



RELAY2022
CLUB DEVELOPMENT
— **DENVER** —

GUIDE TO RELAY FOR VOLUNTEERS

An overview of what to expect

MARCH 4-6, 2022
U.S. MASTERS SWIMMING
Westin Denver International Airport

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Welcome to Relay 2022

Dear USMS Attendee,

Thank you for agreeing to attend the inaugural U.S. Masters Swimming Volunteer Relay at the Westin Denver International Airport, March 4-6.

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 Relay 2022 is club development with a focus on building relationships with facilities, recruiting and supporting coaches, and providing resources for clubs to grow. 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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Jessica Reilly
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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](#).

The Westin Denver International Airport Hotel

Located in the Airport Terminal - the hotel is conveniently located just steps from the main terminal at the Denver International Airport, which ensures a seamless arrival and departure.

Hotel Reservations

USMS has made all hotel reservations and has sent out confirmation numbers to all those attending, in addition to their reservation details. (Room type and check in and out dates) Check in is at 3PM and check out is at 12PM.

We appreciate the LMSCs making reasonable efforts to submit roommate preferences that have already confirmed they are comfortable sharing a room. All submitted roommate requests have been assigned as requested.

What to Wear

Be comfortable

- Welcome reception and daily sessions - business-casual or casual clothes -- a sweater or jacket may be needed.
- Reception and Dinner Activity Saturday night - we'd recommend "Dressy Casual".
- Don't forget to bring your suit, cap and goggles for the optional [Sunday morning practice](#).

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.

A refillable water bottle – Before your trip to Denver, "The Mile High City", and while you're at Relay, drinking plenty of water is the number one way to help your body adjust easily to the higher altitude. The low humidity in Colorado keeps the air dry, like the desert, so you need about twice as much water as you would drink at home.

People to Meet

Relay is 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](#), learn about speakers, and more!

COVID-19 Mitigation Protocols

USMS is monitoring the COVID-19 situation in Denver and nationally and planning accordingly. We're working with the Westin Denver International Airport to ensure Relay 2022 will be as safe as possible for our attendees. Marriott has rolled out its [Commitment to Clean program](#) that's committed to providing a safe environment for both staff and guests.

The protocols below are the current plan but could change as we get closer to Relay 2022:

- Vaccinations and boosters
 - Strongly recommended for all attendees.
- **Mask mandate**
 - The Westin Denver hotel has instated a mask mandate regardless of vaccination status. The hotel is on airport property, so masking rules will be the same as when travelling.
 - Masks are not required while actively eating or drinking.
- Negative COVID-19 test
 - All attendees are asked to test within 72 hours of attending Relay.
 - You won't need to show proof of a negative test, but we ask in the name of our volunteers, staff, and your own health that you stay home if you test positive.

When You Arrive

Upon your arrival, locate the Registration Table to check in and receive your name tag.

- Friday, March 4th:
 - 11:00am-3:00pm
 - Back of BOD Meeting, Spruce Ballroom
 - 3:00pm – 5:00pm
 - Registration Check-In Table, Grand Foyer
- Or come find Jessica Reilly

Hospitality (food and beverage)

- Heavy hors d'oeuvres Friday night
- Continental breakfast, lunch, and dinner Saturday
- Continental breakfast Sunday
 - For those attending the morning workout, a light breakfast option will be available on the bus back to the hotel.

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

Social Events

- **Welcome Reception**
The welcome reception and networking activity is on Friday night beginning at 6:30pm in the Grand Foyer, there will be a cash bar and hors d'oeuvres.
- **Lunch and Keynote Speaker**
Saturday, from 12:00pm to 2:00pm, all attendees are invited to enjoy lunch and our keynote speakers.
- **Reception and Dinner Activity**
Saturday, 5:30-8:30pm in the Grand Foyer and Spruce Ballroom.
- **Morning Swim Workout**
A workout has been arranged Sunday from 6:30 – 7:30am at Veterans' Memorial Aquatic Center (SCY) – 5310 E 136th Ave, Thornton, CO 80241. Buses will arrive at 5:15am and depart for the pool PROMPTLY at 5:25am from the Westin Denver International Airport valet/front drive area on the Level 1 West Side of the hotel.

If you're interested in attending, [sign up here](#).

Still have questions?

[Contact Jessica Reilly](#) prior to Relay at the Westin Denver International Airport, March 4-6.