PARTICIPANT INFORMATION SHEET for Choir Leaders (non-ATN)

Project: Exploratory Choir Experience Survey

Principle Researcher: Professor Nancy November, Faculty of Creative Arts and Industries, Music

Co-investigator: Associate Professor Te Oti Rakena, Faculty of Creative Arts and Industries, Music

Student Researcher: Kate Bell

This survey is being undertaken by Kate Bell, a PhD student in the Music Department of the Faculty of Creative Arts and Industries at the University of Auckland. Kate is also a professional choral director and the founder of the All Together Now group of choirs. Supervisors are Professor Nancy November and Associate Professor Te Oti Rakena.

This Exploratory Choir Experience Survey is an initial survey to gain insight into the perspective of singers in community choirs, and to identify areas for further research. Most previous research into community choirs has focused on the views of choral directors and professionals; my PhD aims to explore ways in which we can enable the participation of amateur singers in community choirs and enhance their experience, as well as balancing the musical and social goals of such choirs. The ideas and experiences of present and past members of community choirs are an important part of this research, so I am seeking some initial signposts from them.

You are asked to invite the members of your choir (past and present) to participate by filling in a short, online questionnaire which should take no more than 10 minutes to complete.

Participation for your members is entirely voluntary, and their choice to participate or not should not impact on their relationship with the choir, or with you, the choir leader or the management of the choir in any way.

One of the reasons for this is that each person’s participation will be anonymous: IP addresses will not be recorded, and participants will not be asked for any identifying information. The questionnaire has been designed to allow participants to comment without identifying themselves, and the web-based Qualtrics software platform (through the University of Auckland) will be set not to record IP addresses.

Data will not be provided to me by Qualtrics in any way which could identify any participant or the choir they belong to.

All participants are invited to discuss this survey and any responses they might make to it with anyone they wish, including family members and fellow choir members.

If they begin the survey and then choose not to continue, they are under no obligation to submit information they have already entered. They may, at any time, delete anything they have written and close the survey without submitting it, without giving a reason for their change of mind. Once the survey has been submitted, it will not be possible to delete any person’s comments from the data set, as we will not be able to connect any person with anything they have said.

If anonymity is breached by anything a participant chooses to say, any connection between the participant and their comments will be removed from any data which is then made available outside the research team, at this stage or any later stages of this research project. The survey is designed to avoid collecting any information which could identify participants and their choir, and there are reminders not to supply this kind of detail. However, if any such information is given inadvertently, it will be removed from data prior to analysis.

We will, therefore, be unable to distinguish comments about particular choirs whose members participate and unable to report feedback on your individual choir.

Data from this survey will be held on a secure, password-protected University of Auckland computer and only the researchers will have access to it. It will be held for the required minimum period of 6 years but might be held for longer if it is considered that it might be of interest to other researchers beyond its incorporation into my PhD thesis. It might also form part of any presentations or articles which are written during the course of this study, but the same guarantees of anonymity and confidentiality as stated above will continue to apply, as no identifying information will be included.

We are encouraging participants to approach their choir management or conductor in the first instance if they find that during the course of answering this survey any unresolved issues surface concerning their experiences in a choir. We have assured them that most choir leaders and managers welcome feedback and are keen to resolve any issues members have had. In addition, we have referred them to the New Zealand Choral Federation’s complaints procedure which be downloaded here: <https://nzcf.org.nz/resources/policies/> We have also supplied contact details for the University of Auckland counselling services.

We would like to seek your assurance that, if you choose to pass this invitation on to your members, no pressure to participate will be applied or implied, and that their choice to do so or not will not affect their membership of the choir, nor their relationships with its leadership.

If you are willing to extend an invitation to your members to participate in this research, in order for us to provide this reassurance to them, we ask you to complete the attached Consent Form, scan and email back to me at my university email address: [khay009@aucklanduni.ac.nz](mailto:khay009@aucklanduni.ac.nz)

If you have any questions or concerns, please contact me at that email address or call me on 0204 057 4854 (All Together Now office) and I will be happy to answer questions or provide further explanation.

You may also contact my supervisor, who is named as Principal Researcher for this projector, Professor Nancy November: 09 373 7599 Ext 87461 Email: [n.november@auckland.ac.nz](mailto:n.november@auckland.ac.nz).

Alternative contacts are my co-supervisor, Assoc Professor Te Oti Rakena: 09 373 7599 Ext 85856 Email: [t.rakena@auckland.ac.nz](mailto:t.rakena@auckland.ac.nz). Or the Head of the School of Music, Dr David Chisholm: 09 373 7599 Ext 85916 Email: [david.chisholm@auckland.ac.nz](mailto:david.chisholm@auckland.ac.nz)

Kind regards

Kate Bell

For any concerns regarding ethical issues you may contact the Chair, the University of Auckland Human Participants Ethics Committee, Office of Strategy Research and Integrity, University of Auckland, Private Bag 92019, Auckland 1142. Telephone 09 373-7599 ext. 83711. Email: [humanethics@auckland.ac.nz](mailto:humanethics@auckland.ac.nz)

Approved by the University of Auckland Human Participants Ethics Committee on 27/02/2023 for three years. Reference Number UAHPEC24943