



Exercise Team Terms of Reference

Team/Working (Project) Groups

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Background

The Canadian Disability Participation Project (CDPP) is a research partnership of 43 academics from across Canada, the United States and England and 31 partners from Canadian sport, exercise and play organizations and academic institutions. The CDPP Principal Investigator is a faculty member in the School of Kinesiology and Health Studies. The CDPP is funded through a 7-year research grant from the Social Science and Humanities Research Council. The goal of CDPP is to develop, test, implement and nationally disseminate, evidence-based programs that create quality sport, exercise and play participation for children, youth and adults with physical, intellectual, and sensory disabilities.

Mission, Vision and Values

Success Statement: In 7-years, we will know our partnership has been successful if physical activity is a quality experience for people with a disability living in Canada.

To be successful, we will:

- **Partner.** We will meaningfully engage academic partners, community partners and people with lived experience of disability to conduct, disseminate and implement research.
- **Innovate.** We will conduct innovative research generating new knowledge and evidence-based tools and resources to create quality experience in sport, exercise, and play for people with disabilities.
- **Build capacity.** We will develop competent leaders in quality participation and physical activity research, knowledge translation and practice while

valuing the well-being of and ensuring a quality experience for all partnership members.

CDPP Exercise Team- Background

Purpose and Values of Exercise team

1. **Transparency for decision making:** to communicate openly and honestly about our work, our progress, and our process for shared decision making. Having a team that demonstrates transparency promotes candid discussions and improves efficiency when making decisions.
2. **Collaboration:** to work together as a group toward a common goal. This collaboration should be done respectfully by support and acknowledging each group member's experience and expertise.
3. **Shared expertise and information:** to transfer and exchange information, ideas, experiences, and knowledge to improve efficiency.

Decision making process:

The following structures were voted as to ways to facilitate decision making process within our team:

- Decision tree: Establish clearly and visually the steps to follow when making decisions. This decision tree is outline in the governance structure. The development of the working groups will establish co-leads to work on specific activities. These co-leads will work with the Exercise team leadership to validate that activities/research projects align with the mission, vision, and values of CDPP. The Exercise team leadership may consult with the CDPP leadership if they have questions about alignment of proposed activities with CDPP's mission, vision, and values.
- Voting: The larger exercise team members and/or working group leads will use votes to choose which project to do first or to make other decisions. The votes will help guide the Exercise Team leadership and the working group leads to prioritize project based on the needs/opinions of the membership.

Other tools that may be used:

- Open discussion during meetings

- Equal opportunity to be involved: Any Exercise Team member can lead or join a working group
- Clear expectations and requirements, facilitated by the term of reference and working group plans

Expectations:

In fulfillment of purpose, *all* members will:

- Develop and maintain relationships amongst team members based on trust, respect, dignity, and transparency.
- Share in decision-making.
- Engage in open, honest, and responsive communication.
- Recognize, value, and share their diverse expertise and knowledge.
- Be flexible and receptive in tailoring the research approach to match the aims, values, and milestones of the CDPP.
- Involve a community partner as one of the leads in a working group of a project.
- Consider and contribute to an environment that provides benefit to all partners through participation.
- Conduct activities in an ethical manner – including research conduct and spending.
- Respect the practical considerations and financial constraints of all partners.
- Leave of absence (Team leads and working group members) (To confirm)
- Please refer to IKT Principles (Table) below.

Roles & Responsibilities:

TEAM LEADS

- Serve as members of the CDPP Leadership Team
 - In addition to, and as part of, roles and expectations outlined for members of the CDPP Leadership Team.

- Provide oversight, strategic direction, and fiscal accountability for appointed Working Group Project Teams, ensuring projects advance efficiently.
- Provide guidance to Working Group/Project Team Leads in research-related areas such as: (1) conceptualization of quality participation; (2) methodology (including data collection); (3) results interpretation; (4) implementation and/or dissemination strategies.
- Maintain awareness of how partners are being engaged across the Team's activities.
- Work with Project Team Leads to ensure processes are in place to support meaningful engagement, partnership and appropriate compensation for people with lived experience of disability who engage in the Team's varied activities.
- Support Team members in efforts to build trainees' core competencies identified as central to CDPP success. (See "Core Competencies" table below)
- Meet quarterly, or as required, with the Working Group Project Team Leads
- Develop an understanding of team members' interests and expertise and create an environment to support team members' professional goals and wellbeing.
- Maintain and/or ensure ethics approval for all related projects, as needed.
- Commit and follow through in storing all project files with the exception of data files in the designated SharePoint location, and research-related data files in accordance with institutional and ethics review board policies.
- Provide timely (within 2 weeks), unbiased, general reviews of drafts of publications and conference abstracts as relates to the concept of quality participation and overall CDPP activities, either in writing or verbally. Team Leads may delegate this responsibility as appropriate. *Note:* Simply reviewing a draft does not merit authorship.
- Commit and follow through in CDPP established processes for reporting contributions (\$/in-kind) and project outcomes, in relation to funder requirements.
- *Other.....*

WORKING (Project) GROUP

Composition - Lead(s) & Members (*describe further if desired*)

- Working Group Lead
- Working Group Members
 - At least one community partner
 - At least one academic partner
 - At least one trainee (student)
 - People with lived experience of disability only if processes for meaningful engagement, partnership and appropriate compensation are in place.
 - Any other individuals who have expertise that compliments the working group members

WORKING (Project) GROUP LEAD(S)

- Provide oversight and direction for appointed Working Group Project Team
- Develop an understanding of team members interests and expertise and create an environment to support team members' professional goals and wellbeing.
- Develop Working Group project plans, in consultation with team members and Team Leads
- Work alongside team members to carry out the activities described in Working Group project plans, with reasonable adaptation, in order to meet pre-identified project outcome objectives.
- Meet monthly, or as required, with Team Leads
- Meeting monthly, or as required, with the Working Group Project Team
- Work with Team Leads to support meaningful engagement of people with lived experience of disability in project activities.
- Work with Team Leads to understand and confirm respective roles in storing appropriate project files (e.g., copies of questionnaires, ethics forms) in the designated SharePoint location.
- Work with Team Leads to ensure working group activities are in alignment with CDPP objectives

- Ensure data files are stored in accordance with institutional and ethics review board policies, and that location of data file storage is be catalogued on the SharePoint data file catalogue.
- Commit and follow through in CDPP established processes for reporting contributions (\$/in-kind) and project outcomes, in relation to funder requirements.

WORKING GROUP MEMBERS

- Attend and actively participate in regular (monthly or other), Working Group Project meetings.
- Serve as a liaison to other sector organizations and knowledge user groups.
- Provide timely and unbiased input into discussions surrounding research efforts and evaluation related to project implementation, including:
 - Providing feedback on study design and/or intervention development
 - Assisting with recruitment of study population and with execution of intervention (if possible and applicable)
 - Participating in interpretation of results
- Work alongside team members to carry out the activities described in Working Group project plans, with reasonable adaptation, in order to meet pre-identified project outcome objectives.
- Commit and follow through in CDPP established processes for reporting contributions (\$/in-kind) and project outcomes, in relation to funder requirements, as appropriate.

Appendix 1. IKT Guiding Principles

To engage more meaningfully in research that is relevant, useful, and/or useable, the IKT guiding principles (Gainforth et al., 2020) are:

1. Partners develop and maintain relationships based on trust, respect, dignity, and transparency.
2. Partners share in decision-making.
3. Partners foster open, honest, and responsive communication.
4. Partners recognize, value, and share their diverse expertise and knowledge.
5. Partners are flexible and receptive in tailoring the research approach to match the aims and context of the project.
6. Partners can meaningfully benefit by participating in the partnership.
7. Partners address ethical considerations.
8. Partners respect the practical considerations and financial.