

Dear Athletic Directors,

We so appreciate your collaboration on this research study and are really looking forward to working with you in the upcoming months. As discussed, we are hoping to begin this project at the start of the winter sports season. Below we have itemized what your role as an Athletic Director will entail for each sports season (Spring 2015, Fall 2015, Winter 2015):

- Distribute Coaches Letter and “Coaching Boys into Men” Introduction Sheet and Coaches letter to Middle School Coaches (see attached).
- Assist research team in making initial contact with the head coach of each sport
- Help identify a date/location for the “Coaching Boys into Men” implementer training (INTERVENTION SCHOOLS ONLY).
- Help research team identify a date when we will likely be able to reach many parents (a parent orientation for the winter sport season, for example) to distribute parent information letters and study participation consent forms.
- Communicate with coaches about the importance of making sure that ALL athletes return the parent info letter/consent form (whether the parent has given their child permission to participate or has decided to opt their child out of survey participation). When necessary, we will be asking Athletic Directors to have coaches tell athletes that they will be unable to practice until their forms have been returned to coaches.
  - \*Of note, even if a parent does not give their child permission to participate in the pre and post season surveys, the student will still be exposed to the Coaching Boys into Men program at sport practice (INTERVENTION SCHOOLS ONLY).
- Help secure a space for athlete survey administration (preferably a computer lab where surveys can be administered online).
- Continued communication with research team and coaches throughout the sports season to ensure that coaches feel supported (INTERVENTION SCHOOLS).
- When necessary, troubleshooting with the research team if any unforeseen issues arise (i.e. if the research team is having trouble contacting a control school coach at the end of the sports season).

Feel free to contact Samantha Ciaravino, the Research Coordinator on this project, (email: [ciaravinos@upmc.edu](mailto:ciaravinos@upmc.edu); phone: 412.692.7982) or myself, the lead researcher, (email: [elizabeth.miller@chp.edu](mailto:elizabeth.miller@chp.edu); phone: 412.692.8504) with any questions or concerns that may arise.

This research on violence prevention could not happen without your cooperation, support, and commitment to addressing this issue. We appreciate your partnership so very much.

Sincerely,



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