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**UKRI - Counting the costs of COVID-19 on professional football clubs and their communities – Site Visits – Information for Participants**

Researchers from Sheffield Hallam University (SHU) have been commissioned by UK Research and Innovation (UKRI) to research and understand the financial impact of Covid-19 on professional football clubs. We would like to ask your permission to visit your football club or to conduct remote interviews (via Zoom or Microsoft Teams) to engage with members of staff that can provide information on how Covid-19 has affected the business operations of the football club and what the impact has been on staff. The findings from this visit will help us to understand the impact of Covid-19 on professional football clubs. Please read this information carefully.

**Why have you been invited to take part?**

You and/or your staff have been invited to take part in this research because you have been identified by our researchers as a football club within our target sample and you have shown willingness to engage in our research.

**Do you have to take part?**

No, your participation and any other member of staff or is voluntary. If you decide you would like your club to take part, you can still decide to withdraw at any time without giving a reason, or you can decide not to answer a particular question or not engage with a particular topic of discussion or part of the visit. If you withdraw your club from the study, we will keep the information about your club that you have provided up to that point. To safeguard your rights, we will use the minimum personally identifiable information possible. You can download and save a copy of this document for your records.

**What will you be required to do?**

We would like your permission to engage with a small number of staff and supporters that have been involved in the operations of your football club during Covid-19. During the visit we would like to engage staff and supporters in the following:

* Interview members of staff that have been involved in the day-to-day operations of the football club (the interview will last up to one hour).
* Conduct interviews and/or focus groups with a small number of supporters.

**Where will this take place?**

At your football club (COVID-19 permitting) or remotely via Microsoft Teams or Zoom.

**How often will you have to take part, and for how long?**

You will be asked to help facilitate and take part in a one-off single visit or if remotely during pre-determined interview times.

**What are the possible risks or disadvantages of taking part?**

We do not foresee any risks associated with taking part in this research.

**What are the possible benefits of taking part?**

Whilst there are no direct benefits to you, the information collected will help the researchers to understand the impact of Covid-19 on professional football clubs and the researchers are happy to share findings with yourself to inform future learning.

**Will anyone be able to connect you with what is recorded and reported?**

No. All the information that we collect from the evaluation will be kept strictly confidential. If you provide your contact details (e.g. email address and telephone number) to aid facilitating a visit or remote contact, they will be stored separately to all other study data. Your name will be replaced with a unique study identification number so you will not be identified or identifiable from the raw data or in any reports or publications. Interviews will be recorded and transcribed verbatim and pseudonymised data may be quoted directly in reports and publications. When the research is written or spoken about no identifiable information will be used.

**Who will have access to the data?**

The data is being collected by SHU. Data will be treated in confidence and held securely in line with the Data Protection Act 2018 (GDPR) and comply with SHU guidance on the collection and storage of data. By taking part in the research, you agree for your anonymised responses to be shared to allow reuse by the research team. This anonymised data will not allow any individuals to be identified or identifiable.

**What will happen to the information when this study is over?**

All data will be deposited in the Sheffield Hallam University Research Data Archive (SHURDA) at the end of the research. The data will be retained in the archive for a period of 10 years since the last time any third party has requested access to the data.

**What will happen to the results of this study?**

Results will be written up by the research team at SHU in the form of a report and shared with the team at UKRI.

**Legal basis for research**

The University undertakes research as part of its function for the community under its legal status. Data protection allows us to use personal data for research with appropriate safeguards in place under the legal basis of ‘public tasks that are in the public interest’. A full statement of your rights can be found at <https://www.shu.ac.uk/about-this-website/privacy-policy/privacy-notices/privacy-notice-for-research>. However, all University research is reviewed to ensure that participants are treated appropriately, and their rights respected. This study has been reviewed and approved by the University Research Ethics Committee (ref ER29551139). Further information can be found at <https://www.shu.ac.uk/research/ethics-integrity-and-practice> .

**I have some questions, who should I contact?**

If you have any questions, please do not hesitate to contact any of the following investigators:

**Dan Plumley –** Senior Lecturer, SHU, d.j.plumley@shu.ac.uk.

**Robbie Millar –** Researcher, SHU, r.millar@shu.ac.uk.

**If you wish to contact someone outside of the research team, please use the contact details below:**

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| **You should contact the Data Protection Officer if:**   * You have a query about how your data is used by the University * You would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately) * You would like to complain about how the University has used your personal data   [DPO@shu.ac.uk](mailto:DPO@shu.ac.uk) | **You should contact the Head of Research Ethics (Professor Ann Macaskill) if:**   * You have concerns with how the research was undertaken or how you were treated   [a.macaskill@shu.ac.uk](mailto:a.macaskill@shu.ac.uk) |
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