

**DIRECTIONS FOR ADMINISTRATION OF SURVEY INSTRUMENT
FOR THE 2020 NCAA NATIONAL SURVEY ON
COLLEGIATE WAGERING AND SOCIAL ENVIRONMENTS**

1. The faculty athletics representative (FAR) at each NCAA member school participating in this study will receive the following materials:
 - Notification of study approval by NCAA Research Review Board (RRB);
 - Notification of the sports to be surveyed at each school (see cover memo);
 - Copies of the survey instrument;
 - Directions for administration of the survey instrument with a scripted statement for the FAR;
 - A contact information sheet for distribution to the student-athletes; and
 - Pre-printed packages for shipment of surveys to an independent processing company.

2. This study has been reviewed and approved for human subject considerations by the RRB. Individual campuses may still ask that this study be reviewed by their local institutional review board (IRB). It is the responsibility of the FAR on each campus to ensure that institutional policies are followed.

The FAR is asked to make arrangements with the athletics department to schedule a session to survey all student-athletes on team(s) selected for participation in the study.

The survey should be administered by the FAR in a group setting with all members of the team(s) that are participating in the study present. If the FAR is being asked to survey more than one team, she or he may survey each team separately or combine the teams into one group. The time, date and location of the survey administration session should be made known to all student-athletes on the team(s) being surveyed. Most student-athletes should be able to complete the survey within approximately 30 minutes but FARs should secure a room for 45 to 60 minutes.

ALL SURVEYS SHOULD BE ADMINISTERED AND RETURNED BY June 1, 2020.

3. Sufficient copies of the surveys should be included in each packet. Kelsey Gurganus (kgurganus@ncaa.org; 317/917-6566) at the NCAA national office should be notified if additional copies are needed. The FAR should not photocopy additional surveys as the scanning devices will not be able to read responses on photocopied forms.

The FAR will place the pre-printed, pre-paid return package supplied by the NCAA's survey vendor in a convenient location in the room where the testing is being done so that each student-athlete may place his/her completed survey directly into that package without anybody else handling the survey. **Completed surveys should not be handled by the FAR or anybody else in the room.**

4. Before administering the surveys, the FAR should obtain a contact phone number for a campus or local counseling service that will offer free or low cost counseling to any student-athlete who may wish to speak with a counseling professional. This contact information should be clearly posted in the room in which the surveys are administered to supplement the national contact information sheet that is to be distributed to the student-athletes.
5. The FAR should bring No. 2 pencils or pens with dark ink for use by student-athletes during the survey administration. The survey must not be completed in red ink.
6. The FAR and any assistants from his/her staff will administer the survey to the student-athletes. All staff from the athletics department (e.g., coaches) should leave the room before the survey is distributed. The FAR will read the attached scripted statement to the student-athletes detailing the purpose of the study and directions for the completion of the survey. Student-athletes who are not yet 18 years of age should be thanked for their time, but excused from survey participation and asked to leave the room.

The FAR should explain the survey instrument to the student-athletes, describe the purpose of the national study and note that responses will not be personally identifiable once the survey is turned in. The student-athletes must be informed that participation in the survey is entirely voluntary and that they are free to turn in their survey at any time during the testing procedure. Student-athletes who do not wish to complete the survey in its entirety may complete only those questions they wish to answer (if any) and return the survey to the pre-printed return package. Student-athletes should be advised that the NCAA will begin publishing aggregate results of the survey in fall 2020. Those results, reports from previous NCAA studies and other student-athlete survey data are available to them via the NCAA website at www.ncaa.org/research.

The FAR will inform the student-athletes that they should place their completed surveys directly into the return package that is addressed to the survey processing company. Nobody, including the FAR, other teammates, or any member of the athletics department should handle any student's survey. The FAR should remain in the room to answer any questions that may arise.

7. The last student-athlete present should place his or her survey into the return package and seal the package. All surveys that are handled by a student-athlete (completed or not completed) should have been placed in the package. All survey forms must be returned before the student-athletes leave the session. Extra surveys not administered to the student-athletes can be destroyed by the FAR.
8. The FAR will send the sealed package of surveys to the survey processing company in the pre-printed, pre-paid return package supplied by the vendor.
9. Questions regarding administration of the surveys should be referred to:

Kelsey Gurganus, Assistant Director of Research, kgurganus@ncaa.org (317/917-6566)

The NCAA research department thanks you for your assistance with this important research project!

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SCRIPTED STATEMENT FOR FACULTY ATHLETICS REPRESENTATIVE

Instruct the students not to begin the survey until you finish reading the following statement:

Thank you for your participation in the 2020 NCAA National Survey on Collegiate Wagering and Social Environments. Your participation in this study is greatly appreciated.

If there is anyone here who is under 18 years of age, you are excused from participation in this study and should leave at this time. Thank you for your time.

This is a short survey with two major sections. In the first section, you will be asked for opinions on issues about gambling and college sports wagering. In the second part, you will be asked to relate how you feel about your social experiences on this campus. Your responses will be used by the NCAA to formulate effective strategies for programming, education and intervention among student-athletes, coaches, administrators and faculty.

Participation in this study is completely voluntary. You may choose not to answer any question, or to discontinue your participation at any time without penalty. Your voluntary completion of this study constitutes your informed consent to participate. This survey should take about 30 minutes, on average, to complete. When you have finished the survey, please place it in the return package located here. (*Show student-athletes where the package is located.*) The last person to complete their survey will be asked to seal the package to ensure that it is ready to be mailed and that nobody else has access to the completed surveys. Nobody besides you will handle your survey. **Do not return any surveys directly to me.** All surveys, whether you have completed them or not, should be put directly into the return package.

For this study to help future student-athletes, it is important that the responses you give be thoughtful and honest. **This information is being collected anonymously. We will not ask you to identify yourself or your school. That means nobody, including the NCAA or the researchers, will know your identity or be able to match your responses to your team or your school. The study protocols were designed specifically to help you maintain complete anonymity.** Do not write your name or your school's name anywhere on the survey form.

The surveys will be sent directly to an independent company for scanning and will be destroyed once a research database has been created. Results will only be reported in terms of national and subgroup (for example, sport, division, whether your state has legalized sports wagering) averages and trends. National reports from previous student-athlete surveys are available from the NCAA's website (the address is listed at the end of your survey). We hope you will take a look at these interesting data provided by previous student-athlete participants.

Some of the questions in this survey deal with personal topics. You do not have to answer any question that you do not wish to answer. You have received a contact information sheet with information on national support organizations. I have also posted the contact number for a local counseling center in case you should feel the need to discuss any issues raised by this survey. Thank you again for your participation in this very important study. Remember that you should not write your name or school name on your survey. Please take a few minutes now to complete the survey.