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**RELAY2025**  
**CLUB DEVELOPMENT  
COACH SUPPORT**  
— **KANSAS CITY** —

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# GUIDE TO RELAY FOR VOLUNTEERS

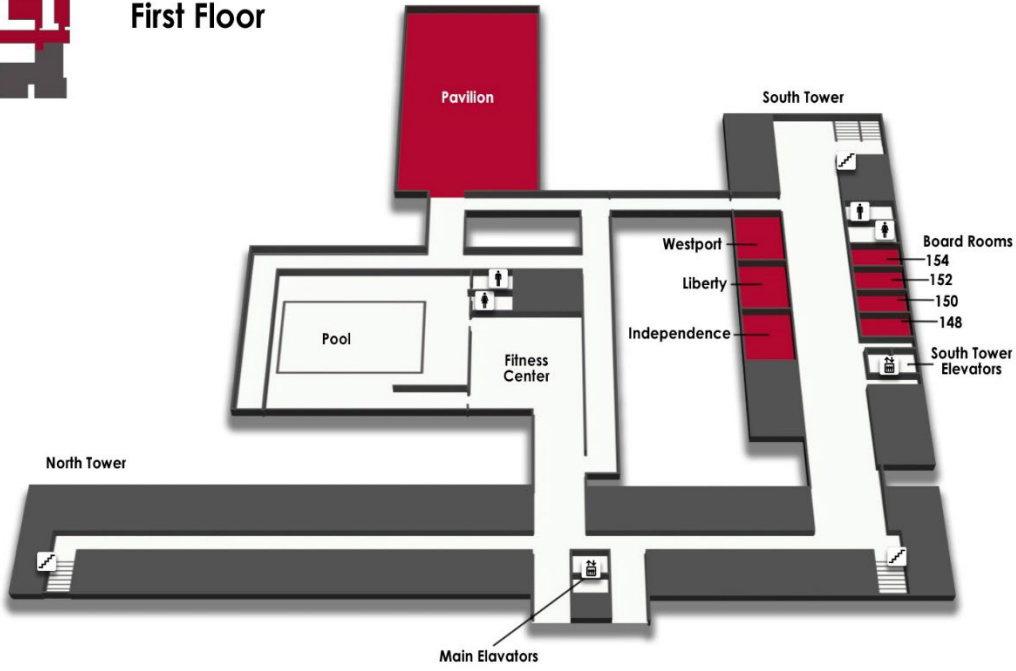
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An overview of what to expect.

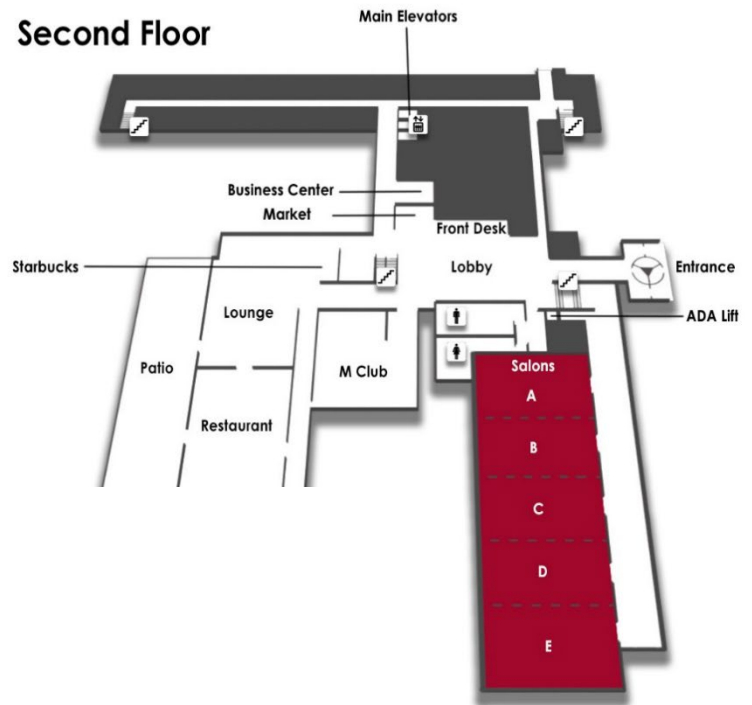
October 24-26, 2025  
Kansas City Airport Marriott



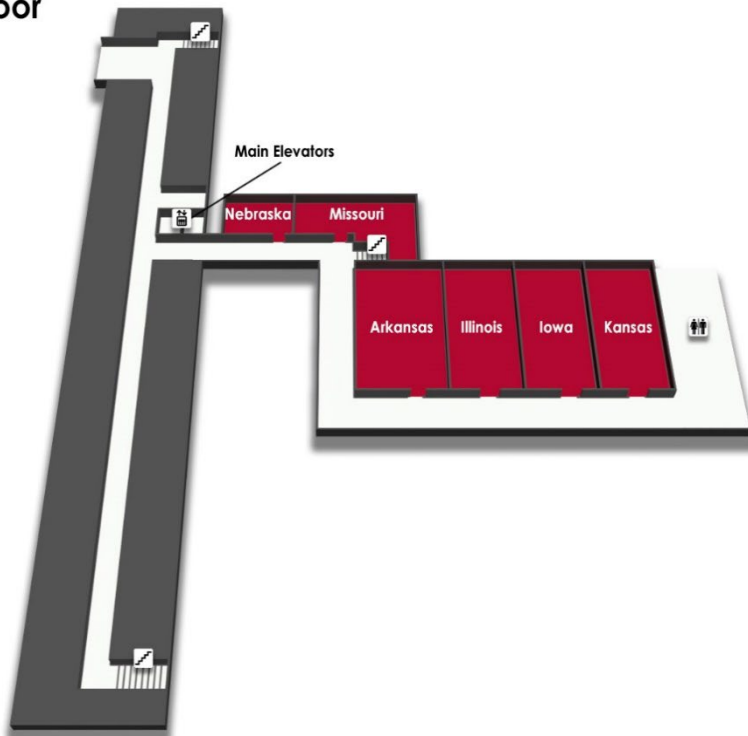
# First Floor



# Second Floor



# Third Floor



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## Welcome to Relay 2025

Dear USMS Attendee,

Thank you for agreeing to attend the U.S. Masters Swimming Volunteer Relay at the Kansas City Airport Marriott, October 24-26.

You may be wondering why this event has been named "Volunteer Relay." In swimming terms, relays require teamwork and are fun. Relay also connotes receiving and passing on information and can describe a group of people engaged in a task for a fixed period and then replaced by a similar group.

The theme of this year's Relay is Coach Support and Club Development. This in-person meeting will feature a series of workshops and discussion topics and will be a wonderful opportunity for learning, motivation, and helping recruit new local volunteers.

Thanks, and have fun!

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## Preparing for Relay

### Virtual Schedule Manager

[Our virtual calendar allows](#) attendees to explore meetings and sessions, build their own agenda, register for meetings, learn about speakers, and discover who will be attending sessions.

It is recommended that attendees [sign up for an account](#) and use it to login to Sched to bookmark your favorites, indicate your plans to attend, sync meeting details to your phone or calendar, and allow USMS to document attendance of sessions. If you're a first timer using Sched, [this guide will help you navigate through using the Sched functionality](#).

### Hotel Reservations

USMS will be making all hotel reservations and will send out confirmation numbers to those attending, in addition to their reservation details. (Room type and check in and out dates) Check in is at 3PM CT and check out is at 12PM CT.

We appreciate the LMSCs making reasonable efforts to submit roommate preferences that have already confirmed they are comfortable sharing a room. If an attendee feels comfortable sharing a room and needs a roommate, the National Office will help assist in pairing suitable roommates.

### What to Wear

#### Be comfortable

- Welcome reception and daily sessions - business-casual or casual clothes
- A sweater or jacket is recommended for the meeting rooms
- Reception and Dinner - we'd recommend "Dressy Casual"
- Saturday Halloween costume contest

### Useful Items to Bring

A laptop, a notepad, and pens. The meeting rooms will be Wi-Fi accessible and charging stations will be available. Don't forget to bring plenty of patience and an open mind.

## During your stay in Kansas City

### The Kansas City Airport Marriott

The hotel is conveniently a short shuttle ride from the main terminal at the Kansas City International Airport (MCI). To get to the complimentary shuttle head to ground transportation, look for and follow the signs to the hotel shuttle section in the middle median strip. The shuttle automatically runs every 15 minutes on the hour.

### Checking in with USMS and the hotel

- Check into your hotel room at the hotel's front desk
  - Locate the Registration Table to check in and receive your name tag.
- Friday, October 24<sup>th</sup> - 11:00am-5:00pm CT – Outside Ballroom

### Wi-Fi

The meeting rooms will be Wi-Fi accessible. Complimentary guest room Wi-Fi will be available

for [Marriot Bonvoy Members](#), otherwise a service fee is applicable at the individual's own expense.

## Hospitality and Social Events

There are many sessions you'll be attending -- bring a few snacks to have on hand.

### Welcome Reception

The welcome reception and networking activity is on Friday night beginning at 5:00pm CT, there will be a cash bar and dinner.

### Breakfast

Saturday, October 25 from 6:30am - 8:00am and Sunday, October 26 from 8:00am - 9:00am, all attendees are invited to enjoy breakfast.

### Lunch and Keynote Speaker

Saturday, from 12:15pm - 1:30pm CT, all attendees are invited to enjoy lunch and our Keynote speaker in the Ballroom.

### Dinner – Let's Get Spooky! (Costumes Optional)

Join us for a dinner filled with all the spirits, Saturday, 6:30pm - 8:00pm CT. Wearing a costume is optional, but highly encouraged as attendees will be able to vote for the best costumes!

### People to Meet

In person events are a great opportunity to reconnect with swimming friends and to meet many interesting, talented, and fun-filled people with a passion for swimming. We encourage you to take full advantage of this opportunity. Please make every effort to meet as many new people as you can.

We're asking all attendees to [create an account within our virtual calendar](#), which allows attendees to [discover who'll be attending](#).

## Still have questions?

[Contact Jessica Reilly](#) prior to Relay at the Kansas City Airport Marriott, October 24-26.