



UPDATED PUBLIC STATEMENT OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT 2023 In Compliance With Sections 7, 8 and 9 of the Freedom of Information Act 1999, Chapter 22:02, Laws of Trinidad and Tobago (FOIA)

In accordance with sections 7, 8 and 9 of the Freedom of Information Act 1999 (FOIA) the Ministry of Sport and Community Development is required by law to publish this statement, which lists the documents and information generally available to the public from the Ministry of Sport and Community Development.

The FOIA gives members of the public:

- A legal right for each person to access information held by the Ministry of Sport and Community Development;
- A legal right for each person to have personal/official information relating to him/herself amended where it is held by the Ministry of Sport and Community and such information is incomplete, incorrect or misleading;
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- 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)

The function and structure of the Ministry of Sport and Community Development.

Establishment of the Ministry of Sport and Community Development

The Ministry of Sport and Community Development was established on August 28, 2020 (*Gazette No. 158 dated September 09, 2020 refers*).

Administrative Structure of the Ministry of Sport and Community Development

The Ministry of Sport and Community Development inclusive of its statutory bodies and facilitating agencies is comprised of both public officers and contract employees and comprises the following Departments and Agencies:

Ministry's Departments and Units:

- | | | |
|----------------------------------|--|---|
| • Minister's Secretariat | • Permanent Secretary's Secretariat | • General Administration Unit |
| • Human Resources Unit | • Finance and Accounts Unit | • Internal Audit Unit |
| • Grants Secretariat | • Information Technology Unit | • Corporate Communications Unit |
| • Planning Unit | • Policy | • Project Management Unit |
| • Legal Services Unit | • Best Village Unit | • Planning and Implementation Unit |
| • Procurement Unit | • Research Unit | • Community Mediation Services Division |
| • Community Development Division | • Physical Education and Sport Division. | |

Agencies/Statutory Bodies:

- Trinidad Boxing Board of Control.

Wholly Owned Enterprises:

- | | | |
|----------------------------------|---|--|
| • Export Centres Company Limited | • National Commission for Self Help Limited | • The Sports Company of Trinidad and Tobago Limited. |
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DIVISIONS/ UNITS

General Administration Unit

This Unit is responsible for providing support services to the Minister, Permanent Secretary, Deputy Permanent Secretary and other departments within the Ministry. The Unit handles the minor procurement of goods and services and ensures that the material requirements of the Ministry of Sport and Community Development are supplied. This Unit also maintains the inventory of stationery and supplies and conducts office maintenance and improvements.

Human Resources Unit

This Unit is responsible for the management of all human resource functions of the Ministry of Sport and Community Development in accordance with the rules, regulations, policies and guidelines relating to the Public Service of Trinidad and Tobago. This Unit maintains personnel records of all members of staff and other matters relating to the terms and conditions of employment.

Finance and Accounts Unit

The Unit is responsible for the receipt and management of the financial resources allocated to the Ministry of Sport and Community Development and for the management of the Ministry's expenditure in accordance with the relevant financial legislation, established procedures, policies and guidelines related to the adherence of proper accounting standards.

Internal Audit Unit

Internal Audit ensures there is accountability, transparency, efficiency and effectiveness in the financial operations of the Ministry by adopting a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance process. The main functions of the Unit are to:

- Monitor the systems of internal controls and other related documents in the Ministry's financial operations
- Examine the financial processes and supporting documents to ensure there is compliance with the guidelines and procedures prescribed by the Ministry of Finance and the relevant legislation.

Grants Secretariat

The Grants Secretariat is responsible for the administration of Grants provided under the Physical Education and Sport Division and provides secretarial support for the Ministry of Sport and Community Development's Grants Committee. The type of grants provided are for:

- National Governing Bodies for sport, community groups and individuals in support of their plans, programmes and activities that foster sport development, facilitate athletic performance and engender a spirit of community living;
- Elite athletes in keeping with the National Sport Policy, which provides financial assistance to outstanding athletes in support of their preparation for, and participation in international competitions; and
- Community-Based, Faith-based, Cultural and other Non-Governmental Organizations and individuals, in support of projects that contribute to building the community, cultural, religious and creative sectors of Trinidad and Tobago.
- National Incentives Rewards Initiative Programme provides an avenue to recognise local sports icons for their hard work and patriotism to encourage our upcoming and developing sporting athletes. The framework, approved by Cabinet, seeks to reward Trinidad and Tobago Athletes who have medalled at the Olympic/Paralympic Games, World Cup/Championships, Commonwealth Games, Pan American, Central American, Caribbean Games, Special Olympic World Games and World Athletics Indoor Championships.

Funding is disbursed via one of the following: The Sport Grant for National Sporting Organisations and Sport Serving Bodies; Individuals in the Sport Category Grant; Elite Athlete Assistance Programme (EAAP); Community Action for Revival and Empowerment (C.A.R.E) and National Incentives Rewards Initiative Framework.

Information Technology Unit

This Unit is responsible for providing and managing the information technology and systems policy. This includes planning; administration; information system and application support; networking and communications and service support.

Corporate Communications Unit

The Communications Unit has the following responsibilities:

- To conduct all communications with internal and external stakeholders;
- To prepare and/or issue press releases, website content and key presentations, and organise events;
- To communicate with the public about the Ministry's functions, policies, programmes and services in order to inform and educate;
- To ensure such information is accurate, reliable, complete, timely, relevant and understandable;
- To ensure that the Ministry is visible, accessible, responsive and answerable to all stakeholders.

Research Unit

The Research Unit has the following responsibilities:

- To collect, analyse and evaluate data;
- To liaise and collaborate with other Research Units in Government Ministries and Departments to prepare status and achievement reports;
- To monitor the performance of State Enterprises and Statutory Boards under the remit of the Ministry to ensure that these enterprises successfully execute their mandates and maximise value for money for the national stakeholders and shareholders.

Project Management Unit

This Unit is responsible for monitoring and evaluation of all infrastructural projects and the implementation of projects of such nature undertaken directly by the Ministry.

Legal Services Unit

This Unit provides legal advice and representation to the Executive Management and other Divisions of the Ministry on matters related to the Ministry's operations. The Legal Services Unit is involved in, inter alia, the preparation and review of contracts between the Ministry and its external stakeholders. It advances the legislative agenda of the Ministry and also liaises with external counsel on matters relevant to the Ministry.

Planning and Implementation Unit

This Unit is responsible for the administration of Transformation and Development Centres, the subventions to two (2) Non-governmental Organisations and undertakes research and performs monitoring and evaluation functions for the Ministry.

Planning Unit

This Unit is responsible for the development, monitoring and implementation of the Ministry's strategic policy. In addition, the Unit coordinates, monitors and facilitates the implementation of the Public Sector Investment Programme (PSIP) of the Ministry.

Policy Unit

The Policy and Planning Unit is the arm of the Ministry, charged with the responsibility for developing policies in support of its strategic direction, aimed at improving the administration, delivery and impact of the Ministry's programmes and services. In the discharge of this mandate, the Unit is responsible for:

- Conducting local, regional and international research to inform policies and the positions of the Ministry;
- Ongoing environmental scans to ensure that the Ministry remains abreast of local issues, challenges and demands that may require strategic action;
- Hosting internal and external stakeholder discussions and consultations to inform policy direction;
- Preparing position papers to inform strategic decision making;
- Engaging in the full range of activities in the Policy Cycle to devise policies to guide national and ministerial actions;
- Providing oversight, technical support and change management as necessary in support of Policy implementation; and
- Developing the monitoring and evaluation frameworks for the capture of information on the operations and performance of policy processes and on impacts of policy implementation.

Procurement Unit

The Procurement Unit is responsible for the acquisition of goods, works and services for the Ministry. Its functions include:

- Maintain and update annually standing lists of registered tenderers required by the Ministry;
- Prepare, publish and distribute procurement and disposal opportunities including invitations to tender, pre-qualification documents and invitations for expressions of interest;
- Co-ordinate the receiving and opening of tender documents;
- Co-ordinate the evaluation of tenders, quotations and proposals;
- Implement the decisions of the procurement, tender and disposal committees, including coordinating all activities of these committees;
- Monitor contract management by user departments to ensure implementation of contracts in accordance with the terms and conditions of the contracts; and
- Act as secretariat to the tender, procurement and disposal committees.

Community Mediation Services Division

The Community Mediation Services Division administers the Community Mediation Programme and provides fora for the resolution of family and civil matters and the development and execution of behaviour modification programmes. The Community Mediation Services Division central administration office is located at:

- **North Main Mediation Centre (Port of Spain)**
1st Floor Jobco Building,
#51-55, Frederick Street, Port of Spain
Tel: 625-2819, 625-6768, 225-4267 Fax: 625-3911

Community Mediation Centres are located at:

- **Central Main Mediation Centre (Cunupia)**
#282 Old Southern Main Road,
Warrenville, Cunupia
Tel: 693-2831, 693-2342, 693-2568, 693-2955
Fax: 693-1606
- **South West Main Mediation Centre (Point Fortin)**
#63 Main Road, Point Fortin
Tel: 648-2810, 648-2888
Fax: 648-4739
- **San Juan Mediation Sub-Centre**
MTS Plaza, Aranguez Main Road,
Aranguez
- **Couva Mediation Sub-Centre**
Social Services Centre,
Camden Road, Couva
Tel/Fax: 679-3660, 636-4453 Ext.109
- **Head Office Community Mediation Services Division,**
1st Floor, Jobco Building,
51-55 Frederick Street, Port of Spain
Tel.: 225-4267, Tel./Fax.:625-3911
- **Tunapuna Mediation Sub-Centre**
Tunapuna Regional Social Services Centre,
#107 Eastern Main Road, Tunapuna
Tel: 497-1861

Community Development Division

This Division is responsible for executing the Ministry's mandate through the provision of services to groups and individuals in communities. The Division also bears the responsibility for the oversight and management of the Best Village Unit, Community Centres, Civic Centres and Regional Complexes:

Administrative District	Office Address	Phone
Community Development Division	Jobco Building, 51-55 Frederick Street, Port of Spain	623-6929
Caroni	Warrenville Regional Complex	693-2087
Nariva/Mayaro	Ramsumair Building, Lot 11 Naparima/Mayaro Road, Rio Claro	644-0849
St. Andrew/St. David	358 Brierley Street, Sangre Grande	668-2538
St. George East	Tunapuna Administrative Complex, Eastern Main Road & Centenary Street, Tunapuna	662-0621
St. George West	Jobco Building 51-55 Frederick Street, Port of Spain	623-6929
St. Patrick East	Siparia Administrative Complex, High Street, Siparia	649-2473/1658
St. Patrick West	20, Agard Street, Point Fortin	648-4966
Victoria East	Marlson Building, High Street, Princes Town	655-2252
Victoria West	Mon Repos Regional Complex, San Fernando	652-5202 / 657-7075

Regional Complexes	Address	Phone
Barataria Regional Complex	3rd Avenue, Barataria	638-2585
Barrackpore Regional Complex	10 Manohar Maraj Trace, New Colonial Rd, Barrackpore	654-3379
Carenage Regional Complex	Crown Trace, Carenage	694-1647
East Port of Spain Regional Complex	LP. #89 Upper Laventille Road, East Dry River, Port of Spain	627-8724
Esperance Regional Complex	Derrick Road, Esperance Village, San Fernando	653-0795
Fyzabad Regional Complex	Guapo Main Road, Fyzabad	677-3713
La Horquetta Regional Complex	Marjorie Padmore Avenue, La Horquetta	643-2865
Laventille Regional Complex	Trinity Avenue, Eastern Main Road, Laventille	624-0924
Maloney Regional Complex	Maloney Boulevard, North Maloney Gardens, Maloney	642-8231
Mon Repos Regional Complex	Nos.1-3 Tyler Smith Street, Mon Repos, San Fernando	652-5203
Plaisance Park Regional Complex	Long Circular Road, Plaisance Park, Pointe-a-Pierre	659-3009
Point Cumana Regional Complex	Cor. La Horquette Road & Glencoe Gardens, Pt. Cumana	694-1844
St. Augustine Regional Complex	St. John's Road, St. Augustine	663-1831
Ste. Madeleine Regional Complex	Ste. Madeleine Circular Road, Ste. Madeleine	653-0835
Toco Regional Complex	Cemetery Street, Toco Main Road, Toco	670-1503
Vistabella Regional Complex	Ninth Street, Vistabella	653-0910
Warrenville Regional Complex	LP 27 Warren/Munroe Road, Warrenville, Cunupia	693-0928

Civic Centres	Address	Phone
Mayaro Civic Centre	Plaisance Road, Mayaro	630-1933
Point Fortin Civic Centre	45-47 George Road, Mahaica, Pt. Fortin	648-4510
Sangre Grande Civic Centre	Sukhram Street, Sangre Grande	668-2477

Caroni Community Centres	Address	Caroni Community Centres	Address
Balmain Community Centre	Main Road, Balmain, Couva	Brickfield Community Centre	Waterloo Rd, Carapichaima
Carapichaima Community Centre	Sampson Street, Carapichaima	Cawnpore Community Centre	Mon Plasir Road, Cunupia

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Caroni Community Centres	Address	Caroni Community Centres	Address
Chaguanas Community Centre	Mark St. Ext., Saith Park, Chaguanas	Chickland Community Centre	Chickland Village, Caparo Road
Caroni Community Centre	New Street, Caroni	Enterprise Community Centre	Enterprise Street, Enterprise
Flanagin Town Community Centre	13 Mamoral Road, Flanagin Road	Frederick Settlement Community Centre	Arbuckle Street, Frederick Settlement
Freeport/St. Mary Community Centre	Beaucarro Rd, Freeport St. Mary's	Gordon Village Community Centre	Mayo and Boissiere Trace, Gordon Vill, Couva
Indian Trail Community Centre	Rivulet Road, Indian Trail	Jerningham Junction Community Centre	Corner Dindial and Boodram Streets, Cunupia
La Paille Community Centre	Tulloch Street, La Paille	La Quesa Community Centre	La Quesa Road, Balmain, Couva
Las Lomas #2 Community Centre	Caroni South Bank Road, Las Lomas #2	Lisas Garden Community Centre	Balise Avenue, Lisas Gardens, Couva
Longdenville Community Centre	St. Cyr Street, Longdenville	Longdenville North/East Community Centre	Ratanee Trace, Longdenville
Mamoral #2 Community Centre	Mamoral #2, Mamoral	Munroe Road Community Centre	Land Settlement Munroe Road, Cunupia
Oplay/Esperanza Community Centre	Esperanza Village, California	Orange Valley Community Centre	Bay Road, Orange Valley
Perseverance/Couva Community Centre	Main Road, Perseverance. Couva	Preysal Community Centre	Polo Ground Road, Inshan Ali Avenue, Preysal
Roystonia/Couva Community Centre	Caryota Drive, Roystonia	Siewdass Road Community Centre	Siewdass Road, Carlsen Field
Spring Village Community Centre	Greig Street, Balmain, Couva	Springvale Community Centre	Mt. Pleasant/Forres Park, Springvale, Couva
Tabaquite Community Centre	Main Road, Tabaquite	Todd's Road Community Centre	Main Road, Todd's Road
Union Village Community Centre	Union Village, Couva	Waterloo Community Centre	Corner of Main Road and Butler Village, Waterloo

Nariva/Mayaro Community Centres	Address
Biche Community Centre	Baptiste Street, Settlement Village, Biche
Boos Community Centre	Corner Hibiscus Arch and Ecclesville Road, ¼ m.m. Rio Claro, Mayaro Old Rd
Brothers Road Community Centre	769 Torrib Tabaquite Road, Brothers Road Village, New Grant
Cushe Community Centre	21 ¾ m.m. School Street, Cushe Village, Cunapo Southern Main Road
Dades Trace Community Centre	1 ½ m.m. Dades Road, Rio Claro
Fonrose Community Centre	Rajali Street, 22 m.m. Fonrose Village, Naparima/ Mayaro Road, Rio Claro
Guayaguayare Community Centre	L.P. #61 Ferrier Circular Road, Guayaguayare
La Savanne Community Centre	9 ¾ m.m. Warrick Street, New Lands, La Savanne, Guayaguayare
Liberville Community Centre	Old Mayaro Road, Liberville
Mafeking Community Centre	37 ½ m.m. Naparima Mayaro Road, Mafeking Village, Mayaro
Navet Community Centre	24 m.m. Cunapo, Southern Main Road, Rio Claro
Ortoire Community Centre	51m.m. Point Radix Road Ext, Manzanilla Mayaro Rd, Ortoire Village, Mayaro
Radix Community Centre	Corner Gould & Cemetery Street, Guayaguayare Road, Mayaro
Rio Claro Community Centre	Nathal Street, Naparima Mayaro Road, Rio Claro
San Pedro Community Centre	25 m.m. Tabaquite Road, San Pedro, Rio Claro, L.P. #162

St. Andrew / St. David Community Centres	Address	St. Andrew / St. David Community Centres	Address
Brooklyn Community Centre	Mc Guillvary Road, Sangre Grande	Coryal Community Centre	Tamana Hill Road, Coryal
Cumana Community Centre	Toco Main Road, Cumana	Cunaripo Community Centre	Guaico Tamana Road, Cunaripo
Four Roads, Tamana Community Centre	Four Roads, Tamana Junction	Gordon Miller Community Centre	4 ¼ mm, North Oropouche
Grande Riviere Community Centre	Rampanalgas Road, Grand Riviere	Guiaco Tamana Community Centre	Guiaco Tamana Road
L'Anse Noir Community Centre	Paria Main Road, L'Anse Noire	La Tosca Community Centre	Valequez Road, Guaico Tamana
Manzanilla Community Centre	Eastern Main Road, Manzanilla #2	Maraj Hill Community Centre	Cunapo SMR, Maraj Hill
Matelot Community Centre	Paria Main Road, Matelot	Matura Community Centre	Mendoza Road, Matura
Montevideo Community Centre	Paria Main Road, 120 km Montevideo	Nestor Community Centre	Guiaco Tamana Road, Nestor
North Eastern (Duranta Gardens)	Lantana Ave, Sangre Grande	North Manzanilla Community Centre	North Manzanilla Road
Plum Mitan Community Centre	7 1/4 mm Plum Mitan Main Road	Rampanalgas Community Centre	Paria Man Road, Balandra
Sangre Chiquito Community Centre	Eastern Main Road, Sangre Chiquito	Sans Souci Community Centre	Paria Main Road, San Souci
St. Helena Community Centre	Santa Cruz Road	Upper Sangre Grande Community Centre	EMR, Upper Sangre Grande
Valencia Community Centre	Quare Road, Valencia	Vega de Oropouche Community Centre	3 ½ Toco Main Rd, Vega de Oropouche

St. George East Community Centres	Address	St. George East Community Centres	Address
Arima Community Centre	12 Anglican Road, Arima	Aripo Community Centre	Aripo Main Road, Aripo Heights
Arouca Community Centre	Victory Street, Arouca	Bamboo Grove #2 Community Centre	LP #54, Jaffar Street, Bamboo Groove #2
Blanchisseuse Community Centre	Recreation Gd Rd, Upper Village	Bon Air East Community Centre	Emperor Boulevard, Bon Air East
Bon Air West Community Centre	Blue Mussel Street, Bon Air West	Brasso Seco Community Centre	LP #51-1 Lalaja, School St, Paria Rd via Arima
Brazil Community Centre	LP #51, Transport St, Brazil Village, Arima	Cane Farm / Kandahar Community Centre	Crown Street, Tacarigua
Carapo Community Centre	Carapo Main Road, Arima	Caura Activity Centre	LP #137, Caura Royal Road, Caura
Champ Fleur Community Centre	LP #65 Quarry Drive, Champ Fleur	Curepe Community Centre	Southern Main Road
D'Abadie Community Centre	Recreation Ground Road, D'Abadie	El Dorado Community Centre	Caura Royal Road, El Dorado
Five Rivers Community Centre	5th Street, Five Rivers	Heights of Aripo Community Centre	Aripo Village, Arima
La Fillette Community Centre	Cor Centenary St, Paria Main Rd	La Esmeralda Community Centre	Esmeralda Drive, La Esmeralda
La Seiva Community Centre	Centre Trace, La Seiva, St. Joseph	Las Cuevas Community Centre	Paria Main Road, St. Michael Village
Lluengo Community Centre	#4 Las Cuevas Rd, Lluengo Village, Maracas Village, St. Joseph	Lopinot/La Pastora Community Centre	Lopinot Road, Arouca
Maracas Bay Community Centre	Grand Fond Road, Maracas Bay	Mt. Pleasant/Calvary Hill	Herde Lands, Savannah Road, Arima
Maracas Valley Community Centre	Corner El Chorro Rd and Royal Rd	Malabar Community Centre	LP #51 Holly Betaudier Place, Phase 4 Malabar
Mundo Nuevo Community Centre	Mundo Nuevo Road, via Talparo	Morne La Croix Community Centre	LP #212 Morne La Croix Village via Blanchisseuse Rd, Arima
Pinto Road Community Centre	Pinto Road #1, Arima	Real Spring Community Centre	LP #53/1 NUGFW Housing Developm't, Valsayn
Red Hill Community Centre	Settlement Road, Red Hill, D'Abadie	San Raphael Community Centre	Arena Road San Raphael Village, Arima
Spring Village Community Centre	LP #55 Kalpoo Street, Valsayn	St. Augustine, South Community Centre	Freeman Road, St. Augustine
St. Joseph Community Centre	Market Street, St. Joseph	Surrey Community Centre	LP #68 Lopinot Road, Surrey Village
Tacarigua Community Centre	Bally Street, Tacarigua	Talparo Community Centre	LP 151 Todd's Station Road, Talparo

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St. George East Community Centres	Address	St. George East Community Centres	Address
Tunapuna Community Centre Wharf Trace Community Centre	Cor Centenary St and Priority Bus Route Wharf Trace Maracas, St. Joseph	Upper Malabar Community Centre	LP 21 Malabar Main Rd, Malabar, Arima
St. George West Community Centres	Address	St. George West Community Centres	Address
Aranguez Community Centre Bamboo Grove #3 Community Centre Beausejour Community Centre Belle Vue Community Centre Bourg Mulatresse Community Centre Cascade Community Centre Chinapoo Community Centre El Socorro Central Community Centre Gasparillo Santa Cruz Community Centre Gonzales Community Centre La Seiva Community Centre Lower St. Barb's Community Centre Malick 6th Avenue Community Centre Maraval Community Centre Mon Repos, Morvant Community Centre Moseley Place Community Centre Mt. Hope / Mt. Lambert Community Centre Patna / River Estate Community Centre Picton Community Centre Shende Street Community Centre Sogren Trace Community Centre South Port of Spain Community Centre St. Barb's Central Community Centre Straker / Silk Cotton Community Centre Trou Macaque Community Centre Upper Bournes Road Community Centre Upper Morvant / Pelican Ext. Upper Seventh Avenue, Malick	Mahelal Trace, Aranguez 17 2nd St, Bamboo Grove Settlement #3 Blue Basin Road Diego Martin LP 9 Belle Vue Trace, Long Circular Rd Bourg Mulatresse, Lower Santa Cruz Cascade Valley Road Laventille Ext. Rd, Chinapoo Village Morvant Straker Trace, El Socorro Extension, San Juan LP#53 El Carment Rd, Gasparillo Village, Santa Cruz 4 Upper Quarry Circular Rd, Gonzales Rifle Range Rd, La Seiva, Maraval 15 Lower St. Barb's, Belmont Princess Royal Avenue, 6th Avenue Malick, Barataria Morne Coco Road, Maraval Mon Repos Road, Morvant No. 1 Moseley Place, Port of Spain Community Drive, Mt. Hope Corner North Post Road and Fuller Streets, River Estate, Diego Martin 19 Picton Road, Laventille LP#73 Shende Street, Ext. Sunshine Avenue, San Juan Sogren Trace, Upper Laventille Rd 69-81 George Street, Port of Spain Upper St. Barb's Road, Belmont Picton Road, Laventille Cor.Trou Macaque & Pelican Ext, Laventille Upper Bournes Road, St. James Pelican Extension Road, Morvant Upper 7th Avenue, Centre Hill, #4 LP33 / 2 Malick	Bagatelle Community Centre Barataria Community Centre Beetham Community Centre Belmont Community Centre Cantaro Community Centre Central Diego Martin Community Centre Cocorite Community Centre Febeau Community Centre George Street Community Centre La Pastora / Susconusco Laventille Extension Community Centre Maitagual Community Centre Mango Rose Community Facility Misir Community Centre Morvant Central Community Centre Mt. D'Or Community Centre North Diego Martin Community Centre Petit Valley Community Centre Sea Lots Community Centre Simeon Road Community Centre South Diego Martin Community Centre Spree Simon Relief Centre St. Joseph Road Community Centre Success Central Community Centre Upper 9th Avenue Community Centre Upper La Canoa Community Centre Upper Red Hill Community Centre	Bagatelle Road, Diego Martin Lower 6th Avenue Extension, Barataria Phase 4, Beetham Gardens 47 Jerningham Avenue, Belmont Corner James and Charles Streets, Cantaro V'ge Upper Santa Cruz 1 Jasper Ave, Diamond Vale, Diego Martin Lady Hochoy Circular, Waterhole Laventille Road, Febeau V'ge, San Juan 69-81 George Street, Port of Spain Corner Capriata and La Pastora Road, Upper Santa Cruz 7 Angelina Terrace, Never Dirty Rd, Morvant Bushe Street (North) Petit Bourg Cor. Duke and Piccadilly Streets, PoS St. Francois Valley Road, Morvant Plover Street Morvant Mt. D'Or Road, Champ Fleurs Church Street, Diego Martin Quarry Road,, Petit Valley Production Avenue, Sea Lots 2 Sparrow Drive, Petit Valley Senior Street, Four Roads, Diego Martin LP2 Picton Rd, Laventille 25 St. Joseph Road, Port of Spain Marcella St, Success Village, Laventille Cipriani Avenue, 2nd Caledonia Upper La Canoa Rd, Lower Santa Cruz Corbin Terrace, Upper St. Barb's Road
St. Patrick Community Centres	Address	St. Patrick Community Centres	Address
Ackbar Trace Community Centre Bunsee Trace Centre Cedros Community Centre Clarke Rochard Community Centre Erin Community Centre Granville Community Centre Katwaroo Trace Community Centre Lachooos Road Community Centre Lot 10 Community Centre Mon Desir Community Centre Mulchan Trace Community Centre Palo Seco Los Charos Community Centre Penal Central Community Centre Rancho Quemado Community Centre Siparia Community Centre South Oropouche Community Centre Thick Village Community Centre Vance River Community Centre	Ackbar Trace, Siparia Old Road Bunsee Trace, Penal Bonasse Village, Cedros Rochard Road, Penal St. Francis Village, Erin Syphoo Trace, Granville Village, Cedros Katwaroo Trace, Penal Lachooos Road, Penal Lot 10 Village, Parrylands Road, Guapo Mondesir Delhi Road, Fyzabad Mulchan Trace, Penal SS Erin Road, Palo Seco Community Centre St, Clarke Rd, Penal SS Erin Road, Rancho Quemado Grell Street, Siparia Tito Hill, South Oropouche Thick Village, Siparia Old Road No.1 Alexander Street, Vance River Village, La Brea	Buenos Ayres Community Centre Cap-de-Ville Community Centre Chatham Community Centre Dalley's Village Community Centre Fanny Village Community Centre Guapo Community Centre La Brea Community Centre Los Bajos Community Centre Mendez Community Centre Morne Diablo Community Centre New Village Community Centre Palo Seco Settlement Penal Rock Road 4 mm Rousillac Community Centre Sobo Community Centre Techier Community Centre Timital Community Centre Vessigny Community Centre	Jackson Trace, Buenos Ayres School Street, Cap-de-Ville, Main Rd Beach Road, South Chatham Community Centre Street, Santa Flora "E" Street, Fanny Village, Point Fortin Gonzales Village, Guapo, Point Fortin Point D'Or, Point Sable Road, La Brea Shearer Street, Los Bajos Mendez Village, via Siparia Scotts Road, Morne Diablo Pilgrim Street, New V'ge Pt. Fortin Wilson Street, Beach Road, Palo Seco 31 ¼ m.m. Rock Road Happy Hill Road SMR, Rousillac Sobo Main Rd, Sobo Village, La Brea Techier Main Rd, Techier Village, Point Fortin Timital, Pluck Road Vessigny Village
Victoria East Community Centres	Address	Victoria East Community Centres	Address
Basseterre Community Centre Gran Chemin Community Centre Hindustan Community Centre La Lune Community Centre Lower Brother's Road Community Centre	1827 Basse Moruga Road, Basseterre Cor. La Retreat & Moruga Rd, Gran Chemin, Moruga Hindustan Road, New Grant 40G La Lune Village, Moruga 1mm Torrib Tabaquite Road, Brother's Rd, Rio Claro	Cunjai Community Centre Hardbargain Community Centre La Gloria Community Centre Lengua Community Centre Manahambre Community Centre	237 Cunjai Road, Barrackpore Sister's Road, Dyer V'ge Hard Bargain Mc Clean Trace, New Grant St. Croix Road, Lengua 2nd Brothers Hope Road, Manahambre

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Victoria East Community Centres	Address	Victoria East Community Centres	Address
Marac Community Centre	Joseph Jean Road, Marac Village	Princes Town Community Centre	Knolly Street, Princes Town
Robert Village Community Centre	20 ¾ m.m. Naparima Mayaro Rd, Princes Town	Sisters Road Community Centre	Corner Nuckcheddy & Sister's Rd, New Grant
St. Croix Community Centre	4 m.m. St. Croix Road, Princes Town	Strange Community Centre	Cumuto Road, Barrackpore
Valley Line Community Centre	#2 Junction Rochard Douglas Rd, Barrackpore	Williamsville Community Centre	Kent Street, Williamsville

Victoria West Community Centres	Address	Victoria West Community Centres	Address
Bamboo / Duncan Community Centre	No. 1 Canaan Rd, Bamboo Village, La Romaine	Caratal #2 Community Centre	281 Caratal Road, Maryland, Gasparillo
Cocoyea Community Centre	St. Andrew's Avenue, Cocoyea	Debe Community Centre	Wellington Road, Debe
Diamond Community Centre	Picton Street, off Papourie Rd, Diamond Village	Embacadere Community Centre	Lady Hailles Avenue, Embacadere, San Fernando
Friendship Community Centre	Cipero Road, Friendship Village	Gasparillo Community Centre	121 Bonne Aventure Main Road, Gasparillo
Golconda Community Centre	Golconda Road, Golconda	Gulf View Community Centre	Recreation Avenue, Gulf View, La Romaine
Hermitage Community Centre	Hermitage Village Dumfries Road, Hermitage	La Fortune Community Centre	Lot #33 La Fortune
La Romaine Community Centre	Lucky Street, La Romaine	Macaulay Community Centre	Macaulay Road
Marabella Community Centre	Market Street, Union Park East, Marabella	Mayo Community Centre	1 Palm Street, Mayo Village, Mayo
Petit Morne Community Centre	7 Hibiscus St., Petit Morne Settlem't, Ste. Madeleine	Piparo Community Centre	L.P. 76 Pascal Road
Pleasantville Community Centre	#2 Prince Albert Street, Pleasantville	Rambert Community Centre	Cedar Grove Rd, Rambert Village, La Romaine
Reform Village Community Centre	Reform Village Reform	St. Charles Community Centre	St. Charles Road, St. Charles
St. John's Community Centre	St. John's Street, St. John's	St. Margaret's Community Centre	St. Margaret's Village Claxton Bay
Tortuga Community Centre	328 Mayo Road, Tortuga Village, Tortuga	Union Community Centre	Sand Spring Rd, Recreation Gr'd Trace, Claxton Bay
Whiteland Community Centre	Whiteland Junction off Morne Roche Rd, Whiteland	Woodland Community Centre	La Fortune Road, Woodland

Physical Education and Sport Division

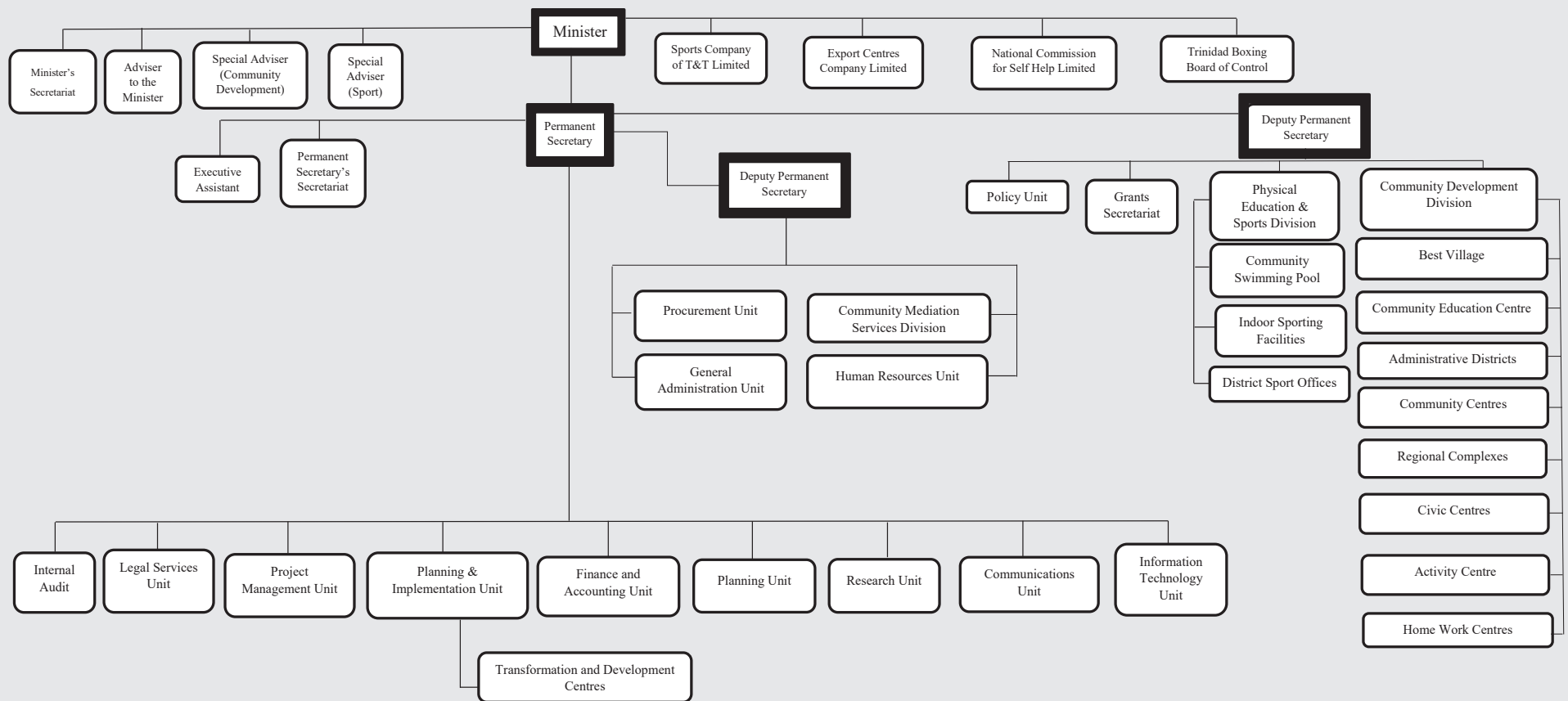
The Role of the Sport Division is to make it possible for the Ministry to fulfil the objectives of the National Sport Policy by its activities within the Division and through its interactions with National Sporting Organisations (NSOs) otherwise known as National Governing Bodies (NGBs), Sporting Organisations (SOs), Sport Serving Bodies (SSBs), other Ministries particularly the Ministry of Education, The Sports Company of Trinidad and Tobago Limited (SporTT), Tertiary Institutions, the Trinidad and Tobago Olympic Committee (TTOC) and the public at large by the total participation in sport and developmental sport programmes run at the various facilities and the coaching programmes run by coaches employed by the Ministry. The Division also bears the responsibility for the oversight and management of Community Swimming Pools and Indoor Sporting Arenas, as well as the District Offices located at:

Community Swimming Pool	Address	Contact Info.
Diego Martin	Wendy Fitzwilliam Boulevard Diamond Vale, Diego Martin	633-6756 (Fax/Tel) 632-5304
Siparia	Park Street, Siparia	649-0426
Couva	Railway Station Road, Couva	636-9446 (Fax/Tel) 679-0828
La Horquetta	Slinger Francisco Boulevard, La Horquetta	643-3609 (Tel)
Sangre Grande	Corner Sukhram & Sellier St., Sangre Grande	668-0893 (Fax/Tel)
Cocoyea	St Andrews Park West, Cocoyea Village	657-0586 (Fax/Tel)
Laventille	Sogren Trace, Laventille	222-8363
Morvant	Coconut Drive, Morvant	None at present
Maloney	Flamingo Boulevard, Maloney	None at present

Indoor Sport Arena	Address	Contact Info.
Central Regional Indoor Sport Arena	Saith Park, Manic Street, Chaguanas	(868) 665-9114 [Tel] (868) 665-2096 [Tel] (868) 665-9836 [Tel/Fax]
Maloney Indoor Sport Arena	Maloney Boulevard And Flamingo Avenue	(868) 646-3260 [Tel] (868) 642-9986 [Fax]
Southern Regional Indoor Sport Arena	Off Prince Albert Street, Pleasantville, San Fernando	(868) 657-0756 [Tel] (868) 657-0759 [Fax]
St. Paul Street Multipurpose Complex	1a St. Paul Street, East Dry River, Port of Spain	(868) 625-3016 [Tel] (868) 623-7136 [Tel] (868) 623-7123 [Fax]
Mayaro Sports Facility	41 Plaisance Road, Mayaro	(868) 630-2426 [Tel]
South Western Reg. Indoor Sport Arena	Egypt Village, Point Fortin	(868) 648-6122 [Tel] (868) 648-4266 [Fax]

District Offices	Location	Address
St. George West District Office	Ministry of Sport and Community Development	Chepstow House. Frederick Street, Port of Spain
St. George East District Office	Eastern Regional Indoor Sporting Arena	Orange Grove Road, Tacarigua
St. Andrew/ St David District Office	Sangre Grande Community Swimming Pool	Corner Sukhram & Sellier St., Sangre Grande
Nariva/Mayaro District Office	Mayaro Sports Facility	41 Plaisance Road, Mayaro
Caroni District Office	Central Regional Indoor Sporting Arena	Saith Park, Manic Street, Chaguanas
Victoria District Office	Southern Regional Indoor Sporting Arena	Off Prince Albert Street, Pleasantville, San Fernando
St. Patrick District Office	South Western Regional Indoor Sporting Arena	Egypt Village, Point Fortin

ORGANISATIONAL CHART OF THE MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT



SECTION 7 (1) (a) (ii)

Categories of documents in the possession of the Ministry of Community Development, Culture and the Arts:

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry;
2. Personnel Files - which detail all staff appointments to date, job specifications, job applications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.;
3. Files dealing with the accounting and financial management function of the Ministry;
4. Financial records (vote books, cheques, journals, pay records, vouchers, purchasing orders, receipts etc.);
5. Audit files;
6. Procurement Files - dealing with matters relating to the procurement of goods and services and equipment;
7. Maps/Plans/Charts/Photographs/CompactDiscs/Diskettes/Abstracts/Tapes/Catalogues/Brochures/Blue Prints/Drawings/Design of Sport Facilities;
8. News releases and Speeches originating in the Ministry;
9. Internal and external correspondence files;
10. Documents related to the strategic review of the Ministry;
11. Cabinet Documents – Notes and Minutes;
12. Policy and procedure documents;
13. Registers of internal and external correspondence;
14. Files dealing with official functions, conferences and events hosted and attended by the Ministry;
15. Files dealing with internal and external circulars, memoranda, notices, bulletins etc.;
16. Inventories and listings;
17. Periodicals and publications;
18. Board Appointments;
19. Legislation and Legal Instruments (available at the Government Printery);
20. Reports – Statistical, Annual, Quarterly, Bi-annual, Monthly, Audit, Consultants/Technical, Valuation etc.;
21. Books, booklets, calendars, leaflets, brochures, newsletters, newspaper clippings and posters, journals, periodicals and publications;
22. Files dealing with training, local and foreign and technical cooperation;
23. Minutes of Board and Management Meetings;
24. Files related to Sporting Facilities – Establishment Maintenance and use;
25. Files relating to Programmes and Projects – Development and promotion of Sport in Trinidad and Tobago;
26. Files relating to organisations (International, Regional and Local) associated with the Ministry; and
27. Briefs relating to projects proposed for development by external agencies.

SECTION 7 (1) (a) (iii)

Material prepared by the Division/Unit of the Ministry of Sport and Community Development and where they can be inspected or obtained:

The public may inspect and/or obtain copies of the following material between the hours of 8:00 am to 4:15 pm on normal working days at the Physical Education and Sports Division, Chepstow House, Frederick Street, Port of Spain:

1. List of Sporting Organisations (National Governing Body listing on the website);
2. Information List on Sporting Facilities. (Listing on the website).

All general information can also be sourced at the Ministry's website at <http://www.msdc.gov.tt>.

SECTION 7 (1) (a) (iv)

Literature available by subscription.

Not applicable at this time.

SECTION 7 (1) (a) (v)

The procedure to be followed when accessing documents from the Ministry of Sport and Community Development.

1. How to request information

• **General Procedure**

The policy of the Ministry of Sport and Community Development is to respond to all requests, both oral and written, for information. However, in order to give effect to the applicant's rights under the FOIA (for example the right to challenge a decision if a request for information is refused), the application must be made in writing. An applicant must, complete the appropriate form ("Request For Access To Official Document(s)") available from the Ministry's Reception Desk or from its Designated Officer, for information that is not readily available in the public domain.

• **Addressing Requests**

To facilitate the prompt handling of a request, it should be addressed to the Designated Officer at the Ministry of Sport and Community Development.

The Designated Officer is:

Ms. Ann Belmontes
 Research Officer II
 Ministry of Sport and Community Development
 Level 8, Nicholas Tower
 #63-65 Independence Square
 Port-of-Spain
 Tel: 625-6088 ext. 5200 Fax: 627-1941

The Alternate Officer is:

Ms. Sangita Ganga Persad
 Legal Officer I
 Ministry of Sport and Community Development
 Level 18, Nicholas Tower
 #63-65 Independence Square
 Port-of-Spain
 Tel: 625-6088 ext. 5156

• **Details in the request**

An applicant should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. An applicant who is unsure how to write a request or what details to include should inquire from the Designated Officer.

• **Request not handled under the FOIA**

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 Ministry of Sport and Community Development or from another public authority (e.g. brochures and pamphlets etc.), or if the said information is exempted.

2. Responding to your Request

• **Retrieving Documents**

The Ministry of Sport and Community Development is required to furnish copies of documents only when they are in its possession.

• **Furnishing Documents**

The Ministry of Sport and Community Development 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.

Please note that the Ministry Sport and Community Development is not compelled to do the following:

- (a) Create new documents, or
- (b) Perform research for an applicant.

3. Time Limits

• **Time Allowed**

The Ministry of Sport and Community Development will determine whether to grant a request for access to information as soon as practicable **but no later than 30 days as required by Section 15 of the FOIA.**

• **General**

The FOIA sets certain time limits for a public authority to decide whether to disclose documents requested. If the Ministry fails to meet the deadlines, the FOIA gives an applicant the right to proceed as if the request has been denied. Every effort will be made to comply with the time limits, but where it appears that processing a request may take longer than the statutory limit, the Ministry will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or routed, an applicant may wish to call or write to confirm that the Ministry has received a request and to ascertain its status.

4. Fees and Charges

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 a 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)

The Designated Officer in the Ministry of Sport and Community Development is responsible for:

- (a) the initial receipt of, and action upon, notices under section 10 of the FOIA;
- (b) requests for access to documents under section 13 of the FOIA; and
- (c) applications for correction of personal information under section 36 of the FOIA.

The Designated FOI Officer is:

Ms. Ann Belmontes
 Research Officer II
 Ministry of Sport and Community Development
 Level 8, Nicholas Tower
 #63-65 Independence Square
 Port-of-Spain
 Tel: 625-6088 ext. 5200 Fax: 627-1941

SECTION 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other Bodies established for the purpose of advising the public authority.

- Board of Management, Trinidad Boxing Board of Control.

SECTION 7 (a) (viii)

The provision of a library or reading room by the public authority for use by members of the public.

Not applicable at this time.

SECTION 8 STATEMENTS

SECTION 8 (1) (a) (i)

This section pertains to documents utilised by the Ministry for its use and guidance. Documents containing interpretations or particulars of written laws or schemes administered by the Ministry not being particulars contained in another written law are as follows:

- Boxing Control Act, Chapter 21:52
- Constitution of the Republic of Trinidad and Tobago Chapter 1:01
- Freedom of Information Act, Chapter 22:02
- Civil Service Act, Chapter 23:01
- Central Tenders Board Act, Chapter 71:91
- Non-Profit Organisation Act, Act No. 7 of 2019
- Industrial Relations Act, Chapter 88:01
- Exchequer and Audit Act, Chapter 69:01
- Mediation Act, Chapter 5:32
- Pensions Act Chapter 23:52.

Some of these documents can be purchased from the Government Printer or accessed online via www.ttparliament.org, www.legalaffairs.gov.tt or www.ttconnect.gov.tt.

SECTION 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents.

Other documents which guide the operations of the Ministry include:

- Circular Memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Office, Director of Personnel Administration and other Departments.
- Annual Budget Documents of the Republic of Trinidad and Tobago.

SECTION 8 (1) (b)

In enforcing written laws or schemes administered by the public 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.

A Guide to the 1999 Freedom of Information Act Chapter 22:02 – available at the Freedom of Information Unit, Ministry of Public Administration and Communications.

SECTION 9 STATEMENTS

SECTION 9 (1) (a)

Any report, or a statement containing the advice or recommendations, of a body or entity established within the Ministry of Sport and Community Development.
There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (b)

Any report, or a statement containing the advice or recommendations:

- of a body or entity established outside the Ministry of Sport and Community Development 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 the Ministry of Sport and Community Development or to the responsible Minister of the Ministry of Sport and Community Development.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (c)

Any report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the Ministry of Sport and Community Development.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (d)

Any report, or a statement containing the advice or recommendations, of a committee established within the Ministry of Sport and Community Development to submit a report, provide advice or make recommendations to the responsible Minister for the Ministry of Sport and Community Development or to another officer of the Ministry who is not a member of such committee.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (e)

Any report (including a report concerning the results of studies, surveys or tests) prepared for the Ministry of Sport and Community Development by a scientific or technical expert, whether employed within the Ministry or not, including a report expressing the opinion of such an expert on scientific or technical matters.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (f)

Any report prepared for the Ministry of Sport and Community Development by a consultant who was paid for preparing the report.

- Report on the Prime Minister's Best Village Trophy Programme

SECTION 9 (1) (g)

Any report prepared within the Ministry of Sport and Community Development 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 reports or statements to be published under this section at this time.

SECTION 9 (1) (h)

Any report on the performance or efficiency of the Ministry of Sport and Community Development or of an office, division or branch of the Ministry, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Ministry.

- The Annual Reports: 2009/2010 of the former Ministries of the Arts and Multiculturalism and Community Development;
- The Annual Reports: 2010/2011 of the former Ministries of the Arts and Multiculturalism and Community Development;
- The Annual Reports: 2011/2012 of the former Ministries of the Arts and Multiculturalism and Community Development;
- The Annual Reports: 2012/2013 of the former Ministries of the Arts and Multiculturalism and National Diversity and Social Integration;
- The Annual Reports: 2013/2014 of the former Ministries of the Arts and Multiculturalism, Community Development and National Diversity and Social Integration;
- The Annual Reports: 2014/2015 of the former Ministries of the Arts and Multiculturalism and Community Development;
- The Annual Report: 2015/2016 of the former Ministry of Community Development, Culture and the Arts;
- The Annual Report: 2016/2017 of the former Ministry of Community Development, Culture and the Arts;
- The Annual Report: 2017/2018 of the former Ministry of Community Development, Culture and the Arts; and
- The Annual Report: 2018/2019 of the former Ministry of Community Development, Culture and the Arts.

SECTION 9 (1) (i)

Any report containing:

- Final plans or proposals for the re-organisation of the key functions of the Ministry of Sport and Community Development;
 - The establishment of a new policy, programme or project to be administered by the Ministry of Sport and Community Development; and
 - The alteration of an existing policy, programme or project administered by Ministry of Sport and Community Development, whether or not the plans or proposals are subject to approval by an officer of the Ministry, another public authority, the responsible Minister of the Ministry of Sport and Community Development or Cabinet.
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- o Interim Arrangement for the Management of Community Centres
 - o Formulation of a Grants Policy (Draft)
 - o National Policy on Sustainable Community Development.

SECTION 9 (1) (j)

Any statement prepared within the Ministry of Sport and Community Development and containing policy directions for the drafting of legislation.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (k)

Any report of a test carried out within the Ministry of Sport and Community Development on a product for the purpose of purchasing equipment.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (l)

Any environmental impact statement prepared within the Ministry of Sport and Community Development.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (m)

Any valuation report prepared for the Ministry of Sport and Community Development by a valuator, whether or not the valuator is an officer of the Ministry.

There are no reports or statements to be published under this section at this time.