



Public Statement of the Trinidad and Tobago Racing Authority In Compliance with Sections 7, 8 And 9 of the Freedom of Information Act (FOIA) 1999 (2023 Updated In Accordance with Sections 7(1)(B) and 9(2)(B) of the FOIA)

## PURPOSE OF THIS STATEMENT

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Trinidad and Tobago Racing Authority (the Authority) is required by law to publish; and annually update the statements which list the documents and information generally available to the public.

The Freedom of Information Act gives members of the public: -

1. A legal right for each person to access information held by the Authority;
2. A legal right for each person to have official information relating to himself /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

The Authority publishes this statement as at February 13<sup>th</sup>, 2023, in accordance with Section 7 of the FOIA.

### Section 7(1)(a)(i)

#### Establishment of the Authority

- The Authority was established in 1976 by the Trinidad and Tobago Racing Authority Act, Chapter 21:50 (the Act).
- The Authority is the sole body tasked with the regulation and control of the Racing Industry in T&T, replacing the Trinidad Turf Club, which had performed a dual role as Promoter and Authority for close to a century prior.
- The Authority is governed by a Board of Directors with whom the sole decision-making responsibility is entrusted.

#### Vision of the Authority

The vision of the Authority is to be the principal regulator of the local horse racing industry, working amicably and closely with the stakeholders, locally, regionally and internationally, to uphold the integrity of the sport, at all times, and to continue to be a leader in best practice and innovation.

#### Mission of the Authority

To uphold the integrity of the Racing Industry in Trinidad and Tobago, so as to ensure fair play for all participants without fear or favour.

#### Responsibilities of the Authority

In furtherance of its responsibilities, the Authority:

- a) Makes all such rules as are necessary (The Trinidad and Tobago Racing Authority Rules, 2020; Registration and Classification of Horses and Racing Instructions and Other Racing Matters);
- b) Administers and enforces rules made under Section 19 of the Act;
- c) Undertakes the registration of racehorses, dogs and the owners thereof;
- d) Issues such licences and grants such permits as may be required by the Act;
- e) Establishes training schemes for jockeys, stable lads and other personnel in the Industry;
- f) Hears all disputes/appeals arising out of the Rules of Racing made under Section 17 of the Act;

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- g) Compiles and publishes the Trinidad and Tobago Stud Book (TTSB);
- h) Approves Racing Programmes proposed by the Promoter of horse racing – presently, the Arima Race Club (ARC); and
- i) Archives and maintains records (horses, licensed personnel).

**Section 7 (1) (a) (i) – Function and Structure of the Authority:**

**Fixed Establishment and Departments of the Authority**

The Authority is established pursuant to Section 3 of the Trinidad and Tobago Racing Authority Act Chapter 21:50 and consists of nine members appointed by the Minister responsible for industry as follows:

- four members appointed after consultation with the turf clubs;
- one member representing the Ministry of Finance;
- one member appointed after consultation with organisations most representative of race-horse owners; and
- three independent members with knowledge of racing, at least one of whom has qualifications in law, and from which the Chairman and Vice-Chairman are appointed.

The Board of the Authority for the previous term expired on November 12th 2022. The Authority awaits the appointment of a new board.

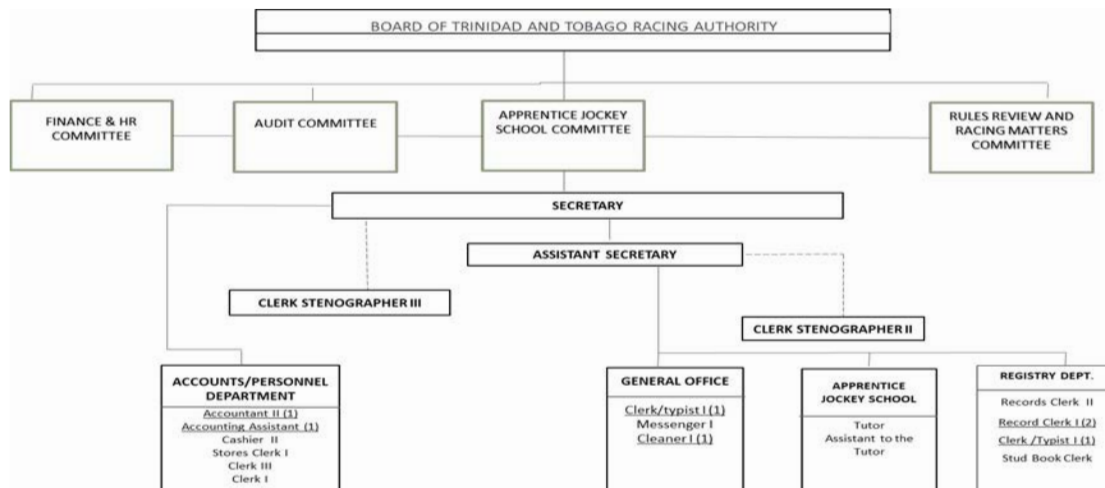
Under the previous Board's tenure, the Authority currently had four (4) established sub-Committees to carry out its mandate. These Committees were as follows:

- Finance/Human Resource
  - This committee is tasked with reviewing all Finance and Human Resource related matters affecting the Authority
- Racing Matters (Inclusive of Rules Review/Updates)
  - This committee has mainly been tasked with the review and update of the Rules of Racing
- Audit
  - This committee is primarily tasked with providing oversight of the financial reporting process, the audit process and compliance with laws, rules and regulations.
- Apprentice Jockey School
  - Given the suspension in 2018, of the Apprentice Jockey Training Programme (AJTP), formally referred to as the Apprentice Jockey School, the AJTP Committee is currently not operational.

The Departments that support the Authority are:

- Secretariat/Management
- Administrative Department
- Accounts Department
- General Office
- Apprentice Jockey Training Programme Department (suspended)
- Registry Department

**Organisational Structure of the Authority**



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**Section 7 (1) (a) (i) - Functions of the Departments (continued)**

The **Secretariat/Management** comprises the Secretary, the Assistant Secretary and the Administrative Support Team who assists them.

The Secretariat is responsible for the oversight of all activities, initiatives, projects, financial decisions and execution of directives given by the Authority and the submission of Minutes and reports for action or information within to the line Ministry – Ministry of Trade and Industry.

The **Administrative Department** supports the mandate of the Secretariat by executing daily tasks that enable the organization to run smoothly and efficiently.

The **Accounting Department** is responsible for the effective discharge of accounting functions and responsibilities which include tracking, recording and processing the revenue and expenditure of the Authority, reporting to the Secretary and providing information and relevant accounting statements for review by the Authority, Finance Committee and Auditor General's Department, as required.

The **General Office** comprises a mix of positions namely:

- Clerk/Typist I supports Management and/or the Registry Department where required.
- Maid/Cleaner I ensures the general daily cleanliness and maintenance of the Authority's office/work spaces.
- Messenger I (this function is currently performed by the Messenger attached to the Betting Levy Board (BLB) on behalf of the Authority).

The **Apprentice Jockey School** (Apprentice Jockey Training Programme), is a training scheme for students who aspire to become Jockeys. Effective December 2018, the activities of the Programme were suspended by the Authority, until otherwise advised by the Authority.

The **Registry Department** is responsible for:

- a) Registration and issuance of approved licences to racing personnel (Owners, Jockeys, Grooms, Trainers, Assistant Trainers, Stable lads, Exercise Lads).
- b) Registration of horses bred in, imported into and exported from Trinidad and Tobago.
- c) Registration of Owners' Colours/Transfers of Ownership/Leases and Contingencies/Appointments of Trainers etc.
- d) Compilation of the Trinidad and Tobago Stud Book.
- e) Other transactions and processes necessary to facilitate horse racing in Trinidad and Tobago.

**Section 7 (1) (a) (ii) - Categories of Documents maintained by the Authority**

- a. Files, Records, Manuals, Documents:
  - Administrative files used in the daily operations of the Authority.
  - Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, retirements, leave, vacation etc.
  - Files relating to Contracts for Services.
  - Files dealing with the accounting and financial management function of the Authority:
    - Financial Records (cheques, vouchers, receipts, journals, payroll, annual budget, Audited Annual Financial Statements, Monthly Quarterly Statements of Income and Expenditure National Insurance Records, Value Added Tax Records).
  - Circulars, memoranda, notices.
  - Files pertaining to meetings convened by the Authority:
    - Minutes/Agenda of meetings held by the Authority.
  - Files pertaining to inquiries, appeals and disputes heard by the Authority.
  - Legal opinions on related matters.
  - Files relating to the procurement of supplies, services, equipment.
  - Inventory register of assets of the Authority.
  - Internal and external correspondence files.
  - Files on licences issued to racing personnel (Owners, Jockeys, Grooms, Trainers, Assistant Trainers, Stable Lads, Exercise Lads).
  - Trainer/Training Files - study manuals, exam papers, exam results.
  - Archival documents.
  - Policy and Procedure Documents.
  - Acts, Rules and Gazettes.
- b. Publications (may be accessed on the Authority's website):
  1. Rules of Racing and Amendments.
  2. Rules for Registration and Naming of Horses.
  3. Fee Schedule for Services Rendered by the Authority.
  4. Trinidad and Tobago Stud Books.
  5. Breeding Information.
  6. Statistics on Horses, Racing Personnel and Races.
  7. Notices, Media Releases, Circulars.
- c. Forms (also available on the Authority's website):
  1. Application and Registration Forms related to Horse Racing.
  2. Freedom of Information Act Request Forms.

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**Section 7 (1) (a) (iii) - Material prepared for publication or inspection**

The public may inspect and/or obtain, **with permission**, copies of material between the hours of 7:45 a.m. and 4:00 p.m. on normal working days at the Authority's office which is located at:

The Head Office of the Authority is situated at:

Administration Building  
Santa Rosa Racing Facility  
Santa Rosa Park  
Churchill Roosevelt Highway  
O'Meara Road, Arima  
P.O. Box 79, PORT OF SPAIN  
Republic of Trinidad and Tobago  
Tel: 1 (868) 226-4TRA (4872)  
Direct/Fax: 1 (868) 646-0103  
Website: [www.ttra.net](http://www.ttra.net)

**Section 7(1) (a) (iv) - Literature available by subscription:**

The Authority has no literature available by way of subscription.

**Section 7 (1) (a) (v) - Procedure to be followed when accessing a document from the Authority:**

- a. In order to have the rights given to applicants by the FOI Act, you must make your request in writing.
- b. The Request for Access to Official Documents form can be obtained from the Authority's office or it may be downloaded from the Authority's website ([www.ttra.net](http://www.ttra.net)) or the FOIA's website ([www.foia.gov.tt](http://www.foia.gov.tt)).  
The relevant information that must be provided to the Authority includes:
  - Name of Applicant (full name preferred)
  - Contact information
  - Information requested and format to provide the information
  - Date of request
  - Signature of applicant
  - Applications should be addressed to the Designated Officers of the Authority
- c. 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 the Authority or another public authority, or if the said information is exempted.
  - The Authority is required to furnish copies of documents only when they are in its possession.
  - As soon as practicable, but not later than **thirty (30) days after the day on which the request was received**, the applicant will be notified by the Authority's appointed Freedom of Information Officer whether the request was approved or denied.
  - Once the request has been approved and the information can be made available, the applicant will

be informed and given a time period within which the information will be disclosed.

**Section 7 (1) (a) (vi) – Officers in the Authority responsible for:**

1. The initial receipt of and action upon notices under Section 10.
2. Requests for access to documents under Section 13.
3. Applications for correction of personal information under Section 36.

**The Authority's Appointed Freedom of Information Officers are:**

**Ms. Josette Mc David (Designate)**  
Secretary  
Trinidad and Tobago Racing Authority  
Santa Rosa Racing Facility  
Santa Rosa Park  
Churchill Roosevelt Highway  
O'Meara Road, Arima  
P.O. Box 79, PORT OF SPAIN  
Republic of Trinidad and Tobago  
Tel: 1 (868) 226-4TRA (4872)  
[Josette.McDavid@TTRA.gov.tt](mailto:Josette.McDavid@TTRA.gov.tt)

**Ms. Nadine Carter (Alternate)**  
Assistant Secretary  
Trinidad and Tobago Racing Authority  
Santa Rosa Racing Facility  
Santa Rosa Park  
Churchill Roosevelt Highway  
O'Meara Road, Arima  
P.O. Box 79, PORT OF SPAIN  
Republic of Trinidad and Tobago  
Tel: 1 (868) 226-4TRA (4872)  
[Nadine.Carter@TTRA.gov.tt](mailto:Nadine.Carter@TTRA.gov.tt)

**Section 7 (1) (a) (vii) - Advisory Boards, Councils, Committees, and other bodies (where the minutes of whose meetings are available for public inspection):**

At the present time, there are no bodies that fall within the meaning of this section.

**Section 7 (1) (a) (viii) - Library/Reading Room Facilities:**

Any applicant requesting to view information can make general enquiries by contacting the Authority's office at the telephone numbers provided or by emailing the appointed Freedom of Information Officer listed, under **Section 7 (1) (a) (vi)**. Arrangements will be made to accommodate the applicant from Mondays to Fridays between the hours of 7:45 a.m. and 4:00 p.m. on normal work days.

The Policy of the Authority with respect to the provision of copies of documents that are readily available to the public is as follows:

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- Provision of documents may be subject to a charge to cover administrative costs.

## SECTION 8 STATEMENTS

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

- Trinidad and Tobago Racing Authority Act Chapter 21:50
- Trinidad and Tobago Racing Authority Rules (as amended August 1<sup>st</sup> 2020)

Section 8 (1) (a) (ii) - Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Authority, or similar documents containing rules, policies, guidelines, practices or precedents:

- Trinidad and Tobago Racing Authority Functions and Duties
- Rules for the Registration and Naming of Horses
- Conditions Attached to Jockeys' Licences
- Conditions for Entry into the Trinidad and Tobago Stud Book (TTSB)

Section 8 (1) (b) - In enforcing written laws and schemes administered by the Authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes:

There are no statements to be published under this subsection at this time.

## SECTION 9 STATEMENTS

Section 9 (1) (a) - A report or a statement containing the advice or recommendations, of a body or entity established within the Authority.

There are no statements to be published under this subsection at this time.

Section 9 (1) (b) - A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the Authority by or under a written law, (2) 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 the Authority or to the responsible Minister of that public authority

- Management Letters on the Audits of the Accounts and Financial Statements of the Authority conducted by the Auditor General.

- No smoking, eating or drinking is allowed in the space provided.

Section 9 (1) (c) - A report or statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the Authority:

There are no statements to be published under this subsection at this time.

Section 9 (1) (d) - A report or a statement containing the advice or recommendations of a committee established within the Authority to submit a report, provide advice or make recommendations to the responsible Minister of the Authority or to another officer of the Authority who is not a member of the committee.

There are no statements to be published under this subsection at this time.

Section 9 (1) (e) - A report (including a report concerning the results of studies, surveys or tests) prepared for the Authority by a scientific or technical expert, whether employed within the Authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.

There are no statements to be published under this subsection at this time.

Section 9 (1) (f) - A report prepared for the Authority by a consultant who was paid for preparing the report:

There are no statements to be published under this subsection at this time.

Section 9 (1) (g) - A report within the Authority and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

There are no statements to be published under this subsection at this time.

Section 9 (1) (h) - A report on the performance or efficiency of the Authority, or of an office or division or branch of the Authority, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Authority:

There are no statements to be published under this subsection at this time.

Section 9 (1) (i) - A report containing final plans or proposals for the re-organization of the functions of the

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Authority, the establishment of a new policy, programme or project to be administered by the Authority, or the alteration of an existing policy, programme or project administered by the Authority, whether or not the plans or proposals are subject to approval by an officer of the Authority, another public authority, the responsible Minister of the Authority or Cabinet.

There are no statements to be published under this subsection at this time.

**Section 9 (1) (j) - A statement prepared within the Authority and containing policy directions for the drafting of legislation:**

There are no statements to be published under this subsection at this time.

**Section 9 (1) (k) - A report of a test carried out within the Authority on a product for the purpose of purchasing equipment:**

There are no statements to be published under this subsection at this time.

**Section 9 (1) (l) - An environmental impact statement prepared within the Authority:**

There are no statements to be published under this subsection at this time.

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

There are no statements to be published under this subsection at this time.