



Division of Student Affairs

**Department of Campus Recreation**  
Georgia Tech Campus Recreation Center  
750 Ferst Drive  
Atlanta, Georgia 30332-0110 U.S.A.  
PHONE: 404 • 894 • 7163  
FAX: 404 • 894 • 9981  
<http://www.crc.gatech.edu>

To: External Swim Groups  
From: Campus Recreation Center Management  
Subject: 2013 Policies  
Date: August 1, 2013

Welcome to the Georgia Tech Campus Recreation Center. Thank you for choosing our facility for your organization's needs. Please take this opportunity to review our policies. It is important that the following information is reviewed and implemented in a timely manner so that we are able to offer our groups outstanding service here at the Campus Recreation Center.

### **EVERYONE MUST HAVE A BUZZCARD TO GAIN ACCESS TO FACILITY**

#### **Affiliate BuzzCard Policy**

1. The BuzzCard is the official identification card of the Georgia Institute of Technology. Possession of the Card is required to access campus facilities. This requirement is for the safety and security of all individuals, facilities, programs and services.
2. The cardholder must use the BuzzCard to gain access to the Campus Recreation Center.
3. The BuzzCard may only be used by the proper cardholder.
4. The BuzzCard is the property of the Georgia Institute of Technology and it is non-transferable. The Cardholder will be liable for unauthorized use of the card.
5. Proper use of the BuzzCard includes displaying the BuzzCard for identity verification prior to entry and the completion of all transactions. Institute Officials including Campus Recreation Staff has the right to request the BuzzCard at any time to verify identification.

#### **Misuse of the BuzzCard**

Unauthorized and improper use includes, but is not limited to:

1. Using, or allowing a non-cardholder to use, another cardholder's BuzzCard to gain entry to the CRC.
2. Unauthorized entry into the facility or remaining in the facility without permission.
3. Failure to display and/or relinquish BuzzCard to Campus Recreation Staff.
4. Providing a false identity and/or information to Campus Recreation Staff.
5. Disciplinary procedures, including privileges to the facility, will be determined at the discretion of the CRC.

#### **Procedure to obtain an initial Prox BuzzCard for Participants**

1. All coaches must submit a request to the Member Services department. In order to submit a request, please go to the website, <http://www.crc.gatech.edu/plugins/GTID/>.
2. We need the participant's full name as it appears on his/her driver's license and/or a birth certificate. We also need the participant's date of birth (mm/dd/yyyy) and male/female status.
3. After coach submits information, the BuzzCard center will process request within 24 hours, or the following workday. At this time a GTid is generated and the participant is added to the group roster.
4. Participants then come to the Member Services desk to have their picture taken and at that time will need to complete a BuzzCard action request form.

5. The **cost of an initial BuzzCard is \$30 and \$ 30 for all replacement cards.** Payment is to be made at Member Services upon completion of the BuzzCard action request form. We accept MC, VISA, or Discover Card. Please note that the CRC no longer accepts checks from non-members.
6. BuzzCards will be ready for pick up the next business day after 12:00 p. m.
7. Hours of operation for the CRC BuzzCard satellite office is M/F 10:00 a.m. to 4:00 p.m. and T/W/TR 10:00 a.m. to 8:00 p.m.

### **Returning Participant Policy**

1. Individuals currently possessing BuzzCards do not need to get a new BuzzCard. All coaches must notify Flo Gotham at Member Services to deactivate or renew participant privileges. Please contact Flo at [florence.gotham@crc.gatech.edu](mailto:florence.gotham@crc.gatech.edu)

### **Lost Cards**

1. Participants who have lost their existing BuzzCards will need to pay for the new prox card and the cost will be \$30.00.
2. Participants can purchase a new card at the CRC BuzzCard satellite office. Please see steps 4-8 under “procedure to obtain an initial BuzzCard.”
3. Lost cards that are found will no longer work if a replacement card has been issued.

### **Tryout Procedures**

1. All coaches must submit tryout rosters to the Assistant Director of Member Services, Stephanie Gericke 2 business days prior to the scheduled tryout day. Rosters can be sent to ([Stephanie.Gericke@crc.gatech.edu](mailto:Stephanie.Gericke@crc.gatech.edu)). CRC management reserves the right to refuse entry if rosters are not received by the specified timeframe.

### **Deck Pass Policy**

Deck Passes are available for individuals who desire to escort a minor (BuzzCard holder) through the Access Control turn styles and onto the pool deck. Interested parties should review the following policy.

1. Parent or guardian of a minor may obtain a deck pass to escort a minor to and from the pool deck.
2. To obtain a deck pass, the parent or guardian must be on a pre-approval list provided by the club or organization. Copies of the list are maintained by the organization and provided to the Member Services desk.
3. The deck pass may be obtained from the representative of the organization and is only to be used to escort the minor through the Access Control turn style to and from the pool deck.
4. The pass is not valid for any other purpose, use, or access to any other portions of the facility and is only to be used at the beginning and end of the scheduled practice times.
5. The deck pass must be re-issued prior to the beginning of each Georgia Tech recognized semester as published on the Institute’s web site (Fall Semester, Spring Semester, Summer Semester).

Questions about any of the information contained herein should be directed to Stephanie Gericke at [Stephanie.Gericke@crc.gatech.edu](mailto:Stephanie.Gericke@crc.gatech.edu) or 404.894.7163.

Thank you,  
Georgia Tech Campus Recreation Center