The Sports Company of Trinidad and Tobago Limited

PUBLIC STATEMENT OF THE SPORTS COMPANY OF TRINIDAD AND TOBAGO LIMITED 2026

In Compliance with Sections 7, 8 and 9 of
the Freedom of Information Act, Chapter 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 ("the FOIA"), The Sports Company of Trinidad and Tobago Limited ("SporTT") is required to publish and annually update this statement which lists the documents and information generally available to the public. The following information is published with the approval of the Honourable Phillip Watts, Minister of Sport and Youth Affairs.

The FOIA gives members of the public:

1. A legal right for each person to access information held by SporTT;
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

SECTION 7(1)(a)(i)
Function and Structure of SporTT

SporTT is a wholly-owned state enterprise, incorporated on the 27th September, 2004 as a limited liability company under the Companies Act 1995, and continued as a company, under the Companies Act, Chapter 81:01 of the Laws of Trinidad and Tobago, with its registered office at the National Cycling Velodrome, Off Couva Main Road, Balmain, Couva. SporTT is mandated to assist the Ministry of Sport and Youth Affairs ("MSYA") in the management, administration and programming of sport as well as the construction and operational maintenance of sporting facilities throughout Trinidad and Tobago. It is the key implementation agency for the MSYA and the MSYA's varied and comprehensive policies for the promotion, sustainable growth and development of sport in Trinidad and Tobago.

Vision Statement
"To be the leader for sustainable sport development and high performance in the region."

Mission Statement
"To develop sport through Service and Leadership."

ORGANISATIONAL STRUCTURE OF SPORTT

The Chairman and Board of Directors of SporTT have been appointed by SporTT's majority shareholder, the Honourable Minister of Finance (Corporation Sole), to provide oversight and strategic direction to the company. The Executive Management Team supports the Board in its oversight and directional duties and is headed by the Chief Executive Officer (CEO). SporTT reports directly to the Ministry of Finance (Investment Division) on Corporate Governance and Compliance matters and to the MSYA, its Line Ministry, on policy mandates.

Sub-Committees of the Board of Directors:

1. Human Resources and Crisis Communications Committee;
2. Finance Committee;
3. Audit Committee;
4. Facilities Maintenance, Health, Safety, Environment and Security (HSES) Committee;
5. Projects Monitoring Committee;
6. Policies and Procedures Committee; and
7. Sport Development, Partnerships and Alliances Committee.

Replacement of the Tenders Sub-Committee
It must be noted that Part XI of the Public Procurement and Disposal of Public Property (Procurement Methods and Procedures) Regulations, 2021, mandates the establishment of a Procurement and Disposal Advisory Committee (PDAC) to review reports, recommendations for contract award and procurement proceedings and property disposal files. In compliance with these regulations, a PDAC has been established at SporTT, replacing the Tenders Board Sub-Committee and assuming the functions and responsibilities previously held by the Tenders Committee.

Main Departments/Units

1. Community Sports
   This Department is charged with the responsibility of empowering and encouraging participation in sport throughout Trinidad and Tobago. Its main functions include leading, designing and maintaining effective programmes to improve the quality of sport and physical literacy. The Department is also responsible for planning, developing and implementing strategies for sport development with the relevant institutions and sporting bodies.

2. Corporate Communications

   This Department is charged with establishing and developing SporTT's corporate brand, strategic planning and execution of SporTT's internal and external communications, supporting stakeholder (internal and external) relationship management through quality, timely and effective communication and events, and providing marketing and promotional support for National Governing Bodies (NGBs) and facilities under the purview of SporTT.

3. Corporate Secretariat and Legal

   The Corporate Secretariat and Legal Department of SporTT advises the Board of Directors and SporTT's Management on Legal, Regulatory, and Compliance matters. The Department plays a leading role in ensuring good governance by assisting the Board and its sub-committees to function effectively and in accordance with applicable laws, code of conduct and best practice. The Department also provides proactive and general legal advice to preserve and protect the assets of SporTT and minimise SporTT's exposure to potential litigation and other claims.

4. Elite Athlete Wellbeing

   This Unit is responsible for providing support services to the existing elite and/or national athletes. Its major role is to ensure that the proper structures, infrastructure, and systems are in place for the continual development and performance of elite athletes in Trinidad and Tobago. The Unit provides physical equipment/gym services such as: Strength & Conditioning, Sport Psychology, Performance Analysis, Sports Nutrition, Massage Therapy, and Physiotherapy.

5. Human Resources

   This Department aims to create an inspiring, motivating and productive work environment for employees throughout their employment journey while meeting the human capital requirements of the Organisation. The Department focuses on productivity and wellbeing to ensure that employees have a fulfilling experience while working at SporTT. The Department goes beyond traditional human resources and shared services to provide a unique experience for employees.

6. Facilities Management

   This Department's mandate is to manage, develop, and maintain property, building and equipment assets, under the purview of SporTT, for optimal performance and efficiency throughout their established or continued lifecycles.

7. Finance and Accounting

   This Department is responsible for monitoring and reporting on the financial position of SporTT. Its mandate is to ensure that the financial requirements of all stakeholders are met in a timely and effective manner while maintaining integrity, transparency and accountability.

8. Health, Safety, Environment & Security (HSES)

   This Department is committed to providing and maintaining a safe, accident-free and healthy work environment for SporTT's staff and ensuring that all facilities and project sites

under SporTT's remit adhere to best HSES practices. It focuses on overall safety management through proactive inspections and monitoring, improved work processes, process safety and operational excellence initiatives, preventive maintenance, and an emergency preparedness regime. The HSES Department also takes an active role in monitoring all events held at SporTT's facilities.

9. Information, Communications and Technology

   This Unit's mission is to adhere to information technology governance and industry best practices; provide quality solutions using the most appropriate and cost-effective technology; be proactive in maintenance and offer quality customer service in a rapidly changing environment.

10. Internal Audit

    The mission of this Department is to enhance and protect organisational value by providing risk-based and objective assurance, advice and insight. The Internal Audit Department helps the company to accomplish its objectives by bringing a systematic, disciplined approach to evaluating and improving governance, risk management and control processes in compliance with the Standards for the Professional Practice of Internal Auditing.

11. Partnerships and Alliances

    This Department serves the general purpose of creating a self-sustainable and high performing sporting ecosystem within Trinidad and Tobago. The Department is committed to positioning SporTT as a regional hub for sporting and recreational activities while being a strategic partner to all NGBs and stakeholders in championing the growth and development of the industry.

12. Procurement

    This Department is responsible for ensuring that all procurement by SporTT is done in accordance with the provisions of applicable laws, government policy, SporTT approved policies and procedures and best practice. The Department promotes accountability, transparency and cost-effectiveness in its procurement processes.

13. Projects Design and Administration

    This Department is responsible for the pre-construction aspect of construction projects which includes identifying items of work, development of scopes in consultation with internal and external stakeholders, obtaining the relevant approvals and undertaking the engagement of consultants, contractors, suppliers and/or installers with the assistance of the Procurement Department.

14. Projects Execution

    This Department is charged with the responsibility of managing construction projects including upgrade works, from commencement to close out/completion.

15. Sport Development

    The Sport Development Department's main role is to enable the implementation of sport development/sport for development initiatives by working collaboratively with internal

and external stakeholders of SporTT. This includes direct engagement with the NGBs assigned to SporTT.

NGBs under the purview of SporTT include:

1. Trinidad and Tobago Hockey Board (TTHB);
2. Trinidad and Tobago Gymnastics Association (TTGA);
3. Trinidad and Tobago Football Association (TTFA);
4. Trinidad and Tobago Sailing Association (TTSA);
5. National Basketball Federation of Trinidad and Tobago (NBFTT);
6. Tennis Association of Trinidad and Tobago (TATT);
7. Trinidad and Tobago Golf Association (TTGA);
8. Trinidad and Tobago Netball Association (TTNA);
9. Trinidad and Tobago Rugby Football Union (TTRFU);
10. Trinidad and Tobago Volleyball Federation (TTVF);
11. Trinidad and Tobago Cricket Board (TTCB);
12. Trinidad and Tobago Cycling Federation (TTCF);
13. National Association of Athletics Administration (NAAA);
14. Amateur Swimming Association of Trinidad and Tobago (ASATT); and
15. Trinidad and Tobago Amateur Boxing Association (TTABA)

Section 7(1)(a)(ii)
CATEGORIES OF DOCUMENTS IN SPORTT's POSSESSION

- General administrative documents for the routine functions of SporTT
- Personnel Files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, performance appraisals etcetera for all categories of staff
- Files relating to Training/ Performance Management
- Internal and external correspondence files
- Financial Statements and Records
- Files relating to the procurement of supplies, goods, services and equipment
- Tender Documents
- Legislation
- SporTT's Policies and Procedures Guidelines
- Contracts, Leases and Licences
- Periodic Reports prepared by SporTT and Consultants inclusive of Technical Reports
- Annual and Administrative Reports
- Monthly Departmental Reports

Documents relating to the Board and Executive Team

- Board and Board Sub-Committee Notes
- Minutes of Board and Board Sub-Committee Meetings
- Minutes of the Meetings of Management

Section 7(1)(a)(iii)
Materials prepared for publication or inspection

The public may obtain copies of certain material between the hours 8:00 a.m. and 4:00 p.m. on normal working days at SporTT's Head Office:

National Cycling Velodrome
Off Couva Main Road
Balmain
Couva

Any applicant requesting to obtain information can make general enquiries by calling the Designated Officer listed under Section 7(1)(a)(vi) below. Arrangements will be made to accommodate the applicant from Monday to Friday between the hours of 8:00 a.m. and 4:00 p.m.

Section 7(1)(a)(iv)
Literature available by subscription
SporTT offers no literature by way of subscription services.

Section 7(1)(a)(v)
Procedure to be followed when accessing a document from SporTT

General Procedure
Our policy is to answer all requests for information. However, to have rights given to you by the FOIA, applications must be made in writing. The Applicant must therefore complete the *Request for Access to Official Documents* form which can be downloaded from the website www.foia.gov.tt.

The application should at a minimum include:

- Name of the Applicant;
- Contact information for the Applicant;
- The information requested and the format in which the information is to be provided;
- Date of request;
- Signature of Applicant; and
- Details that will allow for ready identification and location of the records that are being requested.

The application should be addressed to the Designated Officer of SporTT (see Section 7(1)(a)(vi) below). If insufficient information is provided to enable SporTT to properly respond to the Applicant's request, clarification will be sought from the Applicant. If the Applicant is uncertain as to how his/her request should be structured or uncertain regarding the details that should be included, he/she can contact the Designated Officer for guidance.

Request for Information in the Public Domain
A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from SporTT or another public authority, or if the said information is exempted.

SporTT is required to furnish copies of documents only when they are in its possession. SporTT is

required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it, instead, the best copy possible will be furnished.

Response Time

SporTT will determine whether to grant a request for access to information as soon as practicable but not later than thirty (30) days of the date of receipt of the request, as required by the FOIA. Every effort will be made to comply with the timeframes set out in the FOIA, but where it appears that processing a request may take longer than the statutory limit, SporTT will acknowledge receipt of the request and keep the applicant updated on the status of same. If SporTT fails to meet the deadlines set out in the FOIA, the applicant has the right to proceed as if the request has been denied.

Administrative Fees

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

Section 7(1)(a)(vi)

Officers of The Sports Company of Trinidad and Tobago Limited are responsible for:

- The initial receipt of and action upon notices under Section 10;
- Requests for access to documents under Section 13; and
- Applications for correction of personal information under Section 36 of the FOIA.

The Designated Officer for SporTT is:

Ms. Arlene George
General Counsel & Corporate Secretary
National Cycling Velodrome
Off Couva Main Road
Balmain, Couva
Telephone: 225-4886 ext. 161
Email: ageorge@sportt-tt.com

The Alternate Officer for SporTT is:
Ms. La'Shanah Marcelline
Executive Assistant
National Cycling Velodrome
Off Couva Main Road
Balmain, Couva
Telephone: 225-4886 ext. 128
Email: lmarcelline@sportt-tt.com

Section 7(1)(a)(vii)
Advisory Boards, Councils, Committees, and other bodies (where meetings/minutes are open to the public)

Save for the Board Sub-Committees mentioned above, there are no bodies in SporTT that fall within the meaning of this Section of the FOIA.

Section 7(1)(a)(viii)
Library/Reading Room Facilities
At present there are no library or reading room facilities.

SECTION 8 STATEMENTS

Section 8(1)(a)(i)
Documents containing interpretations or particulars of written laws or schemes administered by SporTT, not being particulars contained in another written law.

At this time, SporTT has no such documents.

Section 8 (1) (a) (ii)
Manuals of rules of procedure, statements of policy, records of decisions, letters of advice to persons outside SporTT, or similar documents containing rules, policies, guidelines, practices or procedures.

- State Enterprises Performance Monitoring Manual;
- Trinidad and Tobago National Sport Policy (2017 – 2027);
- Strategic Plans;
- Corporate Governance Code;
- SporTT's Human Resources Policy and Procedures Manual;
- Department Manuals, Policies and Procedures;
- Procurement Policy and Procedures;

Section 8(1)(b)
In enforcing written laws and schemes administered by SporTT where a member of the public might be directly affected by that enforcement, documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes:
At this time, SporTT has no such documents.

SECTION 9 STATEMENTS

Section 9(1)(a)
A report, or a statement containing the advice, or recommendations of a body or entity established within SporTT:
At this time, SporTT has no such reports or statements.

Section 9(1)(b)
A report, or a statement containing the advice or recommendations of a body or entity established outside of SporTT by or under a written law; or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or

making recommendations to SporTT or to the responsible Minister:

- Second Report of the Public Accounts (Enterprises) Committee (PAEC) - Examination of the Report of the Auditor General of the Republic of Trinidad and Tobago on a Special Audit of the Operations of The Sports Company of Trinidad and Tobago Limited (*2nd November, 2016*) with particular reference to the development and upgrading of Sporting Facilities in Trinidad.

Section 9(1)(c)

A report, or a statement containing the advice or recommendations of an interdepartmental Committee whose membership includes an officer of SporTT:

At this time, SporTT has no such reports or statements.

Section 9(1)(d)

A report, or a statement containing the advice or recommendations of a committee established within SporTT to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of SporTT who is not a member of the committee:

At this time, SporTT has no such reports or statements.

Section 9(1)(e)

A report prepared for SporTT by a scientific or technical expert, whether employed within SporTT or not, including a report expressing the opinion of such an expert on scientific or technical matters:

1. Project Progress Reports;
2. Valuation and Claims Reports;
3. Civil Engineer Reports;
4. Geotechnical Reports;
5. Claims Assessment Reports;
6. Variation Assessment Reports;
7. Surveys;
8. Feasibility Studies (Project Concept Reports);
9. Evaluation Reports;
10. Mechanical, Electrical and Plumbing (MEP) Consultant Reports;
11. Contractors' Performance Reports;
12. Design Standard Reports (DSR);
13. Environmental Impact Assessment Report (EIA);
14. Cost Reports and Financial Project Reports (i.e. Periodic Financial Statements with attached payment logs and cash flow forecasts; Cost tracking, fiscal etc);
15. Designs
    - Structural;
    - Electrical;
    - Mechanical;
    - Civil;
16. Survey Reports
    - Cadastral;
    - Topographical;
17. Stakeholder Consultations Reports;

Section 9(1)(f)

A report prepared for SporTT, by a consultant who was paid for preparing the report:

- Consultancy Reports
- Audited Financial Statements
- Health, Safety and Environment Reports
- Risk Assessments

SECTION 9(1)(g)

A report prepared within SporTT and containing the results of studies, surveys or tests carried out for the purpose of assessing or making recommendations on, the feasibility of a new or proposed Government policy, programme or project

- Feasibility Studies
- Business Development Reports
- Structural Assessments and Reports
- Engineering Reports

Section 9(1)(h)

A report on the performance or efficiency of SporTT, or of an office, division or branch of SporTT whether the report is of a general nature or concerns a particular policy, programme, or project administered by SporTT:

- Feasibility Studies
- Business Development Reports
- Engineering Reports
- Financial Reports
- Audit Reports
- Reports from the Public Accounts (Enterprises) Committee

Section 9(1)(i)

A report containing (1) final plans or proposals for the re-organising of the functions of SporTT (2) the establishment of a new policy, programme, or project to be administered by SporTT, or (3) the alteration of an existing policy programme or project to be administered by SporTT, whether or not the plans or proposals are subject to approval by an officer of SporTT, another public authority, the responsible Minister of SporTT or Cabinet:

- Budgets
- Business Plans
- Strategic Plans
- Approved Organization Charts

Section 9(1)(j)

A statement prepared within SporTT, containing Policy directions for the drafting of legislation

At present, there are no such statements.

Section 9(1)(k)

A report of a test carried out within SporTT on a product for the purpose of purchasing equipment

At present, there are no such statements.

Section 9(1)(l)

An environmental impact statement prepared within SporTT

At present, there are no such reports.

Section 9(1)(m) A valuation report prepared for SporTT by a valuator, whether or not the valuator is an officer of SporTT

Valuation and Claims Reports.

A copy of this statement can be found on SporTT's website, www.https://sportt-tt.com.