

Financial Management Policy



Version History

No.	Date	Description
Final version 1.0	November 2025	Final version of the <i>Touch Switzerland Financial Management Policy</i> after integrating comments from the Board review

1. Overview

This policy outlines the financial practices of Touch Switzerland (TS). The objective is to ensure that all funds are managed responsibly and transparently to support the organization's purposes.

2. Affiliation

This is a reproduction of the 'Affiliation' section of the Touch Switzerland Constitution. Please refer to the Touch Switzerland Constitution for the latest version.

- A. Any organisation wishing to affiliate with TS shall submit a membership application in such form as the Executive Committee may from time to time determine.
- B. The Board shall admit to Membership such organisations as it shall think fit and the Executive Committee may from time to time prescribe (and vary) criteria for membership. Application for membership is open to all and no applications will be refused on other than reasonable grounds. There will be no discrimination on grounds of race, occupation, sex, sexual orientation or religious, political or other opinion. The Board may, at their discretion, refuse to admit any organisation to membership.
- C. Each Affiliate Member shall pay the annual affiliation fees, or subscriptions as determined by the Board.
- D. Members whose subscriptions and/or fees have not been paid and received by the date set by the Executive Committee shall not be entitled to receive any of the benefits, advantages, privileges and services of membership unless otherwise approved in writing by the Committee.
- E. Membership shall not be transferrable, and an Affiliate Member shall cease to be an Affiliate Member if:
 - in the case of an association or organisation if it ceases to exist; or
 - if, by notice in writing to the Association, the Affiliate Member resigns;

- if for good reason including, without limitation, the failure to pay fees or subscriptions as and when they fall due.

3. Financial Management

This is a reproduction of the 'Finance' section of the Touch Switzerland Constitution. Please refer to the Touch Switzerland Constitution for the latest version.

A The income and property of the Association shall consist of membership fees and any additional revenues, covering costs such as FIT and EFT memberships, operational expenses (e.g., website maintenance), and public liability insurance if deemed necessary.

- A. The income and property of TS shall be applied solely toward promoting the organization's purposes.
- B. The Treasurer shall be responsible for maintaining and overseeing TS accounts.

Individuals can be allocated an annual budget approved by the TS Board at the AGM, tied to a defined function or area of responsibility. Within this approved budget, individual expenditures of up to CHF 200 may be made without additional officer approval. These expenditures must be reviewed with the Treasurer at least every 8 weeks, or immediately in the event of unexpected costs. Individual expenditures in excess of this limit must be approved by the Treasurer and one of the other two officers.

- C. Any cumulative expenditure exceeding the pre-agreed budget and any expenses that were not included in the budget presented at the AGM require approval from the TS Board.
- D. A bank account shall be maintained in TS's name, and funds must be deposited into this account. If funds are collected in cash, they must be deposited as soon as reasonably possible.
- E. The financial year of the Association runs from January 1st to December 31st.

4. Indemnity

This is a reproduction of the 'Indemnity' section of the Touch Switzerland Constitution. Please refer to the Touch Switzerland Constitution for the latest version.

- A. Every Committee Member and Member of TS will be indemnified out of the property and assets of the Club against any liability incurred by them in their capacity as Committee Member or Member in defending any proceedings, civil or criminal, in which judgement is given in their favour or in which they are acquitted or connected with any application in relation to any such proceedings in which relief is granted by the Court.
- B. The Club shall indemnify its Committee Members and Members against all damages and losses (including legal costs) for which any such Committee Member or Member may be or become liable to any third party in consequence of any act or omission, except willful misconduct:

1. In the case of a Committee Member, performed or made while acting on behalf of and with the authority, expressed or implied, of TS; or
2. In the case of an employee, performed or made in the course of, and within the scope of, their employment by TS.

5. Financial Assistance Programme - Development Initiatives

The Development Initiatives Financial Assistance Programme exists to support initiatives that align with TS's Strategy, with a focus on developing the sport. This may include, but is not limited to:

- Grassroots programs to promote Touch Rugby to new participants.
- Support for new or expanding clubs, including e.g. social media campaigns.
- Initiatives to invest in coaching and/or coaching materials
- Initiatives that enhance accessibility and inclusivity within the sport.
- Initiatives to improve refereeing within Switzerland.

Application Process:

Applications to access the Financial Assistance Programme for Development Initiatives must:

1. Clearly outline the initiative and its alignment with TS's strategic goals.
2. Include a detailed budget and timeline for the project.
3. Be submitted for review and approval by the TS Executive Committee.

A form for applications is available at [this link](#).

6. Financial Assistance Programme - Individuals

The Financial Assistance Programme for Individuals aims to enable individuals facing financial challenges to participate in Touch Rugby and support Touch Switzerland in achieving its goals. This may include players, referees, or other contributors whose financial circumstances prevent involvement.

Eligibility Options:

1. Option A: Self-Declaration

- Applicants submit a self-declaration form outlining their financial need without requiring extensive documentation.
- TS relies on the applicant's integrity while reserving the right to request additional clarification if needed.

2. Option B: Documented Evidence

- Applicants provide supporting documentation, such as proof of household income, unemployment status, or other financial hardships.
- Applications are reviewed confidentially to protect privacy.

3. Option C: Community Recommendation

- Individuals may be nominated by a club representative or community member who vouches for their financial need.
- Nominations are followed by a discussion with the individual to confirm their consent and details of their situation.

Application Process:

1. Applicants or nominators complete a standardized form available through TS.
2. Submissions must detail the support required (e.g., membership fees, travel costs) and how it will enable participation.
3. Applications are reviewed by a panel comprising the President, Secretary, and Treasurer. The panel may include an additional Executive Committee representative if the panel deems their participation relevant. Decisions are made by consensus. If consensus is not reached, the panel may take a vote. In the case of a tie, the President has the deciding vote. The review process aims for a decision within four weeks of submission.
4. Approved requests are funded directly by TS, up to an annually pre-determined limit per individual, depending on available resources.

Review and Accountability: TS will periodically review the Fund's use to ensure it is meeting its objectives effectively and responsibly.

7. Referee Compensation

Compensation for referees aims to acknowledge their contribution and ensure participation in tournaments held within Switzerland while maintaining financial sustainability.

Compensation is determined by the Touch Switzerland Executive Committee annually. It may be provided in one or more of the following forms:

1. Direct compensation:

- Full-time referees and referee coaches at tournaments.
- Player-referees do not receive financial compensation but may receive other forms of recognition.

2. Travel Reimbursement:

- Referees and coaches may be partially or wholly reimbursed for travel expenses.
- Expense claims must be accompanied by valid receipts or must follow the treasurer's recommendation.

3. Referee Courses

- Referee presenters may receive compensation except if the presentation is part of a training.
- Touch Switzerland reserves the right to recover partial course fees from individuals who withdraw from referee training programs at short notice, to cover non-refundable expenses.

Guidelines:

- All compensation and reimbursements are subject to the annual budget allocated by TS.

- A tracking system will be maintained to evaluate expenses and adjust allocations mid-year if necessary.

8. Recordkeeping

All records of development fund, hardship fund, and referee compensation will be securely maintained by Touch Switzerland.

9. Oversight and Reporting

The Treasurer shall present a detailed financial report at each AGM, outlining income, expenses, and the allocation of funds across all areas. Regular reviews will ensure compliance with the policy and alignment with TS's financial objectives.

10. Review and Amendments

This policy will be reviewed within a maximum of 5 years from the date of approval by the Board of Touch Switzerland and confirmed, revised, or withdrawn.

Annex 1: Touch Switzerland Financial Assistance Programme for Individuals Application Form

This form is also available as an online google form: [here](#).

Section 1: Personal Details

- **Full Name:** _____
- **Address:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Club Affiliation (if applicable):** _____

Section 2: Financial Need

1. **Reason for Application:**

Please explain why you are applying for financial assistance (e.g. tournament fees, travel costs, etc.).

2. **Brief Explanation of Financial Situation (Optional for Option A):**

Section 3: Referrer Details (for Option C only)

- **Referrer Name:** _____
- **Referrer Role:** _____
- **Referrer Contact Details:** _____

Section 4: Declaration

I declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that Touch Switzerland may contact me for further details or clarification if required.

- **Signature:** _____
- **Date:** _____