



PERTH METRO BASKETBALL LEAGUE COMPETITION RULES

20th November 2024

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THE FOLLOWING RULES APPLY TO ALL SENIOR DOMESTIC COMPETITIONS HELD AND ADMINISTERED UNDER THE CONTROL OF BASKETBALL WA.

1 Competition

- 1.1 The Basketball WA Perth Metro Basketball League (Competition) is conducted on a team basis with each division of competition conducted as a separate competition.
- 1.2 The Competition shall be played in accordance with FIBA and Basketball Australia rules in force except as amended by these Competition Rules.
- 1.3 The Competition Administrator (Administrator) has the delegated authority from Basketball WA (BWA) to administer the Competition and to make all judgments and decisions for The Competition. This includes the right to refuse any team and/or player from participating in The Competition. The Administrator, from time to time as they see fit, may delegate their authority to another person.
- 1.4 The Administrator will set all fees for the Competition prior to the commencement of each season.
- 1.5 The Competition will be held at the Bendat Basketball Centre (The Venue) at 201 Underwood Avenue, Floreat, WA, 6014.
- 1.6 The official language of the Competition is English. All queries to officials or administrators are to be made in English.

2 Divisions

- 2.1 Divisions will be as advertised on the Competition website prior to the commencement of each season.
- 2.2 Teams shall nominate the division in which they wish to play during the nomination process (See 4. below).
- 2.3 The Administrator has the authority to determine the appropriate division for any team playing in the Competition and may change the division in which a team plays at their discretion. Any such changes can be made at any time either before or during the Competition (also see 16. Grading)
- 2.4 Insufficient team numbers may result in grades being combined.

3 Seasons

- 3.1 There will be three (3) seasons of competition each year. Each season is a separate competition.
- 3.2 Competition dates may be altered at the sole discretion of BWA.
- 3.3 Playing dates during a competition may be altered at the sole discretion of BWA.

4 Team Nomination

- 4.1 Teams applying for the competition shall lodge a Team Nomination form, pay the nomination fee, game in advance payment, and ensure all players have an active Basketball WA membership (See 5. Game in Advance).
- 4.2 As part of the nomination process, each team must put forward a primary Team Contact who is responsible for the dissemination of all information to all players who have played on that team during the season. Notice given to the primary Team Contact is deemed as notice given to all or each of the players.
- 4.3 Nominations are taken on a first-come first-served basis. Late nominations will be considered at the discretion of the Administrator.
- 4.4 Team names deemed offensive or inappropriate will be changed at the discretion of the Administrator prior to season commencement.
- 4.5 The Administrator has the authority to reject any team's application for nomination into the Competition.

5 Game in Advance Payment

- 5.1 The Game in Advance payment will be equal to the value of one game (\$75) or (\$110) for Player's League and will be held by BWA until the last round of the season.
- 5.2 The Game in Advance payment will be credited to all teams during their last game of the season. Unless other fines are owing, teams will not be required to pay a door fee for their last regular season game due to the Game in Advance payment.
- 5.3 Forfeit fines levied during the Competition must be paid the following week prior to commencing play.
- 5.4 At any time during a season should a team refuse to pay a forfeit fine prior to their next game, the game will not be played, and the team may subsequently be withdrawn from the Competition.
- 5.5 If a team withdraws from the Competition during a season, they will forfeit all monies to BWA.
- 5.6 If a team continues to play in the immediate next season, any fines remaining will be applied to that competition.

6 Registration of Players

- 6.1 To be eligible to play in the competition all players must adhere to the following:
 - 6.1.1 Be registered for the Competition via the Competition website.
 - 6.1.2 Players must have a current paid BWA Affiliation Membership for each game.
 - 6.1.3 Players participating in the Competition must be at least sixteen (16) years of age.
 - 6.1.4 Players are permitted to register and play for more than one team on any given night of the Competition, provided the teams do not compete in the same Division.

- 6.1.5 Any player found to have been playing under a name other than their own will cause the match to be called a forfeit and the opposition team declared the winner.
- 6.1.6 The Games Controller on duty has the right to ask any player for identification or proof that they are the person as identified on the scoring device or scoresheet.
- 6.1.7 Any game in which an ineligible player participates will be awarded to the opposition. The game will be considered a forfeit by the team found to have used the ineligible player.
- 6.1.8 Fill-in players participating on an ad-hoc basis can participate in 2 games, before they must register to the team to have a current paid BWA Affiliation Membership. All games played as a fill-in will not be credited once a player registers to the team.
- 6.1.9 The Administrator may prevent any player(s) from playing in any Division of the Competition should he deem that player's skill to be at a level that so exceeds that of the other players in that Division, that is a detriment to the Competition.

7 Conduct

- 7.1 Any person involved with the Competition (including, but not limited to players, teams or officials) may be required to appear before a Tribunal Hearing if, in the opinion of the Official, Referee Supervisor, Games Controller or Administrator, have committed an offence under the Basketball WA Tribunal By-Laws.
- 7.2 **The team captain is the only individual permitted to approach officials for questions and/or rule clarifications.** Officials may only be approached before the game, during time outs, the half time break or at the end of the game and any approach must be in an acceptable/non-confrontational manner.
- 7.3 Players who are intoxicated or in any way unfit to play as determined by the Games Controller, Referee Supervisor or Referee, are not permitted to participate in the game.
- 7.4 The disqualification of a player is at the discretion of the match officials and will automatically be imposed following receipt of one (1) disqualifying foul, two (2) unsportsmanlike fouls, two (2) technical fouls or one (1) of each. Any player who is disqualified from a game shall be ineligible to play in any BWA affiliated competition for a period of seven (7) days at the discretion of the Competitions Administrator. Should the players team/s not be scheduled to play within the next 7 days of the disqualification, the suspension will be administered to the next scheduled game/week.
- 7.5 Following a disqualification, a player may appeal the automatic seven (7) day suspension within 24 hours. This appeal must be submitted in writing to the Administrator.
- 7.6 All appeals shall be investigated by the Administrator in a timely manner.
- 7.7 The Administrator shall have absolute discretion to uphold or dismiss an appeal.
- 7.8 Any player contravening any competition rule can be reported to the Tribunal.
- 7.9 The Administrator reserves the right to suspend or expel teams from the Competition where rules or Basketball WA Code of Conduct have been contravened.

8 Incident Reports and Tribunals

- 8.1 Basketball WA Report Form (Report Form) is to be used to report significant matters referred to in Rule 7.1.
- 8.2 It is deemed appropriate that a 10-minute cooling off period be observed before the completion of a Report Form.
- 8.3 Before deciding to proceed with submitting a Report Form, the complainant should seek, if possible, to discuss the matter with the Referee's Supervisor, Games Controller, or other responsible Official.
- 8.4 The Administrator shall deal with all Report Forms and has the discretion to determine the appropriate penalty.
- 8.5 The player may appeal the penalty within 24 hours. This appeal must be submitted in writing to the Administrator.
- 8.6 All appeals shall be referred to a tribunal hearing which will operate under the Basketball WA Tribunal By-Law.
- 8.7 Where it is deemed appropriate, the Administrator will refer the matter directly to a tribunal hearing, which will operate under the Basketball WA Tribunal By-Law.

9 Protests

- 9.1 Any team wishing to protest or appeal the result of a game must record their protest in writing and submit it to the Games Controller. This must be done in the presence of the officiating Referee, signifying their intention to protest.
- 9.2 All protests shall be investigated by the Administrator in a timely manner.
- 9.3 The Administrator shall have absolute discretion to uphold or dismiss a protest. There is no right of appeal.
- 9.4 The Administrator will notify the protesting team of the decision in writing.

10 Team Scorers

- 10.1 At each game, each team shall provide a competent scorer in addition to the players in the game (Also see 12.6.1)
- 10.2 These scorers shall be guided by the instructions of the Referees in charge of the match.
- 10.3 Players shall be allowed to score and to substitute into the game off the score bench.

Playing Times and Rules

- 10.4 For any given match to commence, teams must be:
- 10.4.1 attired in correct uniform as per Rule 18.
 - 10.4.2 have at least four registered players on court ready to play.
 - 10.4.3 have one representative on the score bench as per Rule 12.
 - 10.4.4 have paid the prescribed door fee, as determined by the Administrator, for the night; and
 - 10.4.5 not be in financial arrears.
- 10.5 If one team has enough players to commence the game when the Referee(s) wants to start play but the other does not, at the commencement of the game two (2) points will be awarded by the Referees to the team ready to play for each minute that the other team is late.
- 10.5.1 Points to be added to the electronic scoring device at the start of the game.
- 10.6 An Un-notified Forfeit occurs when one team is unable to comply with Rule 11.1, ten (10) minutes after the commencement of the game unless it is agreed by both teams and the Referees to commence the game at a point later than ten (10) minutes.
- 10.7 An Un-notified Forfeit occurs in Players League when one team is unable to comply with Rule 11.1, eight (8) minutes after the commencement of the game unless it is agreed by both teams and the Referees to commence the game at a point later than eight (8) minutes.
- 10.8 Playing times for regular PMBL games will be two twenty-minute halves.
- 10.8.1 The clock will not stop during the game.
 - 10.8.2 Each team is allowed two (2) time-outs per half.
 - 10.8.3 Time-outs are not permitted in the last five (5) minutes of the second half.
- 10.9 Playing times for PMBL Players League Games will be four eight-minute quarters.
- 10.9.1 The clock will stop during the game when there is a stoppage in play.
 - 10.9.2 Each team is allowed two (2) time-outs in the first half and three (3) time-outs in the second half.
 - 10.9.3 Time-outs are permitted at any time during the game.
- 10.10 The playing rules shall be FIBA Rules and Basketball Australia rules except as amended by these Competition Rules.
- 10.11 In the case of a game resulting in a tied score, the result will be a drawn game.
- 10.12 Should an injury occur, the clock will not stop, and play will commence when the injured player has been moved from the playing area.
- 10.12.1 If the game cannot continue due to the injury and the injury occurs in the first half, the game shall be called a draw. If the injury occurs in the second half the score at the time play is stopped shall be the final score.
 - 10.12.2 Should the next game be affected the clock will start on scheduled time. Should the game be unable to commence before the start of the second half, the game shall be called a draw.
 - 10.12.3 Should a whole game be affected by the injury, the game will be awarded as a draw.
- 10.13 In the event of a dispute regarding playing time/injury time any decision made by the Administrator will be abided by.

- 10.14 A team loses by default when, during the game, the team has fewer than two players on the court able to play. If the team defaulting is behind in the game score, the score stands. If the defaulting team was leading in the score, the opposing team then wins 20-0. The defaulting team receives 1 premiership point and the winning team 3 premiership points.
- 10.15 Basketball WA will endeavor to provide two (2) officials per game. However, if necessary to begin and/or complete scheduled games, some games may be officiated with one (1) referee.

11 Scoring

- 11.1 A player must not be added to the electronic scoring device unless they are eligible to play in accordance with Rule 6.
- 11.2 The Team Captain must be clearly identified to the Referee. Only the Team Captain is to query the Referees before, during and after a game, or during time outs.
- 11.3 The name of any player not present is to be removed from the electronic scoring device at half-time.
- 11.4 Player's names may not be added to electronic scoring device after the Referee has ruled so at half time.
- 11.5 A player who has participated in the first half of the game and whose name and number have accidentally been omitted may be added to the electronic scoring device at half time.
- 11.6 Players may choose to score if a non-playing scorer is unavailable. As such, subs may be made from the score bench during the game. Referees are not permitted to score while they are refereeing.
- 11.6.1 If a team has five players present and available to play and no scorer, then the team can play with four players and one player must be a scorer at all times throughout the game. Alternatively, if one team can provide a scorer and the other team cannot, the game can be played with one scorer on the score bench. In this situation, the team who did not supply a scorer loses the right to contest any score or foul discrepancies during or after the game.
- 11.6.2 If a team has four players present and available to play and no scorer, then the scorer for the game will be provided by the opposition team. In this instance the team who did not supply a scorer loses the right to contest any score or foul discrepancies during or after the game.
- 11.6.3 In the instance that both teams have four players and no scorer, the game will be considered a wash out. No premiership points will be awarded, and the final score will be recorded as 0 – 0. Penalties will be assessed in accordance with Rule 13.4.2.

12 Abandoned Game Procedure

- 12.1 When play in a fixture commences and the game is subsequently abandoned, all Players on the score sheet and in attendance shall be deemed to have participated in the fixture.
- 12.2 If games are abandoned during the first half, the end result of the game will be declared a draw.
- 12.3 If games are abandoned during the second half, the result at the time of abandonment will be the end result for the game.
- 12.4 Any games cancelled prior to starting will be declared a “wash out” and the game not counted in the results. Reasons for cancellation may vary and will be at the discretion of the Administrator or the Games Controller.

13 Forfeits

- 13.1.1 A team forfeits a game when they:
 - 13.1.2 Fail to comply with Rule 11.1.
 - 13.1.3 The actions of the team prevent the game from being played, or
 - 13.1.4 Refuse to play after being instructed to do so by the Referee or Games Controller.
- 13.2 When a game is a forfeit, the score will be 20 – 0.
- 13.3 All forfeits must be notified by calling or messaging the PMBL mobile on 0414 353 191. Please do not notify via email as it may not be seen until the next business day.
- 13.4 **Penalties and fines:**
 - 13.4.1 Notified Forfeit – when a team contacts the Administrator before 5:00pm on the day of the game. A fine of seventy-five (\$75) dollars or one hundred and ten (\$110) dollars for Players League will be levied, which must be paid prior to the team’s next game.
 - 13.4.2 Late/Un-notified Forfeit – when a team contacts the Administrator after 5:00pm on the day of the game, or forfeits without notice, a fine of one hundred and fifty (\$150) dollars or two hundred and twenty (\$220) dollars for players league will be levied, which must be paid prior to the team’s next game.
- 13.5 If a team refuses to pay any owing fines the team may be suspended from the Competition at the discretion of the Administrator or be withdrawn from and replaced in the Competition immediately.
- 13.6 Any team which is withdrawn from the Competition at any time during the playing season will not receive a refund of any fees paid.
- 13.7 Provided they have paid the game fee on the night or paid the game fees for the entire season in advance, a team credited with a win due to an Un-notified Forfeit may receive a refund of the team game fee paid for that game from the Competition Administrator or receive a credit for the following game.
- 13.8 All players currently registered in a team receiving a win for a forfeited game will be credited with the game for finals eligibility.

14 Grading

- 14.1 Following the closure of the nominations period, manual grading will be done at the discretion of the Administrator, teams may be promoted to a higher division or relegated to a lower division than the division they nominated for.
- 14.2 The Administrator reserves the right to transfer any side to any division, to balance the Competition, based on the past performance of the team (also see Rule 2. Grades).
- 14.3 The Administrator reserves the right to move teams during the first 3 weeks of the season based on performance, or if there are specific competition requirements.

15 Injury

- 15.1 In the event of a player being injured during the game, the nature of the injury should be recorded in writing and handed to the Games Controller. This document must be signed by the Games Controller or the on-Duty Venue Officer.
- 15.2 In the event of blood on a player's shorts or top it is the responsibility of each team to carry a replacement. The shorts or top must be replaced and not turned inside out before the player can return to the court. If the replacement shorts or top is of a different colour the 5-point uniform penalty will not apply. The spare top is not required to be numbered in this case only.

16 Finals

- 16.1 In competitions that contain seven (7) teams or less, the top four (4) teams with the highest win percentage/match ratio (MR) at the end of regular season will contest the finals. In this instance the finals series shall be played at the end of the qualifying rounds as follows:
 - 16.1.1 1st Semi-Final: Teams as shown No. 1 and No. 4 on the ladder.
 - 16.1.2 2nd Semi-Final: Teams as shown No. 2 and No. 3 on the ladder.
 - 16.1.3 Grand Final: Winners of 1st and 2nd Semi-Finals.
- 16.2 In competitions that contain eight (8) teams or more, the top eight (8) teams with the highest win percentage/match ratio (MR) at the end of regular season will contest the finals. The top four (4) leading teams shall comprise the A group of finals, and the teams placed from fifth (5th) to eighth (8th) shall comprise the B group of finals. In this instance both finals series shall be played at the end of the qualifying rounds as follows:
 - 16.2.1 1st A Semi-Final: Teams as shown No. 1 and No. 4 on the ladder.
 - 16.2.2 2nd A Semi-Final: Teams as shown No. 2 and No. 3 on the ladder.
 - 16.2.3 1st B Semi-Final: Teams as shown No. 5 and No. 8 on the ladder.
 - 16.2.4 2nd B Semi-Final: Teams as shown No. 6 and No. 7 on the ladder.
 - 16.2.5 A Grand Final: Winners of 1st and 2nd A Semi-Finals
 - 16.2.6 B Grand Final: Winners of 1st and 2nd B Semi-Finals
- 16.3 In the event two (2) or more Teams are level on win percentage/match ratio (MR) at the end of the regular season, eligibility to compete in the final's series shall be determined by:
 - 16.3.1 Head-to-Head result between the two tied teams.
 - 16.3.2 If the Head-to-Head is tied, the teams will be ranked by overall percentage (%), (points for and against).
 - 16.3.3 If a tie still exists, the team who has forfeited the most games will be positioned lower.

- 16.3.4 If a tie still exists, final positions will be determined as appropriate by the Administrator.
- 16.4 To be eligible to play in finals a player must have played in at least one third (1/3) of his/her team's qualifying games. Byes are not qualifying games.
- 16.4.1 When a team plays 7, 8 or 9 qualifying games during a season, a player must have played in at least three (3) of those games.
- 16.4.2 When a team plays 10, 11 or 12 qualifying games during a season, a player must have played in at least four (4) of those games.
- 16.4.3 When a team plays 13, 14 or 15 qualifying games in a season, a player must have played in at least five (5) of those games.
- 16.5 In the case of injury, or any other reason deemed sufficient by the Administrator, special consent may be given to allow a player who has played less than the required number of games to participate in finals. Permission must be applied for in writing. In the case of injury/illness, a timely dated medical certificate will be required to be supplied.
- 16.6 The Administrator shall make decisions regarding disputes arising from eligibility of players to participate in finals. Finals times will be posted on the Competition Website. Any enquires regarding finals are to be directed to the Administrator.
- 16.7 In finals the games shall be of two twenty-minute halves – as above. In Grand Finals, the last three minutes of the second half will be fully timed. Timeouts may be taken during the fully timed period.
- 16.8 In the event of a tied score at the end of regulation time, an overtime period of three minutes will be played. In Grand Finals, overtime will be fully timed. Each team will be given an additional timeout.
- 17 Playing Uniform (Requirements and penalties for non-compliance)**
- 17.1 The following are components of a player's uniform that must comply to the corresponding rules:
- 17.1.1 **Tops** – Rule 17.5
- 17.1.2 **Shorts** – Rule 17.6
- 17.1.3 **Shoes** – Rule 17.7
- 17.2 To take the court, a player must be in a complete uniform, and only that uniform, as per Rule 17.
- 17.3 Uniforms must be of sufficient quality as determined by the Administrator and in their absence the Games Controller.
- 17.4 Uniforms shall not contain offensive words or graphics.
- 17.5 Tops**
- 17.5.1 Tops shall be of the same colour or design but not necessarily the same as the shorts.
- 17.5.2 Tops shall be of singlet style.

- 17.5.3 Trim on tops must be the same. Team or Club emblems, team or player names and sponsorship of any kind are all deemed to be trim.
- 17.5.4 Tops shall be numbered on both the front and the back as prescribed below.
- 17.5.4.1 Numbers on the front must be a minimum height of 100mm and a maximum height of 150mm.
- 17.5.4.2 Numbers on the back must be a minimum height of 150mm and a maximum height of 250mm.
- 17.5.4.3 Numbers must contrast with the playing top and clearly visible.
- 17.5.4.4 Permitted numbers are 0 through 99 inclusive. All other numbers, including 100 and above, are not permitted.
- 17.5.5 Garments worn under a playing top shall be sleeved or sleeveless compression, and shall only be black, white or the same colour as the predominant colour of the playing top. T-Shirts will not be allowed.
- 17.5.6 In the event of a clash of colour of playing top, the team listed on the right side of the electronic scoring device will be required to change their tops.
- 17.5.6.1 A limited number of BWA tops are available for this purpose at no charge to the team.
- 17.5.6.2 The Referees and or Games Controller will have the final decision regarding the ability to differentiate between the two playing tops.
- 17.5.7 In the event a team does not have enough tops on the night for all its players, it may hire BWA tops at a cost of \$20.00 per set per game. Should BWA not have a set available for hire, the team must use the tops it has and penalties for non-conforming tops will apply. No individual tops will be given out. A valid form of I.D or a set of car keys must be left when hiring tops. These will be given back on return of the playing tops.
- 17.6 Shorts**
- 17.6.1 Players must be wearing shorts, not just tights or compression garments. Shorts shall be of the same colour but not necessarily the same colour as the top.
- 17.6.2 Shorts shall be free of any external encumbrances such as zips, buttons, buckles, pockets, belts, belt loops, cords, etc. Garments such as track suit pants, bicycle shorts, board shorts, bathers and leotards are unacceptable attire.
- 17.6.3 Trim on shorts must be the same. Team or Club emblems, team or player names and sponsorship of any kind are all deemed to be trim.
- 17.6.4 Shorts shall be no longer than the bottom of the knee.
- 17.6.5 Garments worn under shorts shall be limited to compression garments and tights. These must be black, white or the same colour as the predominant colour of the playing shorts.
- 17.6.6 Stripes on shorts are acceptable if there are no more than 3 stripes on either side and that the individual stripe is no wider than the width of a thumb.

17.7 Shoes

- 17.7.1 Regulation basketball shoes or cross trainers must be worn and have non-marking soles.
 - 17.7.2 Socks are not required to be worn with shoes.
 - 17.7.3 Compression socks can be worn.
- 17.8 Uniforms which have become faded or discoloured, during a season, to such an extent that they cause confusion to the Referees, or which are damaged or badly torn, will be referred to the Games Controller and then to the Administrator.
- 17.8.1 The Administrator will then set a time limit for the uniforms to be replaced.
 - 17.8.2 During this time, the team will be required to use alternate tops. Should the team be unable to provide alternative tops, BWA tops will be provided at a cost of \$20.00 per game.
 - 17.8.2.1 Cost of the BWA tops must be paid on the night prior to the start of the game.
 - 17.8.2.2 All BWA tops must be returned at the end of the game. If not, the cost of replacement will be invoiced to the team, and the Game in Advance payment will be forfeited to BWA.
- 17.9 For every player who is not in full correct uniform, the opposing Team will be awarded five (5) penalty points. It is not 5 points per item; each player can only receive one 5-point penalty.
- 17.9.1 Points shall be added to the score of the non-offending team at half-time.
 - 17.9.2 The Referees shall administer this rule, and if there is any confusion, the Games Controller will make the final decision.
 - 17.9.3 A grace period of three (3) weeks will be given from the first week of the season commencing. During this period teams will not be penalized for having mismatching uniforms and may borrow a set of BWA tops free of charge. Teams will receive a penalty in accordance with rule 17.9 from week 4 of the season onwards.
- 17.10 Scarves, gloves (except as per rule 17.11 below), fitness trackers and other jewellery cannot be worn on court. Any jewellery that cannot be removed must be taped.
- 17.11 Fingernails should not protrude beyond the visible line of the finger. Soft Velcro sealed netball gloves may be worn but only over long fingernails.
- 17.12 Should a player have any type of clothing, accessory, jewellery, implant, or piercing, that cannot be removed from their person or clothing, and in the discretion of the Referee(s) is a danger to other players, then that player will not be allowed to play in that game.
- 17.13 Exemptions to uniform requirements can be made if a medical certificate or other extenuating circumstances are presented in writing to the Administrator.

18 Care of Venue

- 18.1 Any club, team player, official or other person responsible for causing DAMAGE to the Venue may be required to pay the reasonable cost of reinstatement or be required to pay a charge towards such cost, as determined by the Administrator. Any person(s) affected under this clause shall be entitled to present their case in writing and be heard at a meeting of the Tribunal. The Administrator may lay a charge against such person(s) requiring that person(s) to appear before the Tribunal.

19 Alteration to the Rules

- 19.1 A rule may be altered, added to, rescinded, or inserted by resolutions of the Administrator. Rule changes will become effective upon ratification.

20 Notification

- 20.1 Decisions of the Administrator notified to the team contacts shall be deemed to be official notification. Whilst the Administrator will accept documents received by mail from teams which are required to lodge such documents, it is the responsibility of the sender to verify such lodgment.

21 Items not Covered

- 21.1 In any matter not specifically covered by these by-laws, the Administrator will make the necessary ruling.

22 Participation

- 22.1 All players participating in the Senior Competition organised by Basketball WA **do so at their own risk.**
- 22.2 Basketball WA accepts no claims for loss or damage to private property.

23 Team Contacts

- 23.1 It is the team's responsibility to ensure that the Administrator has two contact persons for the team – A primary contact and a secondary contact. The team shall provide a telephone number and e-mail address for each contact person.