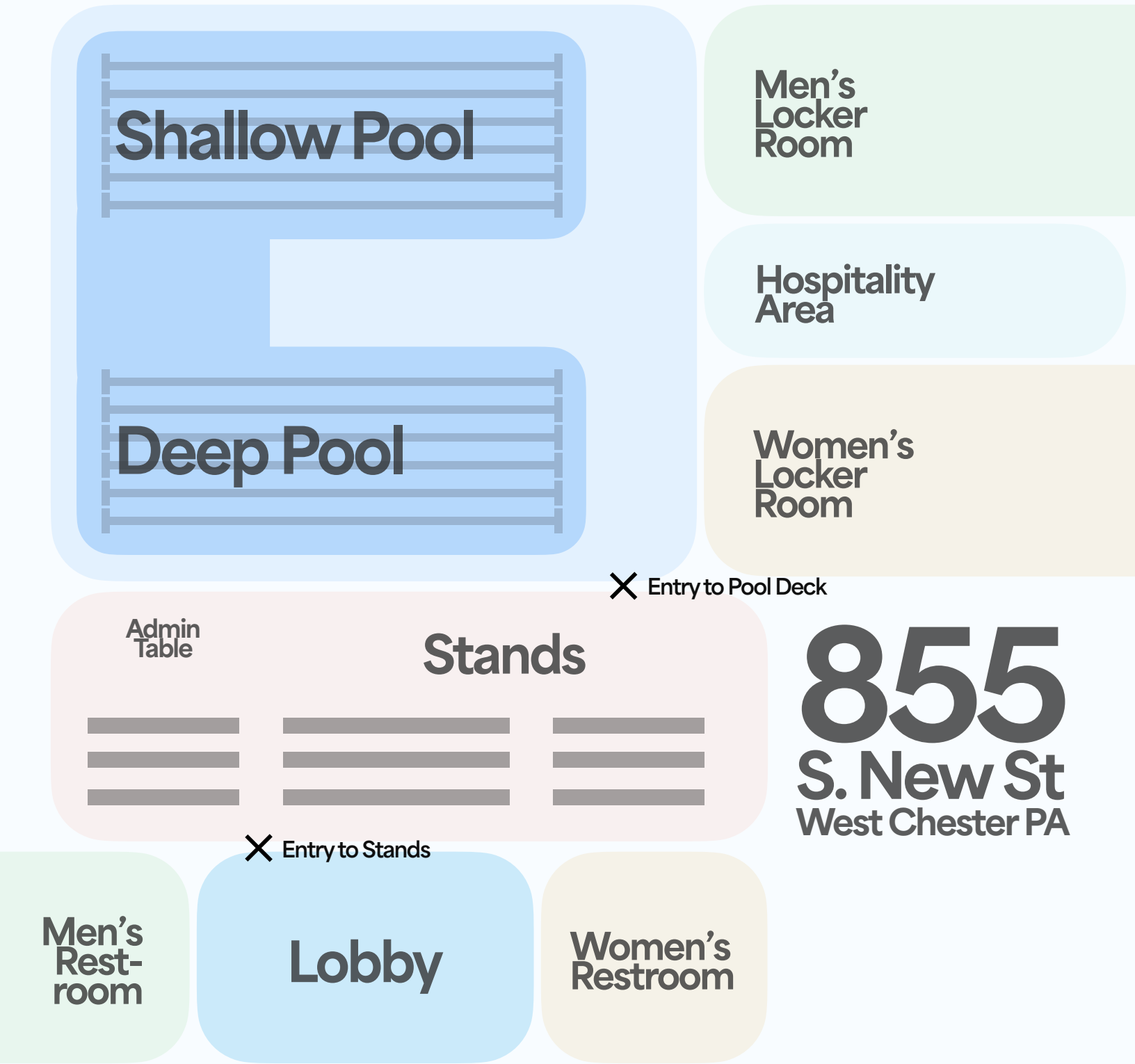
Pool Deck	D	E	F
D1			
D2			
D3			
E			
F1			
F2			

Stands	C
C1-2	
C3-4	
C5-6	
C7-8	
C9-10	
C11-12	

Numbers correspond to bleacher rows.

Facility Diagram

Below is a general diagram of the facility. More details, including swimmer seating will be released after the meet has been seeded.



Accessibility Info.

Should anyone attending the meet (swimmer, coach, spectator, etc) require additional accommodation, our meet admin team will be more than happy to meet these needs.

1 Parking & Access

Twelve handicap spots are located in the pool parking lot. The lobby and pool deck are fully accessible via ramps that connect directly to the parking lot.

The restrooms in the pool lobby are in compliance with ADA and each feature an handicap stall.

2 Spectator Stands

The spectator stands are unfortunately only accessible via a short staircase. Anyone wanting to watch the meet who would otherwise be unable to access the spectator stands should reach out to the meet directors, at wa.meets@gmail.com, to discuss potential arrangements at least 96 hours prior to the start of the meet on 19 December, 2025. We're happy to help in any way we can!

Additionally, all sessions of the meet will be live broadcasted via a link made accessible to all attendees.

3 Addtn'l Access / Other Requests

Should an athlete require additional assistance from another individual, please reach out to wa.meets@gmail.com to request special credentials. Please also don't hesitate to reach out to the Meet Directors with any other requests for special arrangements- we're more than happy to accommodate!

Psych Sheet: All Meets

Both the Development and Classic meet sheets are attached to this document. Please click on the link below to view.

Psych Sheet Released 12/15

HOLIDAY

25
Pre-Seeded Edition

Subj. to Change

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