



## Penalty Box Instructions

- Ensure you have all equipment needed:
  - Clipboard
  - Pens
  - Stop watches or a watch (at least 2)
  - Penalty Base Record Sheet
  - Athlete Forms
- Setup Penalty box with tables and Chairs
- Train Volunteers on procedure on giving a penalty
- Remember:
  - If an athlete wants to argue the penalty they need to request to see the Race Referee after the race.
  - They may eat or drink whilst serving the penalty
  - An athlete may not do the following whilst serving a penalty, the time is stopped if they decide to do any of the following:
    - go to the toilet whilst serving a penalty
    - Do any mechanical repairs on their bike
    - Remove their helmet

### Tri NZ Sanctioned Events

- When an athlete arrives take the time of arrival
- Write race number onto athlete form and arrival time
- Write departure time on athlete form based on penalty time
  - Sprint -1 minutes
  - Standard – 2 minutes
  - Long Distance – 3 minutes
  - Ultra Distance – 4 minutes

### Ironman NZ

- When an athlete arrives ask what type of penalty they have received
- If it is a yellow card (Stop and Go)
  - Write down athlete race number on penalty box form
  - Using a marker pen make a strike through the race number of the athletes seat post sticker
  - Send athlete on their way
- If it is a blue card (5 minutes) – drafting, littering
  - Write race number onto athlete form and their arrival time into box
  - Write departure time on athlete form based – 5 minutes later than arrival time
  - Using a marker pen make a strike through the race number of the athletes seat post sticker
  - Give the athlete an update on the time
  - Allow athlete to leave once 5 minutes has lapsed