



# Sport Team Terms of Reference

March 3, 2024 v1.1

## 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.

## 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.

## Core Values

- Contributing to positive impact in our communities
- Prioritizing quality in all we do
- Partnering authentically and respectfully
- Being reflexive and responsive to engage persons least represented in physical activity and disability research and practice.

## Team Roles and Responsibilities

### Purpose

#### ***We will:***

- **Partner.** We will meaningfully engage academic partners, community partners and people with lived experience of disability to conduct, disseminate and implement disability sport research.
- **Innovate.** We will conduct innovative research generating new knowledge and evidence-based tools and resources to create quality experience in disability sport.
- **Build capacity.** We will develop competent leaders in quality participation and disability sport research, knowledge translation and practice while valuing the well-being of and ensuring a quality experience for all partnership members.

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

### Expectations

In fulfillment of purpose, all Sport Team 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.
- 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.
- Aim to fulfill the IKT Principles (Appendix 1).

## **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 (Link to Leadership Team TOR – once finalized):
  - 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. (Refer to CDPP Authorship Guidelines, to be attached as an Annex or link once finalized.)
- Commit and follow through in CDPP established processes for reporting contributions (\$/in-kind) and project outcomes, in relation to funder requirements.

## **WORKING GROUP**

### **Suggested Composition - Lead(s) & Members**

- Working Group Lead
- At least one community partner
- At least on academic partner
- People with lived experience of disability only if processes for meaningful engagement, partnership and appropriate compensation are in place.

## **WORKING GROUP LEAD(S)**

- Provide oversight and direction for appointed Working Group 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 (Amy and/or Emily)
- 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 quarterly, or as required, with the Working Group 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.
- 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.
- Oversee projects through to completion; in circumstances arise affecting availability, please advise the co-Lead and/or the Leadership Team as soon as possible.
- Take primary responsibility for writing a summary report for participants and supporting community organizations (at minimum) and content appropriate for

translation into knowledge products. The summary report is developed with support from team members.

- In accordance with authorship guidelines, Team Leads should:
  - Discuss authorship of manuscripts, reports and knowledge product from project onset with working group members and other any contributors who meet authorship criteria for the research project.
  - Monitor and uphold criteria for authorship.

## **WORKING GROUP MEMBERS**

- Attend and actively participate in regular monthly, 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.
- Engage in projects through to completion; in circumstances affecting continued engagement, advise the Team Lead as soon as able.

- Contribute to generation of a summary report for participants and supporting community organizations (at minimum) and content appropriate for translation into knowledge products.
- In accordance with authorship guidelines Working Group Members should:
  - Participate in discussion of authorship from project onset
  - Adhere to criteria for authorship.



## **Appendix 1. IKT Guiding Principles**

To engage more meaningfully in research that is relevant, useful, and/or useable, the IKT guiding principles 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.