

EKG 2016-2017 Racing Events

Working the races at Road Atlanta and at the Atlanta Dragway is a way to have fun, meet new people, and put funds in your student account.

For the Flowery Branch High School BPA, the race coordinator and main contact for the races Pam Clendennin. Her email address is pac1964@bellsouth.net and her cell phone number is 770-654-0858.

The following pages will give you information for the different areas in which the FBHS BPA work. For Road Atlanta, we work in the areas of security and parking. For Atlanta Dragway, we work in the areas of security, ushering, and parking. EKG Security is the firm we will be working for at these events.

Information and dates for the race events will be posted on the FBHS band website. The races at Road Atlanta are usually between April and June. The Petit LeMans race is held in late September to early October. The race at Atlanta Dragway is usually in early May. These dates and time of these events are subject to change. Up to date information can be found on the band website.

If this is your first time working the races, you will need to watch an informational video from EKG Security. Please plan showing up a few minutes early to watch this video.

After the event is worked, the funds will be dispersed to the BPA in approximately 6 weeks. A check from EKG Security made payable to the BPA for the total amount will be given to Pam along with a sheet detailing the amount that is to be credited to each student's account. This tally sheet and check will be mailed to the BPA Treasurer and the funds will be credit to the student's account at that time.

Keep track of your work hours. Through CHARMS, please verify the appropriate amount has been credit to the student account. If any discrepancies are seen, please notify Pam immediately.

Email is the preferred method of communication. Please make sure that Pam has an accurate email address for each worker. Leading up to the race, please check your email frequently. If we get additional slots or if there are updates, the information will be communicated through email. If time permits, information on the website will be updated.

In order to work, you **must** fill out page 6 of this document. This must be done for every member of the family that will be working. If a FBHS student is working, Pam must have a photo ID that must include your date of birth. A school issued student ID will not be sufficient without a birth certificate. If a birth certificate is submitted, you may black out any information that you don't wish for Pam to have. If a family member or some other person is working on behalf of the student, a photo ID will be required for proof of age. This information will be kept by Pam on file.

Once the forms are completed, you can return them to Pam, to Mr. Naughton, or the BPA secretary.

Again, if you have any questions regarding the races contact Pam at the phone number or email address listed on the previous page.

Track Security / Ushering

Job Description

You will check tickets, stub tickets, verify parking passes, verify VIP credentials, provide fan information, showing fans to their seats, etc. Other duties may be requested.

Age Requirements

For both Road Atlanta and the Atlanta Dragway, the minimum age for security positions is 18. At the Atlanta Dragway, the minimum age for ushering is 14; however, the preferred minimum age is 15. A photo ID is required for those between 14 and 17 years old.

Pay

The pay rate is \$8 per hour.

Hours

The shifts are usually 12 hours. The day shift starts at 7:00am and ends at 7:00pm. The night shift starts at 7:00pm and ends at 7:00am. At certain events, these hours could be lengthened due to crowd size, weather, and other unforeseen circumstances. If possible, be open to working extra time. If you are required to work longer than 12 hours, you will be notified by the EKG supervisor responsible for your area.

Dress Code

You must wear khaki or white shorts or pants. Short shorts and cut-offs will not be permitted. In addition, wear comfortable tennis shoes. You will be on your feet for most of the day. EKG Security will provide an event shirt that must be worn while you are on duty. Usually, these shirts are bright yellow or pink; however, the color can change. In addition, EKG will provide a cap. Non EKG issued caps will not be permitted.

Items To Bring

You will need to bring sunglasses and sunscreen. There is the possibility that no shade will be available where you will be stationed. Bring your lunch and snacks. Food is available at the track but it is pricy. Bring water. It will be hot. The red water jugs the band uses are good for this. The EKG supervisor for your area will provide water; however, do not let this be your only water source. Bring a folding camping chair if you are stationed at a place where sitting is permissible.

Day Of The Race

At Road Atlanta, proceed to the ticket gate and tell the guards you are there to work for EKG. After passing through the gate, take the first road on the left and look for a red EKG trailer and garage. Proceed to the garage and sign the waiver, permission, and release forms. Next, locate the FBHS BPA time sheet. On this sheet, print your name, students name (if you are working for a student), and your shift start time. At this point, you will be given a shirt and assigned to an EKG supervisor. The EKG supervisor will assign a post to you. You will be required to perform the duties explained by the supervisor. If you have any questions pertaining to these duties, you will need to contact the supervisor. At the end of your shift, the supervisor will bring your

replacement. Proceed back to the garage and document your shift end time and leave the property through the main gate.

At Atlanta Dragway, locate the parking entrance off of Faulkner Road. There you will see the red EKG trailer and tent. Proceed to the tent and sign the waiver and release forms. Next, locate the FBHS BPA time sheet. On this sheet, print your name, students name (if you are working for a student), and your shift start time. At this point, you will be given a shirt and assigned to an EKG supervisor. The EKG supervisor will assign a post to you. You will be required to perform the duties explained by the supervisor. If you have any questions pertaining to these duties, you will need to contact the supervisor. At the end of your shift, the supervisor will bring your replacement. Proceed back to the tent and document your shift end time and leave the property.

Note

Each worker will be notified by email if a slot has been assigned to them. The worker will need to respond to Pam that they received the email and accept the slot.

Each worker must sign all forms and document their times for each day they work. If this procedure is not followed, worker will not be paid and the student's account will not be credited!

Track Parking

Job Description

You will assist adults in parking cars in designated parking areas and help direct traffic to said areas. Other parking duties may be requested.

Age Requirements

For both Road Atlanta and the Atlanta Dragway, the minimum age for parking positions is 14; however, the preferred minimum age is 15. A photo ID is required for those between 14 and 17 years old.

Pay

The pay rate is \$8 per hour.

Hours

The shifts are usually between 5 - 8 hours. The parking shift starts between 6:00am and 7:00am. Once the shift start time has been established, it will be communicated via email or phone call from Pam.

Dress Code

You must wear khaki or white shorts or pants. Short shorts and cut-offs will not be permitted. In addition, wear comfortable tennis shoes. You will be on your feet for the duration of your shift. EKG Security will provide an event shirt and orange safety vest that must be worn while you are on parking duty. In addition, EKG will provide a cap. Non EKG issued caps will not be permitted.

Items To Bring

You will need to bring sunglasses and sunscreen. There is the possibility that no shade will be available where you will be stationed. Bring your lunch and snacks. Food is available at the track but it is pricy. Bring water. It will be hot. The red water jugs the band uses are good for this. The EKG supervisor for your area will provide water; however, do not let this be your only water source. Bring a folding camping chair if you are stationed at a place where sitting is permissible.

Day Of The Race

At Road Atlanta, proceed to Gate 4. This gate is located directly on Hwy 53 across from the Lanier Speedway entrance. On the left, there will be a parking sign in tent. Proceed to the tent and sign the waiver, permission, and release forms. Next, locate the FBHS BPA time sheet. On this sheet, print your name, students name (if you are working for a student), and your shift start time. At this point, you will be given a shirt, safety vest, and assigned to a parking supervisor. The parking supervisor will assign a post to you. You will be required to perform the duties explained by the supervisor. If you have any questions pertaining to these duties, you will need to contact the supervisor. At the end of your shift, proceed back to the tent and document your shift end time.

At Atlanta Dragway, locate the parking entrance off of Faulkner Road. There you will see the red EKG trailer and tent. Proceed to the tent and sign the waiver and release forms. Next, locate the FBHS BPA time sheet. On this sheet, print your name, students name (if you are working for a student), and your shift start time. At this point, you will be given a shirt, orange vest, and assigned to an EKG supervisor. The EKG supervisor will assign a post to you. You will be required to perform the duties explained by the supervisor. If you have any questions pertaining to these duties, you will need to contact the supervisor. At the end of your shift, the supervisor will bring your replacement. Proceed back to the tent and document your shift end time and leave the property.

Note

Each worker will be notified by email if a slot has been assigned to them. The worker will need to respond to Pam that they received the email and accept the slot. If any changes are made to the sign-up tent location, those changes will be communicated at this time.

Each worker must sign all forms and document their times for each day they work. If this procedure is not followed, worker will not be paid and the student's account will not be credited!

RACE AGREEMENT

I am acknowledging my availability to work but I also understand that work slots are not guaranteed and they are assigned by the need of EKG Security, Road Atlanta, and Atlanta Dragway.

You must sign in and sign out each day of the event to be paid. If you don't sign in and sign out, you didn't work and payment will not be issued. If you work for the band, the money earned will go to the respective student's account. I also acknowledge that if I show up for work without being assigned, I will be asked to leave.

After the completion of the event, I understand that it could take up 6 weeks or more to receive said funds. These funds will be given to the BPA Treasurer. At this time, the student's account will be credited.

Family Email: _____

Phone: _____

Would you like to be added to the last minute list for race slots? YES NO

Each family member that is working must fill out the information below and sign. All students must have proof of age. Student ID's will not be sufficient without an accompanying birth certificate. By signing this agreement, I acknowledge that I have read this entire document and understand its content.

Print Name	Age (if student)	ID Available?	Signature

Place the number of slots in each day of each event that you are available.



Moto America			
April 14 - April 17			
Road Atlanta (Security)			
Thu	Fri	Sat	Sun



Mitty Classic Motorsports				
April 20 - April 24				
Road Atlanta (Security)				
Wed	Thu	Fri	Sat	Sun



Drift Atlanta		
May 5 - May 7		
Road Atlanta(Security)		
Thu	Fri	Sat

Drift Atlanta	
May 7	
Road Atlanta(Parking)	
Sat	



Southern Nationals					
May 10 - May 15					
Atlanta Dragway (Security)					
Tue	Wed	Thu	Fri	Sat	Sun

Southern Nationals		
May 13 - May 15		
Atlanta Dragway (Parking)		
Fri	Sat	Sun



Petit LeMans								
September 24 – October 2								
Road Atlanta (Security)								
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun

Petit LeMans	
September 30 – October 1	
Road Atlanta (Parking)	
Fri	Sat



Note: Dates and activities are subject to change. The slot chosen is not a guarantee that you will be given that slot. In addition, the actual number of slots that are available varies per event, day, and activity. The schedule will be finalized in advance of the event and will be communicated by Pam Clendennin. EKG will try to accommodate as many band families as possible.