

Loddon Mallee Region (LMR) Move It Project: Evaluation and Research		
The following researchers will be conducting the study:		
Role	Name	Organisation
CI	Irene Blackberry	John Richards Centre for Rural Ageing Research, La Trobe University
Co-investigator	Tshepo Rasekaba	John Richards Centre for Rural Ageing Research, La Trobe University
Research funder	Loddon Mallee Region Move It Project Partnership (SportAus Grant administered by Macedon Ranges Shire Council)	

1. What is the study about?

You are invited to participate in this evaluation of the Loddon Mallee Region (LMR) Move It Project. The program you are involved in has been funded under the LMR Move It Project. We hope to learn the extent to which the LMR Move It Project, its funded programs and activities support increased participation in sports and recreational physical activity amongst inactive Australians. We also hope to understand the processes and learnings from implementation of the LMR Move It from a provider perspective.

2. Do I have to participate?

Being part of this study is voluntary. If you want to be part of the study, we ask that you read the information below carefully and ask us any questions.

You can read the information below and decide at the end if you do not want to participate. If you decide not to participate this won't affect your relationship with La Trobe University or the organisation that provides the sports and recreational physical activity program you attend.

3. Who is being asked to participate?

You have been asked to participate because:

- You were an employed or volunteer provider/facilitator of the physical activity program provided by your organisation under LMR Move It.

4. What will I be asked to do?

If you want to take part in this study, we will ask you to:

- Complete brief evaluation surveys following training workshops (Community of Practice sessions) provided by LMR Move It. This will take about 2-3 minutes of your time at a time
- Participate in one of three focus groups (with 5 to 6 peers) lasting about an hour each. The focus groups will be conducted online via video conference to mitigate vast geographic constraints. The focus groups are planned after 30 September 2020 when all LMR Move It programs are scheduled to finish. We will contact you closer to time.

5. What are the benefits?

The study itself may not have direct benefits to you. The expected benefits to society in general are that we will learn whether LMR Move It has achieved its aim of encouraging previously inactive people to participate in sports and recreation physical activities, and the processes and challenges of implanting LMR Move It which may inform similar future programs particularly for people over the age of 64 and live in rural and regional communities.

6. What are the risks?

With any study there are (1) risks we know about, (2) risks we don't know about and (3) risks we don't expect. If you experience something that you aren't sure about, please contact us immediately so we can discuss the best way to manage your concerns.

Name/Organisation	Position	Telephone	Email
Tshepo Rasekaba, La Trobe University	LMR Move It Evaluation Project Manager	0478 012 751	t.rasekaba@latrobe.edu.au

We have listed the risks we know about below. This will help you decide if you want to be part of the study.

- Some discomfort with sharing your opinions and experiences in a group

7. What will happen to information about me?

We will **collect** information about you in ways that will not reveal who you are.

We will **store** information about you in ways that will not reveal who you are.

We will **publish** information in a report or potentially a peer review journal, but this will be group information in ways that will not be identified in any type of publication from this study.

We will **keep** your information for 7 years after the project is completed. After this time, we will destroy all of your data.

The storage, transfer and destruction of your data will be undertaken in accordance with the [Research Data Management Policy](https://policies.latrobe.edu.au/document/view.php?id=106/) <https://policies.latrobe.edu.au/document/view.php?id=106/>.

The personal information you provide will be handled in accordance with applicable privacy laws, any health information collected will be handled in accordance with the Health Records Act 2001 (Vic). Subject to any exceptions in relevant laws, you have the right to access and correct your personal information by contacting the research team.

8. Will I hear about the results of the study?

We will let you know about the results of the study by a summary report that will be made available through the program you involved in.

9. What if I change my mind?

You can choose to no longer be part of the study at any time until [four weeks] following the collection of your data. You can let us know by:

1. Completing the 'Withdrawal of Consent Form' (provided at the end of this document);
2. Calling us; or
3. Emailing us

Your decision to withdraw at any point will **not** affect your relationship with La Trobe University or the organisation that provides the program you are involved in.

When you withdraw, we will stop asking you for information. Any identifiable information about you will be withdrawn from the research study. However, once the results have been analysed, we can only withdraw information, such as your name and contact details. If results haven't been analysed, you can choose if we use those results or not.

10. Who can I contact for questions or want more information?

If you would like to speak to us, please use the contact details below:

Name/Organisation	Position	Telephone	Email
Tshepo Rasekaba, La Trobe University	LMR Move It Evaluation Project Manager	0478 012 751	t.rasekaba@latrobe.edu.au

11. What if I have a complaint?

If you have a complaint about any part of this study, please contact:

Ethics Reference Number	Position	Telephone	Email
HEC19401	Senior Research Ethics Officer	03 9479 1443	humanethics@latrobe.edu.au

1. Implied Consent Statement – Declaration by Participant

The John Richards Centre for Rural Ageing Research, La Trobe University, is an independent evaluator of the LMR Move It project. The evaluation has been granted ethical approval by the La Trobe University Human Research Ethics Committee (**approval number HEC 19401**). As a provider/facilitator (employee or volunteer) of the sports and recreation physical activity program funded under LMR Move It in your community, you are:

1. Asked to complete brief (approximately 3 minutes) evaluation surveys before and after Community of Practice sessions.
2. You are also invited to participate in one focus group of your choice (three groups are planned) which will take place online via videoconference and you will be in attendance with 5-6 other individuals.

By completing and returning evaluation surveys, you confirm that you have read and understood the 'Participant Information Statement' and you are voluntarily agreeing to the information you provide being used only for the specific evaluation of LMR Move It.

2. Consent for Focus Group – Declaration by Participant

If you are happy to be contacted for participation in a focus group, please tick the box below and provide details

Yes, I give consent to be contacted for a focus group (please provide details below).

Name:

Contact Number:

Signature:

Date:

Withdrawal of Consent

I wish to withdraw my consent to participate in this study. I understand withdrawal will not affect my relationship with La Trobe University or any other organisation or professionals listed in the Participant Information Statement. I understand the researchers cannot withdraw my information once it has been analysed, and/or was collected as part of a focus group.

Notwithstanding the limitations and exceptions, my withdrawal includes (tick the box that applies)

- Data/information I provided via workshops evaluation surveys
 Data/information from the focus group

I understand my information will be withdrawn as outlined below:

- ✓ Any identifiable information about me will be withdrawn from the study
- ✓ The researchers will withdraw my contact details so I cannot be contacted by them in the future studies unless I have given separate consent for my details to be kept in a participant registry.
- ✓ The researchers cannot withdraw my information once it has been analysed, and/or was collected as part of a focus group

I would like my already collected and unanalysed data

- Destroyed and not used for any analysis
 Used for analysis

Participant Signature

Participant's printed name	
Participant's signature	
Date	

Please forward this form to:

CI Name	Dr Tshepo Rasekaba
Email	t.rasekaba@latrobe.edu.au
Phone	0478 012 751
Postal Address	John Richards Centre for Rural Ageing Research La Trobe Rural Health School, La Trobe University PO Box 821 Wodonga VIC 3689