



**Terms of Reference (ToR)
for Volunteers in Grassroots Football in Nepal**





Title: Grassroots Football Volunteer

ANFA Grassroots Football Programs & Events

Background

The All Nepal Football Association (ANFA) implements a range of grassroots football programs aimed at promoting safe, inclusive, and enjoyable participation for children aged 6–12, People with Disability (PWDs), youth and adult. To support these activities, the ANFA Grassroots Department engages volunteers who assist in event delivery, coaching support, safeguarding, and community outreach.

Purpose:

To support the development and implementation of grassroots football programs in Nepal, enhancing community engagement and promoting physical activity among children, youth and adult.

Key Responsibilities

Volunteers will support one or more of the following tasks:

A. On-Field Support

- Assist coaches during training, games, and fun activities
- Set up stations, cones, equipment
- Facilitate small-sided games and ensure positive engagement
- Promote fair play and child-friendly behaviour

B. Event & Logistics Support

- Help plan and execute football events, tournaments, and community outreach activities.
- Assist with event registration, venue setup, and participant flow
- Help with equipment distribution and collection
- Manage queues, guide parents/children, and support coordination

C. Safeguarding & Welfare

- Follow ANFA Child Safeguarding Policies at all times
- Report any concerns to the designated safeguarding officer
- Ensure inclusion, safety, and respectful behaviour

D. Data & Documentation

- Support player registration and attendance tracking
- Assist with photography/video documentation
- Provide short written reports when required



E. Community & Stakeholder Engagement

- Help coordinate with schools, parents, and district associations
- Promote participation and communicate event information

Time Commitment

Time requirements depend on the event type:

- School programs: 1–4 days
- District FA events/festivals: Half-day to multi-day activities
- Grassroots Football Clinics: Flexible
- AFC Grassroots Football Day: 1-day event + prep days

ANFA or the respective district FA will inform volunteers of specific schedules.

Expected Deliverables

- Timely and effective support during assigned activities
- Accurate documentation (attendance, photos, brief reports)
- Adherence to safeguarding guidelines and the volunteer code of conduct

Required Qualifications

- Minimum age: 18 years
- Passion for football, youth engagement, and community service
- Basic knowledge of football rules and coaching principles.
- Ability to work effectively in a team and with diverse groups.
- Punctuality and responsibility
- Ability to follow instructions and work with children
- Prior coaching or volunteering experience is an asset but not mandatory
- Strong communication and interpersonal skills.
- Commitment to promoting a safe and inclusive environment

Supervision

Volunteers will work under the supervision of:

- ANFA Grassroots Department and/or
- District Football Association Grassroots Coordinator
- Designated Safeguarding Officer

Support Provided

- Orientation and basic training
- Access to necessary materials and resources



- Guidance from ANFA staff
- Certificate of participation upon successful completion
- Ongoing support and supervision will be provided by the Grassroots Department.

Code of Conduct

Volunteers must:

- Treat all children with dignity and respect
- Avoid any behaviour that could harm or exploit a child
- Maintain confidentiality
- Wear designated volunteer identification (if provided)
- Represent ANFA professionally and respectfully

10. Application Process

Interested volunteers must submit an Expression of Interest through the ANFA Grassroots Volunteer Application Form.

Interested candidates are required to submit:

- A completed application form through google form.
- A brief statement of motivation and relevant experience.

Applications can be sent to pankajshahi@the-anfa.com