

**Supplement 1**

<b>Code number allocated to the participant:</b>	
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Date \_\_\_\_\_ Time beginning \_\_\_\_\_

 Confirm receipt of PLIS and completion of consent form Confirm it is okay to audio record the interview Housekeeping:

- *research is looking at the different reasons why sports clubs/facilities decided to take part in the Victorian Government's Defibrillator for Sporting Clubs and Facilities Program (The Defib Program for short.)*
- *also looking to understand your experiences after participation in the Defib Program that will be useful to inform its future delivery, particularly on how you incorporated the new information into daily routines.*
- *The research is being conducted on behalf of the Victorian Government. They have provided funding to us for its conduct but they will not be involved in the analysis or reporting of the findings.*
- *Your responses will be confidential, identifiable only to members of the research team.*
- *Your participation in this research is voluntary and your responses will have no impact on your involvement in the Defib program.*
- *You can withdraw your consent to participate at any time, without giving us a reason, and we will remove your data, as long as this is communicated to us before we start the analyses.*
- *Can you please confirm for me that you understand the information that has been provided to you and that you are happy to participate in this interview?*
- *Finally, please confirm for me that you are aware the interview is being audio recorded for transcription purposes.*
- *in terms of the interview– you should provide responses from your own perspective but, where appropriate, you might like to respond in a manner that is more in line with being on behalf of your club/facility. Where important, do try to indicate if you are giving your own or your club's opinion. There are no right or wrong answers, just your experiences and perspectives. Apart from this initial information, the idea is that you do most of the talking today – there are some topic areas that I will guide you towards but it is your ideas that are most important.*

**Understanding the context** (some brief questions to settle interviewees nerves)

- *To start with, tell me a little about your club/facility?*
- What sport(s) are included?
- Do you train/play at the same venue or are the locations spread out?
- How many members/participants in the club?
- Do you hold other events, not just your 'sport,' at your club/facility?
- How is the club/facility structured?
  - Do you have a board of directors? Staff or volunteers?
- What is your role in the club? (e.g. director, coach, manager, medical provider etc)
  - Are you a volunteer or staff member?

**Experiences with the DSCF program**

- *I'd like to talk more specifically next about your club's involvement in the defibrillators for sporting clubs and facilities program"*
- How did you find the process after your application was successful?
  - Was it straightforward? What steps were followed?
- Can you tell me where the Defib is currently located?

- Why was it installed there? Was it your first choice location? Who was involved in that decision?
- Has your Defib been registered with Ambulance Victoria?
  - If no, why not? Are you planning to?

#### Medical emergency planning

- *Let's talk about your club's medical emergency plans*
- Does your club have any formal safety policies or medical emergency management plans?
  - Prompt for example. Others?
- Do club members know about these policies?
- Where are these policies or plans located?
- After participation in the Defib program, has your club made any changes to your medical emergency plans?
  - If yes, what changes were made?
  - If no, why not? Are you planning on making any changes? Do you see any difficulties with this?
- Do you have a plan for the maintenance of the Defib?
  - If yes, what does this involve?
  - If no, why not? Are you planning on developing a maintenance plan?

#### Communication with club members and visitors

- Has the club communicated to members that there is now an AED available for use in emergency situations?
  - If yes, how was this communicated? What kind of information was shared? Are you planning on more communication in the future?
  - If no, why not? Are you planning on doing this in the future?
- How is the availability of the Defib communicated to visitors and members of the public?
- Do you believe the Defib easily located by members and the public for use in an emergency?
- Do you believe the signage adequate?

#### Final questions to wrap up:

- Because of this program, are you doing anything differently?
- How valuable has the program been so far?
- Would you encourage others to participate?
- Have there been any unintended or unexpected things occur as a result of participating in the program?
- Are there any other things regarding the program that you would like to comment on?
- Is there anything discussed that you are concerned by either personally with your own feelings or are there any particular responses you are unhappy to have provided?

#### Remind contact details and use of results

**Remind withdrawal of results** *You can also withdraw your consent to participate at any time, without giving us a reason, provided this is communicated to us before we have started to analyse the data and results*

**Time completed** \_\_\_\_\_