

February 16, 2021

Dear President/Secretary/Board Member/Committee Member,

Title of the study: Risk Management Practices in Community Sport Organizations

This letter is an invitation to participate in a research study about risk management practices in community sport organizations. Many community sport organizations (CSOs) consist of relatively informal management procedures and operate with a high level of trust among members. These procedures can make CSOs particularly vulnerable to fraud and other risks.

You are being invited to participate in an international research study across four countries (Canada, Australia, Germany, United States). In Canada, the study is led by Dr. Katie Misener from the Department of Recreation and Leisure Studies at the University of Waterloo. We are inviting CSO Presidents from a variety of sports across Canada.

You are being invited to participate in an online survey that takes approximately 15 minutes to complete. The survey consists of questions that will help us understand how risk is managed. A series of questions will also seek to understand the size and nature of the community sport organizations that participants are working in. Financial losses as a result of weak oversight present significant impacts to CSOs and their ability to continue to deliver sports programs to the community. Therefore, the findings of the research can be used to design and develop anti-fraud education and training resources for CSOs to help minimize their risk.

You will be completing the study via an online survey. The research survey is anonymous in that we do not ask for names or any identifying information. From the recruitment email, you will be asked to click on the link to the research survey and from there you will proceed to complete the survey online at a location that is convenient for you. Once you have clicked on the link to begin the survey, no names or identifying information will be collected.

Organization names and participants names will not appear in any report or publication resulting from this study. No personal identifications will be used in any publication for this study. Participation in this study is voluntary. You may decline to answer any question(s) you prefer not to answer by leaving them blank. Further, you may decide to end the survey at any time by simply closing your browser. Given that you will not be asked to input your name directly into the survey, please note that once you submit your responses it will not be possible to withdraw your data as the researchers will have no way of knowing which responses belong to you. Collected data will be securely stored by our Australian research partner (Dr. Graham Cuskelly, Griffith University) for a minimum of 7 years on a password-protected computer and in a locked office.



When information is transmitted over the internet, privacy cannot be guaranteed. There is always a risk your responses may be intercepted by a third party (e.g., government agencies, hackers). Additionally, please note that the survey platform may temporarily collect your computer IP address to avoid duplicate responses in the dataset.

This study has been reviewed and received ethics clearance through a University of Waterloo Research Ethics Committee (ORE#41882). If you have questions for the Committee contact the Office of Research Ethics, at 1-519-888-4567 or ore-ceo@uwaterloo.ca.

In appreciation of the time you have given to this study, you can enter your name into a draw for **one of five \$100 gift cards to Sport Chek**. We will be selecting five Canadian winners on **March 20, 2020**. Your odds of winning are based on the number of individuals who participate in the study. We expect approximately 150 individuals will take part in the study. Your contact information will only be used for this purpose and will be deleted once the draw has been made and summary report of the results has been sent. Information collected to draw for the prizes will not be linked to the study data in any way. To enter the draw, proceed to the thank you page at the end of the survey. If you win the draw, the gift card amount is taxable. It is your responsibility to report this amount for income tax purposes.

An appropriate result summary of this research can also be obtained if you choose to provide your email address separate to your survey responses to indicate your interest. It is anticipated that results of this research will be used in conferences or other presentations and published journal articles. The publication of this data will be done so in a way that does not identify you or allow third parties to identify you.

A check box is included in the online survey. You must check the "Continue Box" to agree to participate before you can continue on with the completion of the online survey. Checking off the continue box and completing the survey indicates your consent to participate in the study. By participating in this project, you are not waving your legal rights or releasing the investigators or involved institution from their legal and professional responsibilities.

If you have any questions regarding this study, or would like additional information to assist you in reaching a decision about participation, please contact Dr. Katie Misener by email at k.misener@uwaterloo.ca.

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