

**“GoSport – Promoting Good Governance in Sport
through Social Responsibility”**

Desk and Field Research Protocol

04/03/2020

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SHORT OUTPUT DESCRIPTION

The Intellectual Output (IO) 1 is led by KMOP with the contribution of Bulgarian Sports Development Association (Bulgaria), CESIE (Italy), Croatian Institute for CSR (Croatia) and CARDET (Cyprus), across a variety of tasks and activities and will last from 01/02/2020 to 31/07/2020. The objectives of IO1 are to conduct a comparative research report, which will be produced in the form of a paper that brings together results from desk-based (secondary) and field (primary) research. The research's main fields will focus on the ways different sports organisations interpret, manage and prioritise social responsibility issues within their organisations especially in terms of combatting violence and tackling racism, discrimination and intolerance and promoting human rights, social inclusion and equal opportunities. Research will be also based on how organizational governance influences social responsibility and vice versa as well as on the way social responsibility is communicated within sports organizations.

KMOP from Greece leads the IO1 and is responsible for the development of the present document including guidelines and tools for research as well as needs analysis. The aim of this document is to provide clear and standardised guidelines containing a set of rules and tips for the researchers resulting in uniform research procedures in all participating countries.

The ultimate aim is to prepare effective research tools able to produce suitable, high quality and exploitable results. Tools **will be translated in all partner languages**. Each partner will conduct at least 20 interviews with representatives of different for-profit and non-profit sports organizations such as semi-professional and amateur sports, multisport clubs and sports academies.

Activity 1.1: Development of the Desk and Field Research Protocol

The present document constitutes the research guide (27 pages) prepared by KMOP on February 2020. The goal of this activity is to:

- develop guidelines, common tools, and templates to facilitate the research;
- set rules and useful instructions so that all partners conduct concise research that will lay down the foundations of the project methodology.

The guide includes definition of research questions, methods, procedures and tools and is subject to changes, and updates in order to be finalised based on the most recent developments.

Activity 1.2: Desk and Field Research

The main aim of the desk and field research in Greece, Italy, Cyprus, Bulgaria and Croatia is to identify common issues and differences in order to build knowledge and understanding of sports organizations and relevant stakeholders such as research institutes, academies, policy makers etc on how different types of organisations interpret, manage and prioritise social responsibility issues within their organisations especially in terms of combatting violence and tackling racism, discrimination and intolerance and promoting human rights, social inclusion and equal opportunities.

The literature will be thoroughly reviewed and qualitative data will be collected from representatives of different sports organizations.

Desk and field research involves the following five tasks:

1. Desk research

Desk research includes the review and analysis of any relevant data and resources (action plans, reports, policy documents, previous surveys and research, previous studies and research, relevant projects etc.) in relation to sports organisations governance and social responsibility issues, priorities and tools. It will also include a review of the (C)SR policies of sports organisations in order to analyse whether they include objectives or psychological circumstances of marginalised communities, combatting discrimination in sport as well as promoting gender equality and human rights.

Suggested structure of the desk research (5 pages):

1. National legal framework in regards to discrimination/ violence and human rights protection in sports
2. Specific projects and policies on social responsibility issues that have been implemented by sports organizations and other relevant stakeholders
 - a) (C)SR policies of sports organizations and relevant stakeholders concerning actions and objectives aiming at improving social, cultural, educational and psychological circumstances of marginalized communities
 - b) (C)SR policies of sports organizations and relevant stakeholders on combatting discrimination in sports

- c) (C)SR policies of sports organizations and relevant stakeholders on promoting gender equality
 - d) (C)SR policies of sports organizations and relevant stakeholders on promoting and safeguarding human rights
3. (C)SR policies' evaluation and results
 4. Objectives, plans and future policies at a national level

Reporting: The Desk research will be included in the national report as the Introduction section.

2. Field Research

Field/secondary research **target groups:**

Representatives of different for-profit or non-profit sports organisations

- Semi-professional sports clubs
- Amateur sports clubs
- Multisport clubs
- Sports academies

Each partner should conduct 20 interviews or focus groups for 20 participants in total in each country. A mix of both could be applied.

Secondary research aims to identify social responsibilities strategies to assess how different sports organisations and relevant stakeholders interpret, manage and prioritise social responsibility issues within their organisations especially in terms of combatting violence and tackling racism, discrimination and intolerance and promoting human rights, social inclusion and equal opportunities. It also identifies the way organizational governance influences social responsibility and vice versa and how social responsibility is communicated within the organisations.

It will be carried out through **interviews or focus groups** in order to ensure flexibility for participants (for-profit and non-profit sports organizations such as semi-professional and amateur sports, multisport clubs and sports activities and relevant stakeholders). Each partner will carry out at least 20 interviews (total interviews = 100). Interviews can be carried out both on a one-to-one basis or in a focus group setting (4 focus groups/5 participants/per country), depending on the context of participants.

Suggested structure of the interview report (5 pages):

1. Introduction (a summary description of the Practical and Reporting Phase – 1 page)

- a) Participants (a description of the target groups + numbers)
- b) Social and Demographic characteristics of the respondents
- c) Scope and Duration (dates, time and place etc.)
- d) Processes involved (e.g. focus group or interview)

2. Key Outcomes (4 pages)

- a) Main points of the discussion
- b) Important findings regarding the followings topics: the implementation of social responsibility strategies to assess how they interpret, manage and prioritize social responsibility issues, especially concerning discrimination, social inclusion and human rights, how the organizational governance influences social responsibility and vice versa and how social responsibility is communicated.

3. Conclusions

A. Process for interviews:

a) Moderators/ Interviewers

Each partner should appoint at least one interviewer of its choice – a member of its own organization, of collaborating organizations, etc. – who is going to be briefed on the project, the aims of the interview and how to implement it.

As part of preparation, the interviewer should focus on how to introduce questions and topics in a conversational manner. Before the interview takes place, the interviewer should read all the questions thoroughly to ensure that is familiar with the topics and the structure of the discussion. The interviewer should also ensure that has printed all necessary materials and that the recording device is functioning as purposed.

The interviewer has the task of conducting the interviews with the participants, which involves:

- setting the scene, explaining the purpose of the interview;
- introducing participants to the topics for discussion;
- keeping the discussion on time and focused on the topics;
- summarizing discussions from time to time to check appropriate understanding of participant's comments;
- ensuring that all the key issues are addressed;
- ensuring that each participant received the proper information and signed a consent form.

Interviewers are kindly asked to follow the interview guide provided in Annex 2 but they are free to diversify it according to the processing of the interviews having as an objective to complete and cover the principal aspects of the conversation as presented in this report as well as in the interview guide.

b) Partners

Partners are responsible for:

- Recruiting the participants,
- Taking care of the logistics of the interview,
- Writing a comprehensive report about the participants and the results of the discussions
- The translation of the materials to be used. These are:
 - The invitations to participants.
 - The information sheet (see Annex 1).
 - The consent form (see Annex 2).
 - The welcome script (see Annex 3).
 - The questions (see Annex 4).

c) Logistics

- The duration of the interviews should be 30 to 60 minutes.
- The interview must take place in a comfortable room in a convenient location, meeting the needs of the participants.

d) Structure

Introduction phase

- Interviewer uses a prepared script to welcome participants, remind them of the purpose of the interview and also sets ground rules.
- Before proceeding, all participants should be informed that the conversation will be recorded. The participants should be aware that they are free to interrupt their participation at any moment. If they agree to continue, they should sign the consent form (see Annex 2). If they do not agree, notes will be kept by the interviewer.

Main phase

- Tell the participants when you have started recording and begun the interview.
- The interviewer introduces the topics of discussion. Remember that you are not merely seeking oral responses to a questionnaire, it is important to encourage open exchanges and discussion.

- Be careful to listen to what the participants are actually saying. If you are not clear what they mean, then ask them to explain further.
- Make sure that you cover all of the major questions before the end. However, you can choose how you ask a question or whether you ask some extra questions in order to get accurate information and enough details.

Concluding phase

- When you are ready to finish the session, ask the participant if there is anything else they would like to say, or any questions.
- Summarize the main points made during the interview.
- Thank them for their participation and switch off the data recorder.
- The participant should sign an attendance list (see Annex 5).

B. Process for focus groups (optional, if you decide to conduct research through focus groups):

a) Moderators/ Interviewers

Each partner should appoint at least one moderator/ interviewer and an assistant moderator (in case of FG) of its choice – a member of its own organization, of collaborating organizations, etc. – who is going to be briefed on the project, the aims of the FG and how to implement it.

As part of preparation the moderator should focus on how to introduce questions and topics in a conversational manner. Before the FG/ interview takes place, the moderator should read all the questions thoroughly to ensure that is familiar with the topics and the structure of the discussion. Moreover, the moderator should read the desk research. In addition, the moderator should ensure that has printed all necessary materials and that the recording device is functioning as purposed.

Moderator has the task of leading the focus group, which involves:

- setting the scene, explaining the purpose of the focus group;
- introducing participants to the topics for discussion;
- keeping the group on time and focused on the topics;
- encouraging participation from all the group members;
- summarizing discussions from time to time to check appropriate understanding of participants' comments;
- ensuring that all the key issues are addressed;
- ensuring that each participant received the proper information and signed a consent form.

b) Partners

Partners are responsible for:

- Recruiting the participants,
- Taking care of the logistics of the focus groups,
- At the end of the focus group, write a comprehensive report about the participants and the results of the discussions
- The translation of the materials to be used. These are, for both the Interviews and Focus Groups:
 - The invitations to participants.
 - The information sheet (see Annex 1).
 - The consent form (see Annex 2).
 - The welcome script (see Annex 3).
 - The questions (see Annex 4).

c) Logistics

- Duration of focus groups is anywhere from 45 to 90 minutes, beyond that most groups are not productive. Our foreseen time is 45 to 60 minutes.
- There must be five (5) participants and four (4) focus groups. This range gives room for a large enough scope of different viewpoints and opinions, while enabling all participants to make contributions without having to compete for 'air time'.
- Focus group must take place in a comfortable room in a convenient location
- A team consisting of a moderator and an assistant moderator usually conducts a focus group. While moderator facilitates the discussion, assistant takes notes and runs the tape recorder.

d) Structure

Introduction phase

- Moderator uses a prepared script (see Annex 3) to welcome participants, remind them of the purpose of the group and also sets ground rules.
- Before proceeding, all participants should be informed that the conversation will be recorded. The participants should be aware that they are free to interrupt their participation at any moment. If they agree to continue, they should sign the consent form (see Annex 2). If they do not agree, notes will be kept by the interviewer.

Main phase

- Tell the participants when you have started recording and have begun the Focus Group process.

- Invite each participant to introduce themselves. It is important to get basic information about participants in each focus group.
- Facilitator has to introduce the topic and encourage the participation of the participants. Remember that you are not merely seeking oral responses to a questionnaire, it is important to encourage open exchanges and discussion.
- Be careful to listen to what the participants are actually saying. If you are not clear what they mean, then ask them to explain further.
- Make sure that you cover all major questions on the Interview/ Focus Group Guide (see Annex 4) before the end. However, you can choose how you ask a question or whether you ask some extra questions in order to get accurate information and enough detail

Concluding phase

- When you are ready to finish the session, ask the participants if there is anything else they would like to say, or any questions.
- Summarize the main points made during the FG/ interview.
- Thank them for their participation and switch off the data recorder.

Reporting: The result of the field research (interviews or focus groups) will be compiled into the Field Research Report presented above respectively and included in the national report (see Activity 3: National Report).

Informed Consent must be given by all participants if they wish to participate at the research, and must be translated into the national languages. **Partners may use their organisation's consent form as long as the information to which they consent are the same with the proposed one in Annex 2.** Participants are allowed to keep a copy of their consent form if they wish to and partners should be prepared to provide them with a copy.

Activity 3: National Reports

The national report is a combination of the desk and field research analysis with conclusions and recommendations at the national level. Based on the five (5) national reports that will be compiled by the partners, KMOP will compile the comparative report by integrating the EU perspective.

The IO1 will consist of five (5) national reports (15 pages each), one from Greece, one from Cyprus, one from Bulgaria, one from Italy and one from Croatia. The five reports will include the analysis of the data indicating if there are CSR policies of sports organizations and relevant stakeholders and whether these policies aim at improving the social, cultural, educational or psychological circumstances of marginalised communities, combatting discrimination in sport, promoting gender equality as well as promoting and safeguarding human rights.

Suggested structure of the national report

1. Title & author details (full name & contact information)
2. Table of contents
3. Introduction (Desk research findings: 5 pages)
4. Methodology (Field research: 1 page)
 - Participants (a description of the target groups + numbers)
 - Social and Demographic characteristics of the respondents
 - Scope and Duration (dates, time and place etc.)
 - Processes involved (e.g. focus group/ interview)
5. Results (Field research findings: 4 pages)
 - Main points of the discussion
 - Important findings regarding the followings topics: the implementation of social responsibility strategies to assess how they interpret, manage and prioritize social responsibility issues, especially concerning discrimination, social inclusion and human rights, how the organizational governance influences social responsibility and vice versa and how social responsibility is communicated.
6. Conclusions (3 pages)
 - Summary of the main findings

- Comparison between desk and field research results
7. Recommendations (1 page)
 - National level
 8. References (1 page)
 9. Annexes

For the National Reports partners should use the template for publication that can be found [here](#).

Activity 4: Comparative research report

The IO1 will consist of a combined comparative research report (30 pages), developed by KMOP, which will also include common issues and differences among the findings of partner countries.

Style and referencing for the reports

Style guidelines

- Please use British, not American English.
- Font: Calibri 12, line spacing 1.15, after paragraph 6pt.
- Commas for decimal points, i.e. 97,85.
- Full stop for thousands, i.e. 1.000.000.
- Date format: dd/mm/yyyy.
- Footnote number should come before punctuation marks, i.e. It is proposed that A leads to B¹.

Reference guidelines

- To author in the text should be cited as follows: e.g.: (Mann 1993: 121); or: ...as suggested by Mann (1993: 121).
- List references alphabetically at the end of article.
- Footnotes: bottom of page, size 8 pt, single-spaced, Arabic numerals.
- Please use American Psychological Association (APA) reference guidelines.
Examples:
- **Book:** Author, A. (Year of Publication). Title of work. Publisher City, State: Publisher.
- **APA example:** Finney, J. (1970). Time and again. New York, NY: Simon and Schuster.
- **Newspaper:** Author, A. (Year, Month Date of Publication). Article title. Newspaper Title, pp. xx-xx.
- **APA example:** Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon. The New York Times, p. D5.
- **Website:** Author, A. (Year, Month Date of Publication). Article title. Retrieved from URL
- **APA example:** Simmons, B. (2015, January 9). The tale of two Flaccos. Retrieved from <http://grantland.com/the-triangle/the-tale-of-two-flaccos/>
- **Journal Article:** Author, A. (Publication Year). Article title. Periodical Title, Volume (Issue), pp.-pp.
- **APA example:** Nevin, A. (1990). The changing of teacher education special education. Teacher Education and Special Education: The Journal of the

Teacher Education Division of the Council for Exceptional Children, 13(3-4), 147-148.

For guidance, please visit: <http://www.bibme.org/citation-guide/apa/>

Proposed timetable

What?	Who?	When?
Research protocol v1	KMOP	17.02.2020
Feedback from partners	All but KMOP	24.02.2020
Research protocol v2	KMOP	28.02.2020
Preliminary desk research and national practicalities	All	31.03.2020
Finalisation of protocol	KMOP	10.04.2020
Desk research (1st part of national report)	All	29.05.2020
Recruitment of sports organizations	All	March 2020- May 2020
Field research	All	April 2020- June 2020
Draft National Reports to KMOP	All	10.07.2020
Feedback on reports	KMOP	17.07.2020
Final national reports	All	31.07.2020
Comparative report	KMOP	31.08.2020
Proof reading	CESIE	20.09.2020
Translations	All	15.10.2020
EU dissemination of the report	All	Ongoing after completion

Annexes

● **Annex 1: Information about the project**

The project 'GoSport - **Promoting good governance in sport through social responsibility**' aims at enhancing the capacities and awareness of sports clubs/organizations, professional and semi-professional sports teams and clubs on implementing good governance principles through social responsibility. Furthermore, it also aims at improving knowledge on how sport organisations interpret, manage and prioritise social responsibility issues within their organisations especially in terms of combatting violence, racism, discrimination and intolerance as well as encouraging social inclusion and equal opportunities by presenting the way social responsibility is communicated within sports organizations.

The current phase aims at gathering data, in order to obtain an insight of social responsibility policies carried out by different sports organizations and relevant stakeholders as well as the way they interpret, manage and prioritise social responsibility issues within their organisations.

Project partners

- KMOP (Greece)
- Bulgarian Sports Development Association (Bulgaria)
- CESIE (Italy)
- Croatian Institute for CSR (Croatia)
- CARDET (Cyprus)

Contact information

Name and contact information of the researcher and/ or project manager in each partner country.

- **Annex 2: Consent form** for interviews and focus groups (Partners may use their own consent forms, as long as they cover the same topics as the proposed consent form)

Consent Form

I, _____, hereby
declare that:

- I consent to participate in the interview, organized by **Partner's name**, in the context of the European project **“GoSport – Promoting good governance in sport through social responsibility”**, Erasmus + on the ways different types of organisations interpret, manage and prioritise social responsibility issues within their organisations especially in terms of **combatting violence and tackling racism, discrimination and intolerance and promoting human rights, social inclusion and equal opportunities**.
- I have been informed about the project and I have understood what the project is about and what it aims to achieve.
- I have been informed that the discussion will be recorded and that photos will be taken and that the recording and photos will be solely for internal use by the researchers for the recording and analysis of the data.
- I may choose not to answer any of the questions that I will be asked and may stop participating in the interview at any time I wish. During the interview, or at its end, I can ask to modify or remove some of my remarks.
- My name will not be published or communicated to anyone outside of the research team.
- The information I will provide will only be used for this study and for the exploitation of its results.
- Each participant should respect the personal data of the other team members. I fully understand that any information provided by me or the other members of the group should be kept confidential.
- My participation is voluntary and I am free to withdraw at any time, without giving any reason.
- I have received the invitation with the information, I have read it and I understand clearly the process that I will follow.

Place and date: _____

Participant's signature

Researcher's signature

● **Annex 3: Welcome script for field research**

Thank you for taking part to the field research of the project 'GoSport - **Promoting good governance in sport through social responsibility**' aims at enhancing the capacities and awareness of sports organizations on implementing good governance principles through social responsibility.

The current phase aims at gathering data, in order to obtain an insight of social responsibility policies carried out by different sports organizations and relevant stakeholders as well as the way they interpret, manage and prioritise social responsibility issues within their organisations.

The project partners are KMOP from Greece, Bulgarian Sports Development Association from Bulgaria, CESIE from Italy, Croatian Institute for CSR from Croatia and CARDET from Cyprus.

This interview should take approximately 30 minutes to be completed.

The interview will be recorded/transcribed. All information you provide is considered confidential; your name will not be included or, in any other way, associated with the data collected in the research. Furthermore, because our interest is in the average responses of the entire sample, you will not be identified individually in any way in written reports of this research. If you do not want the interview to be recorded, please inform the interviewer who will keep notes concerning your answers.

Before we start the interview, you are kindly asked to sign the consent form provided with the present document.

You should be aware that you are free to interrupt your participation at any moment. If you agree to continue, let's proceed with the signing of the consent form.

- **Annex 4: Guide for interviews** for different sports organizations and focus group questions (for-profit and non-profit sports organizations such as semi-professional and amateur sports, multisport clubs and sports academies)

Research topic	Questions	Insert summary of answers (key information)
<p>Introductory questions (these questions aim to identify the profile of the participants)</p>	<ul style="list-style-type: none"> ● <i>Age</i> ● <i>Sex</i> ● <i>Occupation</i> ● <i>Which sports organization are you representing?</i> ● <i>Are you working there? If yes, for how long?</i> ● <i>(For those who don't work in the organization) For how long have you been representing it or participating in the organization's projects?</i> ● <i>Is your organization/entity specialized in all kinds of sports or in a specific sport?</i> ● <i>Do you know what CSR and sustainability policies are?</i> ● <i>How would you prioritize the following topics? Discrimination, violence, social inclusion, marginalized communities, Social and cultural inclusion, Governance, compliance and anticorruption, Women in football, Accessibility and safety of venues, Fight against racism and discrimination, First team player behaviour, Youth education and engagement, Growth and safeguarding of young athletes, Healthy and active lifestyle through football,</i> 	

	<p><i>Fans dialogue and entertainment, First team player behaviour, Healthy and active lifestyle through sport, Institutional influence and sustainability leadership, Corporate Citizenship</i></p> <ul style="list-style-type: none"> • <i>What would you like to learn about social responsibility?</i> 	
<p>Desk research evaluation questions (this set of questions aims to respond to the main core of the project's subject, such as the (C)SR policies from sports' organizations, their objectives and future plans)</p>	<ul style="list-style-type: none"> • <i>Do you carry out any social responsibility policies? Or, do you know organizations/ entities carrying out social responsibility policies?</i> • <i>What are their main objectives? Which is the target group? What are the results you are observing?</i> • <i>Do you cooperate with other organizations?</i> • <i>Does the State encourage organisations in implementing SCR policies? Does it help you financially? Does EU funding help you?</i> • <i>Are you planning to implement new social responsibility policies? Or, are you aware of social responsibility policies that are going to be implemented in sports?</i> • <i>Could you state the main problems you are identifying in sports?</i> • <i>Do you consider that you are missing more knowledge from the field of SR in sport?</i> 	

	<ul style="list-style-type: none"> ● <i>Please rate the following topics, based on what would interest you to learn about SR (1= not interested at all, 2= neutral, 3= highly interested)</i> <p><i>Discrimination, Violence, Social and cultural inclusion Marginalized communities. Governance, compliance and anticorruption, Women in football, Accessibility and safety of venues, Fight against racism and discrimination, First team player behaviour, Youth education and engagement, Growth and safeguarding of young athletes, Healthy and active lifestyle through football, Fans dialogue and entertainment First team player behaviour, Healthy and active lifestyle through sport, Institutional influence and sustainability leadership Corporate Citizenship</i></p> <ul style="list-style-type: none"> ● <i>What kind of learning methodology you prefer in learning about SR:</i> <ul style="list-style-type: none"> <i>a) a learning course</i> <i>b) an e-course (webinars)</i> <i>c) pdf learning material with good examples</i> <i>d) seminar or conference</i> <i>e) platform for networking and good examples</i> ● <i>Would you consider going to a learning course / event / visit platform on SR in sport?</i> 	
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<p>Specific questions about sports and discrimination (this brief set of questions aims at identifying existing policies fighting against discrimination in sports)</p>	<ul style="list-style-type: none"> ● <i>Have you ever witnessed incidences of racism or discrimination in sports? If yes, among who?</i> ● <i>Do you carry out (or are you planning to carry out) any anti-discrimination policies? Or, are you aware of anti-discrimination policies that are carried out by other organizations/entities? How would you evaluate their work? What do you think should change?</i> ● <i>Do you adopt positive discrimination measures?</i> 	
<p>Specific questions about sports and violence (this brief set of questions aims at identifying existing sports related policies that opt to reduce violence)</p>	<ul style="list-style-type: none"> ● <i>Have you witnessed violence in sports in general and in your club more specifically? If yes, among who? (for ex. among players, fans, players and coaches etc.)</i> ● <i>Where can you report them?</i> ● <i>Do you carry out (or are you planning to carry out) any anti-violence policies? Or, are you aware of anti-violence policies that are carried out by other organizations/entities?</i> 	
<p>Specific questions about sports and social inclusion/human rights (this brief set of questions aims at identifying</p>	<ul style="list-style-type: none"> ● <i>Which are the most effective initiatives/ practises in order to eliminate discrimination/ violence and other social issues?</i> ● <i>Do you promote people's social inclusion and human rights through sports events and/or policies? Or, are you aware of policies and/or events promoting human rights and/or social inclusion?</i> 	

<p>existing policies promoting social inclusion and human rights protection in sports)</p>	<ul style="list-style-type: none">• <i>Are CSR policies an important pillar of the work and activity of sports organizations?</i>	
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- **Annex 5: Desk research report**

Report

Name of the organization – Country

Please use this format to develop your desk research report. Please use the following structure to develop your desk research report. The report should be maximum 5 pages long and must review and analyse all relevant data and resources (legal framework, action plans, reports, policy documents, previous surveys and research, previous studies and research, relevant projects etc.) in relation to sports organisations governance and social responsibility issues, priorities and tools.

1. National legal framework in regards to discrimination/ violence and human rights protection in sports
2. Specific projects and policies on social responsibility issues that have been implemented by sports organizations and other relevant stakeholders
 - a) (C)SR policies of sports organizations and relevant stakeholders concerning actions and objectives aiming at improving social, cultural, educational and psychological circumstances of marginalized communities
 - b) (C)SR policies of sports organizations and relevant stakeholders on combatting discrimination in sports
 - c) (C)SR policies of sports organizations and relevant stakeholders on promoting gender equality
 - d) (C)SR policies of sports organizations and relevant stakeholders on promoting and safeguarding human rights
3. (C)SR policies' evaluation and results
4. Objectives, plans and future policies at a national level

- **Annex 6: Field research report**

Report

Name of the organization – Country

Please use this format to develop your field research report. Please use the following structure to develop your field research report. The report should be maximum 5 pages long and must depict the overall feedback from the interviewer and the participants in the activities.

1. Introduction (a summary description of the Practical and Reporting Phase – 1 page)

- e) Participants (a description of the target groups + numbers)
- f) Social and Demographic characteristics of the respondents
- g) Scope and Duration (dates, time and place etc.)
- h) Processes involved (e.g. interview tools, equipment)

2. Key Outcomes (4 pages)

- c) Main points of the discussion
- d) Important findings regarding the followings topics: the implementation of social responsibility strategies to assess how they interpret, manage and prioritize social responsibility issues, especially concerning discrimination, social inclusion and human rights, how the organizational governance influences social responsibility and vice versa and how social responsibility is communicated.

3. Conclusions

● **Annex 7: National Report Structure**

Please use the following structure to develop your National Report. The report should be maximum 15 pages long and must combine the desk and field research with conclusions and recommendations at a national level. Please use the publication template for the final version of your national report. The template can be found [here](#).

1. Title & author details (full name & contact information)
2. Table of contents
3. Introduction (Desk research findings: 5 pages)
4. Methodology (Field research: 1 page)
 - Participants (a description of the target groups + numbers)
 - Social and Demographic characteristics of the respondents
 - Scope and Duration (dates, time and place etc.)
 - Processes involved (e.g. training tools, equipment)
5. Results (Field research findings: 4 pages)
 - Main points of the discussion
 - Important findings regarding the followings topics: the implementation of social responsibility strategies to assess how they interpret, manage and prioritize social responsibility issues, especially concerning discrimination, social inclusion and human rights, how the organizational governance influences social responsibility and vice versa and how social responsibility is communicated.
6. Conclusions (3 pages)
 - Summary of the main findings
 - Comparison between desk and field research results
7. Recommendations (1 page)
 - National level
8. References (1 page)
9. Annexes