



GENERAL POLICIES & GUIDELINES OF KLBA 2020-2022
(To be read together with KLBA Constitution)

2020-2022 吉隆坡篮总政策与指南
(与吉隆坡篮总章程并阅)

PREAMBLE
前文

- KLBA is non-profit organisation, to be manned mainly by volunteers.
吉隆坡篮总是一个非盈利的组织，主要由自愿人事经营。
- KLBA is the plenary body to represent the State of WP Kuala Lumpur for basketball.
吉隆坡篮总是一个授权代表吉隆坡参加州级篮球比赛的的组织。

OBJECTIVES
目标

- To develop the Sport of Basketball in KL State, and contribute to overall National Development.
促进吉隆坡篮球运动的发展，并为国家整体发展做出贡献。
- To achieve success at National Tournaments.
在全国赛中取得优秀的成绩。

INTENT
目的

This Document is intended to be made available to all Basketball Parties:-
这个政策与指南将应用于所有吉隆坡篮总的篮球成员:-

- to identify & to pre-empt contentious (sometimes repetitive) issues.
识别与避免任何有争议性 (或重复性) 的议题。
- to save time in making decisions in routine annual events .
节省每年例行常规事件的决策的时间。
- for transparency purposes.
增加透明度。
- to enable new incoming members, EXCO members, basketball parties, fans **to understand the workings and policies of KLBA in advance.**
给予新会员，理事会会员，篮球方成员和支持者预先了解吉隆坡篮总的运作方式和政策。
- to serve as a base template for the EXCO in the following Years, ie. to facilitate Continuity.
为来届的理事会会员提供蓝图，以协助本会持续性操作。

1. ALLOWANCES / REMUNERATION
津贴/酬金

1.1 EXCO / Standing Committee Members
理事会/常设委员

All Exco members, Standing Committee members shall contribute their time, resources and/or money to the development of the sport of basketball in KL at no cost / on voluntary basis. All Exco members shall not receive **fixed salary or fixed emoluments**.

所有的理事会会员以及常设委员应自愿/自费的贡献他们的时间，资源和/或金钱来促进吉隆坡篮球运动的发展。所有理事会将不会获得任何固定的工资或薪酬。

Clarification 1 : '**adhoc allowances**' **are permitted** for Exco members, Standing Committee members.

澄清 1: “特设津贴” 只允许于理事会会员和常设委员。

Eg.1: Exco members/ Standing Committee whom act as Selection officials, Technical officials, coaches, referees to attend matches, or perform works not in their capacity or, beyond their scope of works / terms of reference as Exco or Standing Committee Members, for KLBA events, activities, National Tournaments, Trainings **are entitled to receive** adhoc allowances.

例子 1: 若理事会会员/常设委员担任选拔官员，技术官员，教练，裁判出席比赛，或执行工作以外或超出他们的工作范围/理事会或常设委员的职权范围，参加吉隆坡篮总赛事，活动，全国赛，训练将有权获得特设津贴。

1.2 Principle for Determining Quantum of Allowances For KLBA activities / events

计算吉隆坡篮总活动/赛事津贴原则

The allowances to be given on the basis/ principle of :-

津贴将根据以下的基础/原则提供:-

- reimbursement of reasonable travelling expenses, or meal allowance, whichever is appropriate.
付还适当和合理的交通或伙食费。
- semi-voluntary basis for the development of the sport of basketball.
半自愿方式的发展篮球运动。

This principle may be relaxed, as maybe approved by EXCO or the President / Vice President and Treasurer where there are sponsors / adequate subsidies from the Relevant Authorities/ Sponsors. This principle may also be modified at the time when basketball in Malaysia is more commercialised eg. Philippines or China.

当吉隆坡篮总拥有足够的赞助商/有关当局的津贴，在获得理事会或会长/副会长和财政的批准下，这个原则可以被放宽。当马来西亚篮球逐渐商业化的时候，这个原则也可能被修改。（可参考菲律宾、中国）。

In line with this principle, the Approved rates for Year 2020-2022 shall be contained in **Appendix A**. (To be finalised)

为符合这个原则，2020-2020 批准估价已列在**附录 A**。

1.3 Full Time Staff / External Contractors / Service Providers

全职员工/外部承包商/服务供应商

Full time staff whom receive fixed salary or fixed emoluments and/or external contractors or Service Providers eg. Graphic designers, photographers, contract coaches shall be exempted from this policy, and its fees/ charges shall be on a negotiated basis but these parties should take note of the NGO nature of KLBA.

获得固定工资或薪酬的全职员工和/或外部承包商或服务供应商，例如：平面设计师，摄影师，合同式教练将不被纳入此政策。他们的酬金/收费必须经过双方协商之后决定，但这些合作方应该体谅吉隆坡篮总是一个的非政府组织。

Where situation reasonably warrants, the party responsible for the sourcing of supplies/ services shall obtain a minimum of 2 quotes.

在情况合理的情况下，负责物质/服务采购方可以获得两个报价单。

1.4 Approved rates for 2020-2022
2020-2022 批准估价

Please see **Appendix A**.

请参考附录 A。(To be finalised by Treasurer)

NB. Art 7.4(vii), Constitution ~ The Secretary General has power to approve expenditures of not more than RM500 (per item).

注意: 根据章程的第 7.4(vii) 条文~ 秘书长有权批准任何不超过 RM500 的支出(每项)。

2. **FUND RAISING**
筹集资金

2.1 KLBA will target to raise funding of RM200,000 and RM250,000 respectively for the Year 2020 and 2021 respectively.

吉隆坡篮总将筹款目标分别在 2020 年设为 RM200,000 以及在 2021 年筹集 RM250,000。

2.2 Key EXCO members shall assist to look for cash sponsors. The KPI targets for fund-raising shall be as follows :-

主要理事会会员应协助寻找现金赞助。以下是本会关键绩效指标筹款目标:-

KPI / Key Result
关键绩效指标/关键成果

Position 职位	%	Year 2020 2020 年	Year 2021 2021 年
President 会长	33	66,000	75,000
Deputy President 署理会长	22	44,000	37,500
Secretary 秘书	11	22,000	25,000
6 Vice Presidents 六位副会长 【now only 4 in 2020-2022】	$34 \div 6 = 5.6\%$ each(各)	$11,200 \times 6 = 67,000$	$18,750 \times 6 = 100,000$
Total 总共	100	± 200,000	± 250,000

It is hoped that the KPI will be exceeded. Year 2020 will be a challenge.

希望筹集的资金将超越关键绩效指标。2020 年将是个挑战。

2.3 All other EXCO members shall also assist to seek sponsors for moneys or in-kind with value of RM10,000 and RM15,000 for Year 2020 and 2021 respectively.

所有其他的理事会会员必须分别在 2020 年协助寻找金钱或价值 RM10,000 的物件赞助者以及在 2021 年筹集 RM15,000 金钱或同价值的物件。

3. **APPOINTMENT OF HEAD COACH/ ASSISTANT COACH, PRIZES FOR NATIONAL TOURNAMENTS**

为全国赛委任主教练/助教练，奖项事宜

National Tournaments shall mean tournaments organised by MABA, and Sukma games ie. U15, U17, & Sukma. This will exclude Agong Cup and D-League.

全国赛指的是大马篮总举办的赛事和和马来西亚运动会(“马运”), 比如 U15, U17, 和马运。这 will 不包括元首杯和 D-League。

- 3.1 The respective Head Coach / Assistant Coach shall be appointed as soon as possible, **no later than 3 months** before the said Tournament, and **ideally more than 6 months** before the Scheduled National Tournament. Where there is a KLBA organised tournament in preparation for the National Tournament, then the Head Coach must be appointed latest 1 week before the end of the KLBA tournament [*~ to facilitate preparation, and Selection of 30 players x 2 list.*] KLBA may provisionally appoint the head coaches for that year, U15, U17, and SUKMA in advance.

本会必须尽快委任各赛的主教练/助教练, 不准迟于比赛前三个月, 如果可以最少在全国赛前的六个月前委任教练。若吉隆坡篮总为了全国赛举办赛事, 那主教练必须在该赛事最迟一个星期结束前委任(以方便各种筹备工作和两队三十位球员的选拔) 吉隆坡篮总可以预先委任 U15, U17 和马运队的主教练。

- 3.2 Disqualification
取消资格

- a) Coaches with Disciplinary / non-compliance issues will not be considered for the head/ assistant coach position for the following year. ie. a minimum 1-year sit-out/ or more years as may determined by Disciplinary Committee/ EXCO.
任何受到纪律处分/违规问题的教练将在接下来的一年内不被纳入成为各赛主/助教练的考量。就是说最少一年或以上依据纪律委员会或理事会的决定

Eg. Coaches with discipline issues or non-compliance issues in Year 2019, will have to at least sit out Year 2020.

比如: 在 2019 年拥有纪律或违规问题的教练, 比须至少在 2020 年被排除在考量内。

- b) Only Coaches whom have **signed and agreed to abide by the KLBA Code of Conduct & SOP** will be considered. [*~ demonstrated compliance and loyalty to WPKL*] .
只有签署及同意遵守吉隆坡篮总行为守则和标准操作规程的教练才会被考虑。[~表现出服从和对吉隆直辖区的忠诚]。

- 3.3 The appointed HC and AC shall aim for top-6 position in National Tournaments.
受委的主教练和助教练应在全国赛定下前六为目标。

- 3.4 The MABA prize moneys, if any obtained, will be given entirely to 2 Coaches + 12 Players, equally also.
所有全国赛获得的奖金(如有),将全部平分给两位教练和十二位球员。

Separately, KLBA will also give incentive money of RM500 [4th place], RM1,000 [3rd place], RM2,500 [2nd place] and RM5,000 [1st place] for the winning team for National Tournaments (ie. same amount as MABA Prize money). The Incentive Money will be shared between 2 Coaches and 12 Players equally also.

此外, 吉隆坡篮总也将颁发额外奖励金总值 RM500(殿军), RM1,000(季军), RM2,500(亚军) 以及 RM5,000(冠军)作为奖励。(就是说与全国赛奖金金额相等)。该奖励金也将平分给两位教练和十二位球员。

4. SELECTION OF PLAYERS FOR NATIONAL TOURNAMENTS
全国赛选手选拔事宜

- 4.1 Head Coach mainly in charge.
将由主教练负责。

The appointed Head Coach will be in charge of selection of players for the relevant National Tournaments. The Head Coach will act impartially, and shall select the final [10/12] from the list of [30] players as selected by the Selection Committee during qualification tournaments.
受委任的主教练将负责全国赛球员的选拔。主教练必须以公正为原则，在选拔委员会在预选赛选出的三十名初选名单中，选出最终十/十二名为最终球员。

- 4.2 10+2

The Head Coach will appoint Final 10 players, and KLBA (President / Deputy President in consultation with Secretary General) will have an overriding right to appoint any Final 2 players whatsoever, including project players, players whom did not participate in qualifying tournaments, etc. KLBA may waive this right.

主教练将选出十位最终球员，和而吉隆坡篮总(会长/署理会长与秘书长协商后) 将持有权利从众多球员中（包括项目计划球员，，没有参加预选赛的球员等等）选出最后两位选手。吉隆坡篮总有权放弃这项权利。

The President / Deputy President / Secretary General may invite other talented / promising players (whom may not have participated in the qualifying tournaments) for the Selections Rounds.

会长、署理会长、秘书长也可以邀请其他有天赋/希望的球员（有可能没参加预选赛）参加全国赛的选拔。

5. LOAN OF STATE PLAYERS TO OTHER STATE AFFILIATES
租借州球员给其它州团体

- 5.1 Principle : KLBA will agree to loan out to other States Affiliates, players it does not need for main squad [12] & standby squad [4], on condition :-

原则: 吉隆坡篮总只同意有条件的，租借不列入最终 12 名主队和 4 名预备队的州球员给其它州团体:-

- a) the borrowing State Affiliate is deemed 'friendly'; shows respect to KLBA, and requests for Loan in writing
租借州属团体被视为“友善的”；对吉隆坡篮总表现出礼貌，及在书面上提出租借球员的要求；
- b) both the borrowing State Affiliate and the Loan Player acknowledges in writing that the Player is a KL State Player, and agrees to return to KL immediately after the Competition in question; and
租借州属团体和租借球员书面上承认该租借球员来自吉隆坡，和同意在相关比赛结束后立即返回吉隆坡；和
- c) there are no disciplinary issues with the Player or his/her Coach.
租借球员和他/她的租借州属团体的教练没有任何纪律问题。

[Rationale : This is for the development of a KL Player; and whom may return stronger with exposure, to contribute to KL in the future, even though KL runs the risks of this Loan Player upsetting KL's prospects in the tournament.]

[原理: 这将对吉隆坡球员带来发展: 球员将强势回归和累计更多的经验, 将来可以为吉隆坡贡献, 即使吉隆坡冒着租借球员效力其它州属团体而打乱吉隆坡队的赛事前景的风险。]

ie. KLBA will not agree to the loan of players in the [12 +4] list to other State Affiliates. Exception being where there is a co-operation with another State Affiliate as below.

就是说, 吉隆坡篮总不会同意租借在最终 12 名主队和 4 名预备队的州球员给其它州团体。

除非例外需要跟其它州团体合作, 例外如下。

6. COOPERATION WITH OTHER STATE AFFILIATES FOR NATIONAL TOURNAMENTS **与其它州属团体合作参加全国赛**

- 6.1 KLBA will have no objections to co-operate with other State Affiliates, whom can provide the platform for a Team B, especially for U15 and U17. PROVIDED the other State Affiliate acknowledges in writing that these Players seconded to the other State Affiliates are KL State Players / on loan from KL.

吉隆坡篮总不反对与其它州属团体合作, 于提供平台给第二队”B 队”参赛, 特别是,U15 和 U17 的比赛。条件是其它州属团体必须在书面上承认这些球员是吉隆坡的球员只是暂借/租借给其它州属团体。

[Rationale : This gives greater development opportunity for KL Players.

[原理: 这将为吉隆坡球员带来更多的发展的机会。]

7. MABA **大马篮总**

- 7.1 In recognition of MABA being the umbrella & overall National Basketball Body for Malaysia, KLBA should not adopt a confrontational approach or give adverse public / FB comments for relationship purposes. KLBA should endeavour to be diplomatic and respectful on issues of dispute.

在承认大马篮总是个管理及规管全国篮团体的管治组织, 公共的/在 FB 发表负面的评论。吉隆坡篮总应努力与大马篮总维持良好的外交关系和在争议上尊重彼此。

- 7.2 KLBA shall use best reasonable endeavours to participate and coordinate with MABA on all basketball development activities in Malaysia for the greater good.

为了促进马来西亚篮球运动的发展, 吉隆坡篮总将用尽全力参加和配合大马篮总发展的各项事宜与活动。

8. TALENT IDENTIFICATION / NATIONAL TOURNAMENT PREPARATION **才华探索/筹备全国赛**

- 8.1 KLBA will endeavour to hold basketball camps and/or create Elite Teams (of different age groupings) to promote early discovery of talent and/or National tournament preparation.

吉隆坡将努力举办篮球训练营和/或创造精英队(给不同年龄层的), 以鼓励更早的发掘天赋球员和/或为全国赛筹备。

- 8.2 KL Coaches are expected to send their best potential / promising players for these basketball camps for talent identification and/or for National Tournament Preparation.

吉隆坡教练必须派出他们最具有潜力/希望的球员参加篮球训练营以便能辨别和/或筹备全国赛。

9. PROFESSIONALISM – ADMINISTRATION
专业精神-行政管理

- 9.1 KLBA will improve its Professionalism, and must be perceived to be more professional and having a high standard in Association Administration & Sports Administration.
吉隆坡篮总将提升其专业精神，和让人公认为更专业和拥有高标准的协会行政和体育行政管理。
- 9.2 KLBA will engage 1 or 2 full-time / part-time, salaried executive(s) in charge of administration.
吉隆坡篮总将聘请一至两位全职/兼职，领薪职员来负责所有行政管理。

10. SOCIAL MEDIA / PUBLICITY
社交媒体/宣传

- 10.1 To engage better with the younger generation, KLBA will enhance and improve its media content & channels on FB, Instagram, etc.
为了与年轻一代有更好的互动，吉隆坡篮总将提升和改善其媒体内容和 FB，Instagram 等管道。

11. BRANDING / PLAYER PRIDE / SPONSOR RECOGNITION
品牌/球员骄傲/赞助商认证

- 11.1 KLBA will endeavour to improve its branding.
吉隆坡篮总将努力提升品牌形象。

12. PROMOTE COACHES TO TEACH IN KL & OTHER SCHOOLS
推动教练在吉隆坡和其它学校执教

- 12.1 KLBA will endeavour to Promote and recommend KL accredited (cooperative and with no discipline issues) coaches to teach in all schools in KL, as well as colleges, and assist to increase the income of Coaches.
吉隆坡篮总将努力推动和推荐受认可的教练(配合度高和没有纪律问题)的教练在全部吉隆坡学校执教，以及大学，并帮助增加教练的收入。
- 12.2 In return, coaches will be required to demonstrate service and loyalty to KLBA. To sign an MOU / simple contract on this.
作为回报，教练将需要对吉隆坡篮总展示服务与中诚。需签署谅解备忘录/简单合约。

13. MSSWPKL – UNIT SUKAN / KL SCHOOLS
MSSWPKL-运动单位/吉隆坡学校

- 13.1 KLBA will sponsor or subsidise wherever it can afford to do so, referee allowances, provide / lend resources eg. Balls, Bibs, manpower, equipment, teaching resources (Propose Jr NBA App) for MSSWP games. KLBA will recommend that the Schools engage properly trained external coaches to these schools.
只要在能力范围内，吉隆坡篮总将尽力赞助或资助，裁判津贴，提供/借用资源，例如篮球、围兜、人手、设备、教学资源 (提议使用 Jr NBA 應用程式)给 MSSWP 赛事。吉隆坡篮总将建议学校聘请受正当训练的外来教练到这些学校。
- 13.2 In exchange for resources / subsidies, schools shall follow KLBA's recommendations on appointment of external coaches; help on player loyalty to State; provision of manpower / volunteers for KLBA events / games.
作为资源/资助的交换，学校必须服从吉隆坡篮总关于聘请外来教练的建议；协助球员对州的忠诚；为吉隆坡篮总赛事/比赛提供人力/志愿者。

14. REWARD FOR PROMOTION TO LEVEL 3 COACH, GRADE C REFEREES
奖励给晋升至第 3 级的教练和 C 等级的裁判

- 14.1 KLBA will reimburse the Course registration fees to each Coach, Referee, and Technical Personnel upon confirmation of obtaining Maba Level 3 Coach License; Maba Level A Referee License; and MABA [Level A] Technical Official License, respectively.
吉隆坡篮总将付还课程报名费用给已确认获得大马篮总第 3 级教练执照；大马篮总 A 级裁判执照；和大马篮总 [A 级] 技术专员执照的各自教练，裁判和技术专员。

15. HOME OF KLBA - BASKETBALL COURT
吉隆坡篮总的主场 – 篮球场

- 15.1 KLBA shall aim to procure a venue / land or takeover an existing basketball court/stadium on a long-term basis, to facilitate its activities and as a source of income to support its activities. Ideally, the venue will cater for at least 2 basketball courts, and other supporting facilities, to be identified as the 'Home Court of KLBA'.
吉隆坡篮总应购置场地/土地或收购现有的篮球场/体育场以便举办活动并作为其活动的收入来源。合乎理想的情况下，该场地可容纳至少两个篮球场和其他设施并被称为“吉隆坡篮总的主场”。

20. GENERAL
一般

- 20.1 All decisions of previous EXCOs on issues not addressed hereto will not be binding on the current EXCO but will be for reference only.
所有前任理事会所做出的决定如果不在本文件中，将不会对现任理事会具有法律约束力，只供参考。
- 20.2 In accordance with Constitution, Art 7.1(vii), 7.2(iii), and 7.4(viii), the President or the Deputy President in conjunction with the SecGen shall have the power to make decisions on urgent matters / in between EXCO Meetings.
根据章程的第 7.1(vii)条、7.2(iii)条和 7.4(viii)条，主席或署理主席连同秘书长有权在紧急事项/理事会会议期间作出决定。
- 20.3 This Policy is not set in stone. It is a guiding document only. There can be departures from policy to cater for prevailing or unforeseen circumstances.
此文件并非最终不变的，它只作为一个教导指南。这政策将不会适用在意料之外的事件或特殊案例上。
- 20.4 This document shall be in both the English and Chinese language. In the event of discrepancy, the English version shall prevail.
本文档有中文和英文两种文字版本。如有差异，英文版本应被适用及采纳。

Approved on 26 June 2020, 1st EXCO Meeting
2020 年 6 月 26 日, 第一次理事会会议通过