

# Accessible Physical Activity Checklist



**Assisting, Informing and  
Motivating Physical Activity**

Version 1.1 – English – 20 July 2022

# About the Checklist

This checklist is for any organization that offers physical activity or sport programming. It was created as an easy resource for your organization to use either as a starting place or an audit. You can make sure that your physical activity and sport programming descriptions include the information families and people with disabilities need.

Providing clear information about your programs, staff, and facilities can remove these barriers and improve participation. We took existing research and consulted with families of children and youth with disabilities.

The checklist provides suggested information about the **Who, What, Where** and **When** of your program. We also include examples, tips and tricks to make this information user-friendly for families of children with disabilities. For the **full digital version** visit our website at [aimpa.ca/recommendations/apa-checklist/english](https://aimpa.ca/recommendations/apa-checklist/english). That includes further details and examples, as well as tips and tricks.

# Who

Provide the following information about your organization and staff:



## Organization Name and Background Information

- Name of organization
- Background information of organization
- Mission and vision
- Values regarding inclusion
- Disability or Inclusion policy
- Funding sources or sponsors

# Contact Information

- Clear and up to date contact information
- Who to contact for additional program information

# Staff Information

- Name
- Credentials
- Training experience
- Certificates
- Contact information
- Programs taught
- Photo
- Interesting information about staff
- Vulnerable sector check

# What

Provide the following information about the physical activity programs offered:



## Description of Program Activities

- Type of activity
- Level of inclusion
- Level of competition
- Eligibility
- Level of challenge (e.g., competitive or non-competitive)
- Activity breakdown
- Classification information for competitive programs (if required)

# Participant Reviews

- Program reviews from families and individuals with disabilities

# Populations Served

- Who is able to participate in the program?
- Chronological age
- Cognitive age
- Details regarding the specific disabilities this program serves (e.g., developmental or intellectual disabilities, physical disabilities, sensory disabilities)

# Supports Available

- Coach or Instructor: Participant ratios/assistance
- Strategies for inclusion, adaption, or modifications
- Transitions

# “Must Brings”

- Must bring items

## Cost

- Cost of program
- Available subsidies
- Government financial support
- Payment schedule option
- Payment types accepted
- Additional costs of equipment
- Additional costs of support (if applicable)
- Refund policies (if applicable)

## Contact Information

- Contact information for the staff member running the program

# Where

Provide the following information about your program location and facilities:



## Description of Facilities

- Full location address
- Accessibility features and description of facilities
- Support or specialized equipment available

## Transportation Information

- Options (e.g., bus stops, train stations, transit services)



# When

Provide the following information about when your programs are offered:



## Program Schedule and Timing

- Clear schedule of when programs will take place
- Specific dates and times
- Duration of the program (e.g., number of sessions, weeks, duration of each session)
- Session plan and breakdown
- Sessional breaks
- Transition times between programs
- Facility hours

# Information Monitoring

- Include a date to indicate when the information was last updated
- Provide a date to when information will be updated if information is missing

## Get in Touch

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