**Understanding the role of alcohol consumption in football cultures (Alcohol FC).**

**TRAINING MANUAL FOR RESEARCH ASSISTANTS**

**Process Flowchart: PHOTOVOICE PREPARATIONS:**

* *Email the participants recruited in advance and give them info sheet and consent form (if a participant is unable to read the info sheet, offer to chat online/call them and read it to them)*
* *Make sure you have signed consent forms for each participant ahead of the meeting, have incentives ready for first session.*
* *Prepare and send the short manual for participants to distribute at Step 1 at the end of training.*

**STEP 1- INDUCTION and TRAINING WITH PARTICIPANTS**

**Introductions**

* Introductions and Ice breaker session.
* Explain aims and objectives of the Alcohol FC study. Explain about the different steps of the method (training, sorting meetings, analysis meetings; stress that it will take several sessions); also the audio-recording of sessions. Explain what will happen with data and the study outcomes
* Outline confidentiality and anonymity of participation, carry out consent process, explaining that participants can withdraw at any time.

Introduce the brief for photovoice research for this project

Explain that we are taking pictures of places, people and situations related to our topic which is to understand the experience of football fans and their alcohol consumption on match days. We are interested in how alcohol consumption on match days differs from other setting and how existing laws surrounding alcohol and football might influence consumption habits.

**Explain about Image collection:**

Participants will have 2 weeks to collect 30 images maximum that show:

* How/where/ when they consume alcohol whilst attending football matches
* How current legislation surrounding alcohol and football influences their consumption habits.
* Any other aspects of the match day experience they feel relates to the overall theme.

Explain to Participants that at the next meeting, we will share all the photos and they will be asked to explain what these images show, that is, the story behind the image.

**Stress Issues of confidentiality when taking pictures:** Urge participants to mostly take pictures of places and of their own activities and surroundings. Explain that when taking pictures in public and in other places where other people are in the picture, remind participants not to take close up pictures of people/ or people in their group without consent; it is possible other fans may get curious and want their photos taken.

If a 3rd party is asking for them to take a picture of them ( e.g. drinking, or inside the ground etc), the photovoice participant can assure them that their faces will be blurred.

**Wrapping up**

* Give all participants the small training manual
* Ensure that the participants in the photovoice group have the contact details (email/mobile phone of the Research Assistant if they have any questions after the session and to stay in touch)
* Always stress they can contact you if they have questions at any time.
* Make sure you give each participant for their incentives*.*

**STEP 2- DOWNLOADING OF THE PICTURE**

*The research assistant will stay in touch with each participant during the 2 weeks that they take pictures; after the first week, the researcher will arrange for each participant to send over a first batch of pictures, and then again at the end of the second week. Encourage the participant to create an album on the phone to drag pictures in there that they want to keep for the project.*

*At the end of the 2 weeks, the research assistant will meet with each participant and each participant will decide which 30 pictures should be downloaded ( some may have less than 30 and this is OK). The pictures will be saved, in a numbered folder ( P01, P02, etc), one per each participant In the laptop . This will be cross-referenced into a password protected excel spreadsheet (containing the name, unique number and details of each participant. The Research assistant will number and label each photo and save in separate albums (e.g. a photo could be labelled P01- 1, etc Those pictures will then be downloaded in the system of the University of Stirling and in the Teams secure folder.*

**STEP 3- FIRST SORTING AND ANALYSIS MEETING I**

***Before the first sorting/ analysis meeting:***

* *Download the picture for each participant into a powerpoint, and label each slide with the unique number of the participant and photo ( P01- 1; P01-2, etc)*
* *Contact all participants with location/ times of the meeting and ensure they can attend.*

Introductions/ catch up at the meeting

* Introductions to researcher(moderator) and helpers/note taker and their role; enable participants to share their experience of taking the pictures
* Lay out ground rules for the meeting, treating others with respect, speaking one at a time etc.
* Explain role of the moderator and observer
* Explain why we are audio-recording of sessions. Explain what will happen with data afterwards.
* State the Arrangements for length of session, any planned breaks.

Discussions

* Each participant will be encouraged to look back at their 30 images ( or less if they decided on less).
* Start the discussion by asking: *Who wants to tell us about their pictures?*  Let participants guide the discussion, with you as facilitator
* Ask the participant to describe the pictures they took, what they mean, what they show ( if none volunteer, ask about the pictures you can see , call on participants to share; for each picture describe, make a note of the picture unique number for the note taker

Use the SHOWeD model below (developed by our photovoice adviser Dr Jane Ardrey; see <https://ethos.bl.uk/OrderDetails.do?uin=uk.bl.ethos.819536>) to help guide the questions you ask

|  |  |
| --- | --- |
| **S** | ***What do you See here?*** |
| Explain what the eye sees; describe the images. | |
| **H** | ***What’s really Happening here?*** |
| Talk about the unseen story of the images, think about how you would explain this to someone from outside your community. If there are people in the images, what is their role in the cooking process? | |
| **O** | ***How does this relate to Our lives?*** |
| Explain what these images say about attending a football match. Why did you take this particular image?  Explain what you want others to understand when viewing the image. | |
| **W** | ***Why does this problem, concern, or strength exist?*** |
| Talk about why things happen in this way. Has this always happened or have changes occurred over time? Does the image show usual or unusual behaviour? | |
| **E** | ***Can you Explain more about the role of the people?*** |
| Explain more about the role of people in the images; who is doing what and why is that particular person involved in the activity? | |
| **D** | ***What can we Do about it? ( may be more explored in STEP 4)*** |
| If these images can be used to illustrate something positive about alcohol consumption, explain how. If the images show something that could be improved, then suggest how this could be done.  Explore who has the power to facilitate any change in existing laws. | |

As the participants talk about their pictures some themes may arise: e.g. you may start making a pile of photos of people drinking, or the outside of pubs etc.

People may agree or disagree about alcohol use and the laws, harm, and benefits , that is OK, make sure you take plenty of notes and record with a digital recorder, so you can listen again later.

The goal is to come away at the end of the day with some piles of pictures that are related somehow.

**Wrapping up**

Thank participants for their time and contribution. Explain what will happen at next meeting of the photovoice group ( which is that we will look at each pile, see what stories those pictures tell, and also discuss what they believe can be done about particular issues. Always stress they can call you if they have questions at any time.

**STEP 4- ANALYSIS and DISCUSSION MEETING II**

***Before THIS day:***

* *The research assistant will listen to recordings and type up the notes from the previous sorting meeting, and review the loose categories compiled at last meeting*
* *Prepare powerpoints for each category and attach the pics that go on them with the description by participants, ready to present to participants at next meeting*

Introductions/ catch up

* Introductions to researcher ( moderator)and note taker and their role; enable participants to catch up since first meeting.
* Lay out ground rules for the meeting, treating others with respect, speaking one at a time etc.
* Explain role of the moderator and observer
* Explain why we are audio-recording of sessions. Explain what will happen with data afterwards.
* State the Arrangements for length of session, any planned breaks.

Discussions

1. Use the Power points and discuss with the participants, letting them decide which pictures are the best to represent each theme . Mark the chosen one on the slide.
2. Explain that since the aim of this research is to better understand the experience of football fans and their alcohol consumption on match days. The hope is that this could help inform policymakers make decisions about alcohol consumption at football and other sporting/cultural events. Therefore discuss the following with the participants:

* What does each category of image that we sorted tell us about alcohol use at football matches? (consider each category in turn and all the images selected)
* Do some of the images/category tell us something positive about the role of alcohol? What do they tell us? *(prompt as required: e.g. does it improve atmosphere?)*
* Do some of the images/category tell us something negative/ difficult/ damaging about the role of alcohol? What do they tell us? *(prompt as required: e.g. is it damaging for health? Does it create a less family-friendly atmosphere? Is everyone affected the same or some more than others?)*
* In your opinion who has the power to facilitate any change in the laws surrounding alcohol and football, and to make things better?

Concluding discussion

The moderator will verbally review the outcomes of the discussion and make sure that all agree that good understanding of these has been captured. Participants will be given the opportunity to make any final comments.

**Wrapping up**

Thank participants for their time and contribution. Explain what will happen to the photovoice data ( that we will go away and sort and analyse all that they have told us about the pictures and their views, and hope to re-present these findings to the footballing community). Distribute the agreed incentive as a thank you for taking part.