

Statutes of The Trinidad and Tobago Football Association

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DEFINITIONS

The terms given below denote the following:

Arbitration tribunal: an independent and duly constituted private court of justice acting instead of an ordinary court.

Association: a football association recognised as such by FIFA and by the relevant confederation. It is a member of FIFA, unless a different meaning is evident from the context.

Association football: the game controlled by FIFA and organised by FIFA, the confederations and/or the associations in accordance with the Laws of the Game.

CAS: Court of Arbitration for Sport based in Lausanne (Switzerland).

Concacaf: Confederation of North, Central America, and Caribbean Association Football

Confederation: a group of associations recognised by FIFA that belong to the same continent (or assimilable geographic region).

Congress: the supreme and legislative body of the TTFA.

Executive Committee: the strategic and oversight body of the TTFA.

Club: a member of an association (that is a member of FIFA and of the relevant confederation) or a member of a league recognised by an association that enters at least one team in a competition.

Delegate: a natural person validly representing a Member at the Congress.

FIFA: Fédération Internationale de Football Association.

Laws of the Game: the laws of association football issued by The IFAB in accordance with art. 7 of the FIFA Statutes.

League: an organisation that is subordinate to an association.

Licensed Clubs: Clubs that have fulfilled Concacaf and TTFA requirements in accordance with the TTFA's Club Licensing Regulations.

Member: a legal person that has been admitted into membership of The TTFA by the Congress.

Official: any board member (including the members of the Executive Committee), committee member, referee and assistant referee, coach, trainer, and any other person responsible for technical, medical and administrative matters in FIFA, a confederation, an association, a league or a club as well as any other persons obliged to comply with the FIFA Statutes (except players, match and football agents).

Ordinary courts: state courts which hear public and private legal disputes.

Player: a football player licensed by the TTFA.


Regional association: an organisation that is subordinate to an association.

The IFAB: The International Football Association Board.

The TTFA: Trinidad and Tobago Football Association

I. GENERAL PROVISIONS

Article 1 Legal form, headquarters and trademarks

- 1 The TTFA is a private organisation of an associative nature incorporated under an Act of Parliament (#17 of 1982) established in compliance with the legislation of the Republic of Trinidad and Tobago. It is formed for an indeterminate period of time.
 - 2 The headquarters of the TTFA are located in Balmain, Couva, Trinidad
 - 3 The TTFA is a member of FIFA, Concacaf, and CFU.
 - 4 The logo of the TTFA is The logo of the TTFA is a shield-shaped emblem. It features a red border with the letters 'TTFA' in white at the top. Inside the shield, there is a black and white soccer ball with a white star above it. Below the ball, the words 'Trinidad & Tobago' are written in a small font.
 - 5 The abbreviation of the Trinidad and Tobago Football Association is TTFA.
 - 6 The logo and abbreviation are legally registered with United States Patent and Trademark Office and the relevant local trademark authority and shall not be used by any person or body without the written permission of the Executive Committee of the TTFA.
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Article 2 Objectives

The objectives of the TTFA are:

- a) to constantly improve the game of football and promote, regulate and control it throughout the territory of Trinidad and Tobago guided by the principles of fair play and its unifying, educational, cultural and humanitarian values, particularly through youth and development programmes;
- b) to organise competitions in association football, futsal and beach soccer at a national level, by defining precisely, as required, the areas of authority conceded to the various leagues of which it is composed;
- c) to draw up regulations and provisions and ensure their enforcement;
- d) to protect the interests of its Members;
- e) to respect and prevent any infringement of the Statutes, regulations, directives and decisions of FIFA, Concacaf, CFU, the TTFA, and the Laws of the Game, and to ensure that these are also respected by its Members;
- f) to ensure that the game of football is available to and resourced for all who wish to participate throughout the territory of Trinidad and Tobago, regardless of gender and age;
- g) to promote integrity, ethics and fair play with a view to preventing all methods or practices, such as corruption, doping or match manipulation, which might jeopardise the integrity of matches, competitions, players, officials and Members or give rise to abuse of association football, futsal or beach soccer;
- h) to promote and strengthen good governance principles and practices at a national level and encourage its Members to adopt their own good governance principles;

- i) to promote the development of women's football and the full participation of women at all levels of football governance;
- j) to control and supervise all friendly football matches of all forms played throughout the territory of Trinidad and Tobago;
- k) to control and supervise association football, futsal and beach soccer at a national level and to control and supervise all forms of international football matches played throughout the territory of Trinidad and Tobago, in accordance with the relevant Statutes and regulations of FIFA and of the confederations;
- l) to manage international sporting relations connected with association football, futsal and beach soccer and to maintain a good and cooperative relationship with other Associations, Concacaf, CFU and FIFA;
- m) to host competitions at international and other levels.

Article 3 Human rights

The TTFA is committed to respecting all internationally recognised human rights and shall strive to promote the protection of these rights.

Article 4 Non-discrimination and equality

Discrimination of any kind against a country, private person, or group of people on account of race, skin colour, ethnic, national, or social origin, gender, disability, language, religion, political or any other opinion, wealth, birth or any other status, sexual orientation or any other reason is strictly prohibited and punishable by suspension or expulsion and/or other disciplinary measures.

Article 5 Neutrality and institutional independence

- 1 The TTFA is neutral in matters of politics and religion.
- 2 The Members of The TTFA shall also be neutral in matters of politics and religion and shall ensure that their own members remain neutral.
- 3 The TTFA shall remain independent and shall avoid any form of undue political interference. The TTFA shall manage its affairs independently and shall ensure that its own affairs are not influenced by any third parties.

Article 6 Promoting friendly relations

- 1 The TTFA shall promote friendly relations between its Members, clubs, officials, and players and in society for humanitarian objectives.
- 2 The TTFA shall provide the necessary institutional means to resolve any internal dispute that may arise between its Members, clubs, officials, and players.

Article **7** **Players**

The status of players and the provisions for their registration and transfer shall be governed by specific regulations issued by the Executive Committee in accordance with FIFA's Regulations on the Status and Transfer of Players.

Article **8** **Laws of the Game**

- 1 The TTFA and each of its Members shall play association football in compliance with the Laws of the Game issued by the IFAB. Only The IFAB may lay down and alter the Laws of the Game.
 - 2 The TTFA and each of its Members shall play futsal in accordance with the Futsal Laws of the Game issued by FIFA. Only FIFA may lay down and alter the Futsal Laws of the Game.
 - 3 The TTFA and each of its Members shall play beach soccer in accordance with the Beach Soccer Laws of the Game issued by FIFA. Only FIFA may lay down and alter the Beach Soccer Laws of the Game.
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Article **9** **Conduct of Bodies, Officials and Others**

- 1 All bodies and officials of the TTFA shall observe the Statutes, regulations, directives, decisions, and the Code of Ethics of FIFA, Concacaf, and CFU in their activities.
 - 2 Every person and organisation involved in the game of association football, futsal and beach soccer in the territory of Trinidad and Tobago is obliged to observe the Statutes and regulations of FIFA, Concacaf, CFU, the TTFA and any other relevant statutes, as well as the principles of fair play, loyalty, integrity and sportsmanship.
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Article **10** **Official languages**

- 1 The official language of the TTFA shall be English. All documents shall be written in this language.
- 2 The official language at the Congress shall be English.

II. MEMBERSHIP

Article 11 Admission, suspension and loss of membership

- 1 The Congress shall decide whether to admit, suspend or expel a Member.
 - 2 Admission may be granted if the applicant fulfils the requirements of the TTFA in accordance with these Statutes.
 - 3 Membership is terminated by dissolution, resignation, or expulsion. Loss of membership does not relieve the Member from its financial obligations towards the TTFA or other Members of the TTFA but leads to the loss of all rights in relation to the TTFA.
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Article 12 Members

- 1 The Members of the TTFA are:
 - a) Clubs registered to play in the competitions of the TT Pro League or in the competitions of the TT Premier Football League Tier 1;
 - b) Clubs registered to play in the competitions of the TT Super League or in the competitions of the TT Premier Football League Tier 2;
 - c) Regional Associations;
 - d) TT Women ´ s League Football;
 - e) Beach Soccer Association of Trinidad and Tobago;
 - f) Futsal Association of Trinidad and Tobago;
 - g) Unified Football Coaches Association of Trinidad and Tobago;
 - h) Secondary Schools Football League;
 - i) Primary Schools Football League;
 - j) Trinidad and Tobago Football Referees Association;
 - k) Veteran Footballers Foundation of Trinidad and Tobago.
 - 2 The TTFA shall keep a register which shall include the following information on each Member:
 - a) unique identification number;
 - b) legal name;
 - c) legal form;
 - d) authorised signatories;
 - e) additional information, in particular relevant to club licensing (e.g., club structure; identity; sporting results), as decided by the Executive Committee.
 - 3 The up-to-date information related to letters a, b, c and d shall be publicly available on the website of TTFA.
 - 4 Upon request, the TTFA shall confirm in writing the status of a Member.
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Article 13 Admission

- 1 Any legal person wishing to become a Member of the TTFA shall apply in writing to the general secretariat of the TTFA.
- 2 The application must be accompanied by the following mandatory items:

- a) a copy of its legally valid statutes or constitutional document and, if applicable, regulations;
- b) a declaration that it will comply at all times with the Statutes, regulations and decisions of the TTFA, FIFA and Concacaf and ensure that these are also respected, if applicable, by its own members, clubs, officials and players;
- c) a declaration that it will comply with the Laws of the Game in force as laid down by the IFAB, as well as the Beach Soccer Laws of the Game and the Futsal Laws of the Game as laid down by FIFA;
- d) a declaration that it will refer in the last instance (i.e., after exhaustion of all internal channels within the TTFA) any dispute of national dimension arising from or related to the Statutes, regulations, directives and decisions of the TTFA only to CAS, which shall definitively settle the dispute to the exclusion of any Ordinary court;
- e) a declaration that any dispute of international dimension arising from or related to the Statutes, regulations, directives and decisions of FIFA or of Concacaf may only be submitted in the last instance to CAS, as specified in the Statutes of FIFA and of Concacaf;
- f) a declaration that it recognises the jurisdiction of CAS, as specified in the Statutes of FIFA and of Concacaf, and its decisions;
- g) a declaration that it is located and registered on the territory of Trinidad and Tobago;
- h) a declaration to the effect that the legal composition of the applicant guarantees that it can make decisions independently of any external entity;
- i) a declaration to the effect that the members of its own bodies were elected or appointed as a result of a procedure that guarantees the complete independence of the election or appointment;
- j) a list of officials, specifying those who are authorised signatories with the right to enter into legally binding agreements with third parties;
- k) a copy of the minutes of its last congress or constitutional meeting;
- l) if applicable, a declaration that it undertakes to organise or participate in friendly matches only with the prior consent of the TTFA;
- m) if applicable, a declaration that it will play all official home matches on the territory of Trinidad and Tobago;
- n) if applicable, a declaration that it will organize competitions and/or other sporting activities recognised by the TTFA;
- o) football clubs must comply with all the requirements of the Club Licensing Regulations of the TTFA.

Article 14 Request and procedure for application

- 1 The Executive Committee shall verify if the formal requirements of art. 13 of these Statutes are complied with. The Executive Committee shall then request that the Congress either admit an applicant or not. The applicant may state the reasons for its application to the Congress.
- 2 The new Member shall acquire membership rights and duties as soon as it has been admitted. Its delegate is eligible to vote and be elected with immediate effect.

Article **15** **Members' rights**

- 1 The Members of the TTFA have the following rights:
 - a) to take part in the Congress, to receive its agenda in advance, to be called to the Congress within the prescribed time, to exercise their rights to participate in the debates and discussions and to exercise their voting rights;
 - b) to draw up proposals for inclusion in the agenda of the Congress;
 - c) to nominate candidates for elections and/or appointment to the relevant bodies of the TTFA;
 - d) to be informed of the affairs of the TTFA through its official bodies and be informed of the decisions taken by the Executive Committee, such as information pertaining to any appointment or reappointment of General Secretary, Technical Director and national teams' coaches;
 - e) to take part in competitions (if applicable) and/or other sporting activities and programmes organised by the TTFA and organise championships (if applicable) following the assignment thereof by the TTFA and under its auspices;
 - f) to exercise all other rights arising from the Statutes and regulations of the TTFA.

 - 2 The exercise of these rights is subject to other provisions in the Statutes and applicable regulations of the TTFA.
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Article **16** **Members' obligations**

- 1 The Members of the TTFA have the following obligations:
 - a) to comply fully with the Statutes, regulations, directives and decisions of FIFA, Concacaf and the TTFA at all times and to ensure that these are also respected by its members;
 - b) to ensure the election of its own decision-making bodies at least every four years;
 - c) to convene their supreme and legislative body once per year;
 - d) to take part in competitions (if applicable) and/or other sporting activities organised by the TTFA;
 - e) to organize competitions and/or other sporting activities recognised by the TTFA;
 - f) to pay their membership subscriptions;
 - g) to respect the Laws of the Game as laid down by the IFAB, as well as the Beach Soccer Laws of the Game and the Futsal Laws of the Game as laid down by FIFA, and to ensure that these are also respected by its members through a statutory provision;
 - h) to adopt a statutory clause specifying that any dispute of national dimension arising from or related to the Statutes, regulations, directives, and decisions of the TTFA may only be referred in the last instance (i.e., after exhaustion of all internal channels within the TTFA) to CAS, which shall definitely settle the dispute to the exclusion of any Ordinary court, unless expressly prohibited by the legislation in force in Trinidad and Tobago

- i) to adopt a statutory clause specifying that any dispute of international dimension arising from or related to the Statutes, regulations, directives and decisions of FIFA or of Concacaf may only be submitted in the last instance to CAS, as specified in the Statutes of FIFA and of Concacaf;
 - j) to manage their affairs independently and ensure that their own affairs are not influenced by any third parties in accordance with art. 21 of these Statutes;
 - k) to ensure that their bodies are either elected or appointed according to a procedure that guarantees the complete independence and integrity of the election or appointment process;
 - l) to communicate to the TTFA any amendment to its statutes and regulations as well as any changes to its internal organisation within one month of the effective date of the change (e.g., the list of officials who are authorised signatories with the right to enter into legally binding agreements with third parties);
 - m) not to maintain any relations of a sporting nature with entities that are not recognised or with Members that have been suspended or expelled;
 - n) to observe the principles of loyalty, integrity and good sporting behaviour as an expression of fair play through a statutory provision and ensure that these are also respected by their members through a statutory provision;
 - o) to observe the mandatory items specified under art. 13 par. 2 of these Statutes for the duration of their affiliation;
 - p) to administer a register of members which shall regularly be updated;
 - q) to ratify statutes that are in accordance with the requirements of these Statutes;
 - r) to comply fully with all other duties arising from the Statutes and other regulations of FIFA, Concacaf and the TTFA.
 - s) to provide audited financial statements from a member of the Institute of Chartered Accountants of Trinidad and Tobago (ICATT) engaged in audit practice who holds a valid Auditing Certificate issued by ICATT which shall certify that the Member is financially solvent.
 - t) to provide an annual Activity Report of activities
- 2 Violation of the above-mentioned obligations by any Member may lead to sanctions provided for in these Statutes.
- 3 Violation of par. 1 i) above may also lead to sanctions, even if the third-party influence was not the fault of the Member concerned. Each Member of the TTFA is responsible for any and all acts of the members of their bodies caused by the gross negligence or wilful misconduct of such members.

Article **17** **Suspension**

- 1 The Congress is responsible for suspending a Member. The Executive Committee may, however, prior to a vote of the Congress, temporarily suspend with immediate effect a Member that seriously and/or repeatedly violates its obligations as a Member. The suspension approved by the Executive Committee shall last until the next Congress unless the Executive Committee has lifted it in the meantime.
- 2 The motion for suspension must be adopted by a three-quarter majority of the valid votes cast. A suspension of a Member by the Congress or a temporary suspension by the Executive

Committee shall be confirmed at the next Congress. If it is not confirmed, the suspension shall be automatically lifted with immediate effect.

- 3 A suspended Member may not exercise any of its membership rights. Other Members may not entertain sporting contact with a suspended Member. The Disciplinary and Ethics Committee may impose further sanctions.
- 4 Members that do not participate in any competitions and/or sporting activities organised or recognised by the TTFA for two consecutive years shall be suspended from voting at the Congress and their representatives shall not be elected or appointed until they have fulfilled their obligations in this respect.

Article **18** Expulsion

- 1 The Congress may expel a member if it seriously and repeatedly violates the Statutes, regulations directives or decisions of FIFA, Concacaf, CFU or the TTFA.
- 2 The motion for expulsion must be adopted by a three-quarter majority of the valid votes cast.

Article **19** Resignation

- 1 A Member may resign from the TTFA. Notice of resignation must reach the general secretariat no later than four (4) months before coming into effect.
- 2 The resignation is not valid until the Member wishing to resign has fulfilled its financial obligations towards the TTFA and its other Members.

Article **20** Dissolution

- 1 If a Member dissolves, either voluntarily or due to legal reasons, its membership in the TTFA shall terminate with immediate effect at the moment its legal personality ceases to exist.
- 2 The executive body of the Member shall immediately inform the general secretariat of the TTFA when the dissolution procedure begins.

Article **21** Independence of Members and their bodies

- 1 Each Member shall manage its affairs independently and with no undue influence from third parties.
- 2 The Members' bodies shall be either elected or appointed. The Members' statutes shall provide for a democratic procedure that guarantees the complete independence and integrity of the election or appointment process.
- 3 Any Members' bodies that have not been elected or appointed in compliance with the provisions of par.2 above, even on an interim basis, shall not be recognised by the TTFA.

- 4 Decisions passed by bodies that have not been elected or appointed in compliance with par.2 above shall not be recognised by the TTFA.

Article **22** **Status of clubs, leagues, regional associations, and other groups of clubs**

- 1 Clubs, leagues, regional associations, or any other groups of clubs affiliated to the TTFA shall be subordinate to and recognised by the TTFA. There shall only be one top-tier national league on the territory of the TTFA.
- 2 These Statutes define the scope of authority and the rights and duties of the entities mentioned in par.1 above. Their statutes and regulations shall be in line with the requirements and obligations of the Statutes and regulations of the TTFA. The TTFA shall have the primary responsibility to regulate matters relating to refereeing, the fight against doping, the registration of players, club licensing, the imposition of disciplinary measures, including for ethical misconduct, as well as measures required to protect the integrity of competitions, including the fight against match-fixing.
- 3 The entities mentioned in par. 1 above shall take all decisions on any matters regarding their membership independently of any external body. This obligation applies regardless of their corporate structure.
- 4 In any case, no natural or legal person (including holding companies and subsidiaries) shall exercise, or have the ability to exercise, control in any manner whatsoever over more than one club or group of clubs in the same division and/or competition as this may jeopardise the integrity of matches or competitions.

III. ORGANISATION

Article **23** Bodies

- 1 The Congress is the supreme and legislative body.
 - 2 The Executive Committee is the strategic and oversight body.
 - 3 The General Secretariat is the executive, operational and administrative body.
 - 4 Standing and ad hoc committees shall advise and assist the Executive Committee and the General Secretariat in fulfilling their duties.
 - 5 The club licensing bodies are in charge of the club licensing system within the TTFA.
 - 6 The independent committees fulfil their functions in accordance with these Statutes and applicable regulations. The independent committees are the Audit and Compliance Committee, the Electoral Committee and the judicial bodies.
 - 7 The judicial bodies are the Disciplinary and Ethics Committee and the Appeals Committee.
 - 8 The independent committees shall be either elected or appointed by the TTFA itself without any undue external influence and in accordance with the procedures described in these Statutes. The members of the bodies shall not have previously been found guilty of any criminal offence incompatible with the position. In addition, the members of the bodies shall not have been previously sanctioned and/or suspended by any body of FIFA, Concacaf, CFU and/or the TTFA.
 - 9 Any member of the bodies must withdraw from the debate and from taking a decision if there is any risk or possibility of a conflict of interest. In particular, members of the bodies shall always be aware of, and comply with, the relevant provisions of the FIFA Code of Ethics on conflicts of interest and adjust their conduct as necessary, e.g., abstain from performing their duties, notify the chairperson in cases of potential conflicts of interest, etc.
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Article **24** Dismissal of a member of a body

- 1 The Congress may dismiss a member of a body. The Executive Committee may also dismiss a member of a body provisionally, with the exception of the members of the independent committees. The provisional dismissal approved by the Executive Committee shall be confirmed by the next Congress, unless the Executive Committee has lifted it in the meantime. If the next Congress is of an elective nature, a dismissed member shall be allowed to be an elective candidate (provided that the member in question fulfils the relevant eligibility criteria) on a conditional basis depending on the final decision of the Congress on the dismissal which shall be taken before the election.
- 2 The motion for dismissal must be justified and shall be sent to the members of the Executive Committee and/or to the Members of the TTFA along with the respective agenda.
- 3 The member of the body in question has the right to defend himself in front of the Executive Committee and/or the Congress.
- 4 The motion for dismissal shall be decided by means of secret ballot at the Executive Committee and/or the Congress. For the motion to be passed, a majority of two-thirds of the valid votes cast is required.
- 5 The member dismissed (provisionally or not) is relieved of his/her functions with immediate effect.

A. CONGRESS

Article 25 Definition and composition

- 1 The Congress is a meeting at which all the Members regularly convene. It represents the supreme and legislative authority of the TTFA. Only a Congress that is duly convened has the authority to make decisions. The Congress may be held in person or by videoconference. Elective Congresses shall be held in person.
- 2 The Congress shall be constituted in accordance with the principles of representative democracy and shall take into account the importance of gender equality in football, the interests of women's football and stakeholders' representation in football.
- 3 The Congress may be ordinary or extraordinary.
- 4 The President shall chair the Congress in compliance with these Statutes, the Standing Orders of the Congress and any applicable regulations.
- 5 The Executive Committee may appoint observers who take part in the Congress without the right to debate or to vote.

Article 26 Delegates and votes

- 1 The Congress is composed as follows:
 - a) for each licensed club in the TT Premier Football League Tier 1 for a maximum of twelve (12) clubs: two votes per club represented by one delegate. If the number of licenced clubs in the TT Premier Football League Tier 1 are more than twelve (12), the top twelve (12) in the standings of the TT Premier Football League Tier 1 at the end of the most recent TT Premier Football League season will participate in the Congress with voting rights as per this paragraph
 - b) for each licensed club that finished in the top six (6) in the standings of the TT Premier Football League Tier 2 at the end of the most recent TT Premier Football League season: two votes per club represented by one delegate. However, a club cannot vote in both Tier 1 and Tier 2. Therefore, if this applies the next Tier2 licenced club in the standings will be entitled to vote.
 - c) for each regional association: two votes per regional association represented by one delegate;
 - d) for the Beach Soccer Association of Trinidad and Tobago: one vote, one delegate;
 - e) for the Futsal Association of Trinidad and Tobago: one vote, one delegate;
 - f) for the Trinidad and Tobago Football Referees Association: one vote, one delegate;
 - g) for the Unified Football Coaches Association of Trinidad and Tobago: one vote, one delegate;
 - h) for TT Women's League Football: two votes represented by one delegate;
 - i) for Secondary Schools Football League: one vote, one delegate;

- j) for Primary Schools Football League: one vote, one delegate;
 - k) for the Veteran Footballers Foundation of Trinidad and Tobago: one vote, one delegate.
- 2 Delegates must belong to the Member that they represent and be appointed or elected by the appropriate body of that Member. They must also be able to produce evidence of this upon request.
 - 3 Only the delegates present are entitled to vote. Attendance by videoconference is not allowed unless the whole Congress has been convened virtually. Voting by proxy or by letter is not permitted.
 - 4 The members of the Executive Committee and the General Secretary shall take part in the Congress without voting rights. During their terms of office, members of the Executive Committee may not be appointed as delegates to the Congress. The staff of the TTFA may take part in the Congress without voting rights.

Article **27** **Areas of authority**

The Congress has the following areas of authority:

- a) adopting or amending these Statutes and the Standing Orders of the Congress of the TTFA;
- b) appointing three (3) Members to check the minutes and approving the minutes of the last meeting;
- c) electing the President, the vice-president(s) and members of the Executive Committee;
- d) ratifying the chairpersons, the deputy chairpersons and members of the independent committees (i.e., Audit and Compliance Committee, Electoral Committee and Judicial Bodies), upon proposal of the Executive Committee;
- e) appointing scrutineers to count the votes and to assist the Electoral Committee in distributing the ballot papers issued for the elections;
- f) approving the annual audited financial statements, including the consolidated financial statements and the annual report;
- g) approving the budget;
- h) approving the activity report (containing the activities of the TTFA since the last Congress);
- i) appointing the independent and external auditors upon proposal of the Executive Committee;
- j) fixing the membership subscriptions upon proposal of the Executive Committee;
- k) bestowing the title of honorary president or honorary member, upon proposal of the Executive Committee;
- l) admitting, suspending or expelling a Member;
- m) dismissing a member of a body of the TTFA;

- n) dissolving the TTFA and deciding upon the utilisation of its financial assets;
- o) passing decisions at the request of a member in accordance with these Statutes or passing any decision entrusted to the Congress in accordance with these Statutes.

Article 28 Quorum

- 1 A meeting of the Congress shall be quorate and valid only if a majority (more than 50%) of the delegates representing the Members eligible to vote are present at the start of the meeting.
- 2 If a quorum is not achieved, a second Congress shall be reconvened within 24 hours with the same agenda.
- 3 A quorum is not required for the second meeting of the Congress unless an item on the agenda proposes the amendment of these Statutes, the election of the President, vice-presidents or members of the Executive Committee, the election of the chairpersons, deputy chairpersons or members of the independent committees, the dismissal of a member of a body, the suspension or expulsion of a member or the dissolution of the TTFA.
- 4 Once it is declared that the Congress has been convened and composed in accordance with these Statutes, the quorum shall not be influenced by delegates departing.

Article 29 Decisions

- 1 A decision that requires a vote shall be reached by show of hands or by means of an electronic count, unless decided otherwise by the Congress. If a show of hands does not result in a clear majority in favour of a motion or if at least a majority (more than 50%) of the delegates representing the Members present and eligible to vote request it, the vote shall be taken by calling the roll in alphabetical order.
- 2 Unless otherwise stipulated in these Statutes, a majority (more than 50%) of the valid votes cast is sufficient for a decision to be valid. Blank ballot papers, invalid votes or electronic votes manipulated in any way as well as abstentions shall be disregarded when calculating the majority.

Article 30 Elections

- 1 Elections shall be conducted by secret ballot. However, if the number of candidates is equal to the number of open positions, the positions may be elected by acclamation.
- 2 Elections shall be conducted in accordance with the Electoral Code of the TTFA and shall be supervised by the Electoral Committee.
- 3 The election for the positions within the Executive Committee shall take place by slate. A person cannot be a candidate on more than one slate. At the moment of the Elections, the slate(s) shall have more than 50% of eligible candidates in order to be considered eligible to

be elected. In the case of vacancies, the Executive Committee shall fill the vacant position(s) in question until the next Congress, when replacement(s) for the position(s) will be elected for the remaining period of office.

- 4 Every slate in the election for the positions within the Executive Committee shall be proposed by at least five (5) Members and be composed in accordance with art. 37 par. 1. Each Member shall support one slate only. If a Member supports more than one slate, none of its expressions of support shall be considered valid.
- 5 For the election for the positions within the Executive Committee, a majority (more than 50%) of the valid votes cast is necessary for a slate to be elected. If there are more than two slates, whichever obtains the lowest number of votes is eliminated after each ballot until only two slates are left.
- 6 The ratification of the chairpersons, deputy chairpersons and members of the independent committees (i.e., Audit and Compliance Committee, Electoral Committee and Judicial Bodies), shall be conducted en bloc.
- 7 In case of a tied vote in the elections of the Executive Committee, two new ballots shall be conducted in accordance with the procedure set forth in this article. If the tied vote remains, the relevant position shall remain vacant until a new elective Congress convenes to proceed with new elections according to these Statutes. In the case of a tied vote in the elections, a second round of voting shall be conducted in accordance with the procedure set forth in this article. In case the third round concludes with a tie as well, the list will be designated by a draw of lots conducted by the chairperson of the Electoral Committee.
- 8 Blank ballot papers, invalid votes or electronic votes manipulated in any way as well as abstentions shall be disregarded when calculating the majority.
- 9 Candidatures for any of the positions of the Executive Committee shall be sent to the general secretariat at least 45 days before the relevant elective Congress. The official list of candidates must be passed to the Members of the TTFA at least 10 days before the Congress at which the Executive Committee shall be elected. In case elections are held in an Extraordinary Congress, the provisions and deadlines corresponding to the electoral processes must be applied. This means that candidacies for any of the positions on the Executive Committee to be elected by the Congress shall be submitted to the General Secretariat at least 45 days prior to the corresponding Elective Congress. The official list of candidates shall be sent to the members of TTFA at least 10 days before the Congress in which the Executive Committee is to be elected.
- 10 Executive Committee and/or members shall send candidates for any of the positions of the independent committees (i.e., Audit and Compliance Committee, Electoral Committee, and Judicial Bodies) to the general secretariat at least 45 days before the relevant elective Congress. The official list of candidates proposed by the Executive Committee must be passed to the Members of the TTFA at least 10 days before the Congress at which the members in question shall be ratified.

Article **31** Ordinary Congress

- 1 The Ordinary Congress shall be held every year.

- 2 The Executive Committee shall fix the place and date. The Members shall be notified in writing at least 60 days in advance.
- 3 Any proposal that a Member wishes to submit to the Congress shall be sent to the general secretariat in writing, with a brief explanation, at least 45 days before the date of the Congress.
- 4 The formal convocation shall be made in writing at least 10 days before the date of the Congress. This convocation shall contain the agenda, the activity report, the financial statements, the independent external auditors' report, and any other relevant documents, including the official list of candidates (if relevant).

Article **32** Ordinary Congress Agenda

- 1 The General Secretary shall draw up the agenda based on proposals from the Executive Committee and the Members.
- 2 The Congress agenda shall include the following mandatory items (in chronological order):
 - a) a declaration that the Congress has been convened and composed in compliance with these Statutes;
 - b) approval of the agenda;
 - c) an address by the President;
 - d) appointment of Members to check the minutes;
 - e) appointment of scrutineers;
 - f) suspension or expulsion of Members (if applicable);
 - g) approval of the minutes of the preceding Congress (if applicable);
 - h) activity report (containing the activities since the last Congress);
 - i) presentation of the balance sheet, profit and loss statement, statement of cash flows and the independent external auditor's report;
 - j) approval of the audited financial statements;
 - k) approval of the budget;
 - l) votes on proposals for amendments to these Statutes and the Standing Orders of the Congress of the TTFA (if applicable);
 - m) discussion of proposals submitted by the Members and the Executive Committee in accordance with the procedure stipulated under art. 32 par. 3 of these Statutes;
 - n) appointment of the independent external auditors (if applicable) upon proposal of the Executive Committee;
 - o) dismissal of a member of a body of the TTFA (if applicable);
 - p) election of the President, vice-presidents and members of the Executive Committee (if applicable);
 - q) ratification of the members of the independent committees, i.e., the Audit and Compliance Committee, Electoral Committee and Judicial Bodies (if applicable), upon proposal of the Executive Committee;

- r) admission for membership (if applicable).
 - 3 The Congress shall not take a decision on any point not included in the agenda.
 - 4 The agenda of an Ordinary Congress may be altered, provided that a majority (more than 50%) of the delegates representing the Members present at the Congress and eligible to vote agree to such a motion.
-

Article **33** Extraordinary Congress

- 1 The Executive Committee may convene an Extraordinary Congress at any time.
 - 2 The Executive Committee shall convene an Extraordinary Congress if more than 50% of the delegates representing the Members of the TTFA make such a request in writing. The request shall specify the items to be included in the agenda. An Extraordinary Congress shall be held within 14 days of receipt of the request. If an Extraordinary Congress is not convened, the delegates representing the Members who requested it may convene the Congress themselves. In doing so, they shall inform all the Members of the TTFA and the Executive Committee of the date and location of the Extraordinary Congress, along with the items to be included in the agenda in accordance with par. 3 below.
 - 3 The Members shall be notified of the place, date, and agenda at least 7 days, before the date of an Extraordinary Congress. This convocation shall contain the agenda and any other relevant documents.
 - 4 When an Extraordinary Congress is convened on the initiative of the Executive Committee, it must draw up the agenda. When it is convened upon the request of the Members, the agenda must contain the points raised by those Members.
 - 5 The agenda of an Extraordinary Congress must not be altered.
-

Article **34** Amendments to the Statutes and Standing Orders of the Congress

- 1 The Congress is responsible for amending these Statutes and the Standing Orders of the Congress of the TTFA.
- 2 Any proposals for an amendment to these Statutes and the Standing Orders of the Congress must be submitted in writing with a brief explanation to the general secretariat by a Member or by the Executive Committee. A proposal submitted by delegates representing a Member is valid, provided it has been supported in writing by at least eight (8) of the other delegates representing the Members.
- 3 A proposal for an amendment to these Statutes and the Standing Orders of the Congress of the TTFA shall be adopted only if two-thirds of the delegates representing the Members present and eligible to vote agree to it.
- 4 The TTFA shall inform FIFA and Concacaf of any amendments to its Statutes or Standing Orders, before it is submitted to Congress for approval.

Article **35** **Minutes**

The General Secretary shall be responsible for recording the minutes at the Congress. The minutes shall be checked by those Members designated. The minutes of the Congress shall be sent out to the Members, within 15 days of the Congress and shall be considered approved if no objection is raised within 10 days of their dispatch to the Members. In the event that any objections are received, the minutes shall be placed on the agenda of the next Congress for consideration.

Article **36** **Effective dates of decisions**

Decisions passed by the Congress shall come into effect immediately after the close of the Congress, unless otherwise stipulated in these Statutes or unless the Congress fixes another date for a decision to take effect.

B. EXECUTIVE COMMITTEE

Article 37 Composition

- 1 The Executive Committee shall consist of nine (9) members, at least one of whom shall be a woman, as follows:
 - a) 1 President;
 - b) 3 vice-presidents (first vice-president, second vice-president and third vice-president); and
 - c) 5 ordinary members
- 2 The Executive Committee must include a representative from Tobago, who, at the time of their election, is a member of the Tobago Regional Association Executive Committee or any Tier 1 and Tier 2 club based in Tobago.
- 3 The President, the vice-president(s) and the other members of the Executive Committee shall be elected by the Congress in accordance with art. 30 of these Statutes. They shall undergo an integrity check, to be conducted by the Electoral Committee, prior to their election or re-election.
- 4 The president and vice presidents shall have already been active in football at any time during the last eight (8) years from the date of submitting their candidature for election. All members of the Executive Committee shall not have previously been found guilty of any criminal offence incompatible with the position and shall not have been previously sanctioned and/or suspended by any body of FIFA, Concacaf, CFU and/or the TTFA.
- 5 The mandate of the President, vice-presidents and members of the Executive Committee shall be for four years. Their term of office shall follow the same electoral cycle. Their mandates shall immediately begin after the end of the Congress which has elected them and expire at the end of the Congress at which their successors are elected. No person may serve as President for more than three terms of office (whether consecutive or not). All other members (including any vice-president) of the Executive Committee may serve for no more than three terms of office (whether consecutive or not). Any partial term of office, more than 24 months, shall count as one full term.
- 6 A member of the Executive Committee may not at the same time be a member of an independent committee and may not be appointed/elected as a delegate representing a Member at the Congress.
- 7 If a position or up to 50% of the positions of the Executive Committee become vacant, the Executive Committee shall fill the position(s) in question until the next Congress, when replacement(s) for the position(s) will be elected for the remaining period of office.
- 8 If more than 50% of the positions of the Executive Committee become vacant, the General Secretary shall convene an Extraordinary Congress immediately within the prescribed period of time in accordance with Article 30.
- 9 Any position within the Executive Committee shall be considered vacant in case of death, resignation or if the member concerned is permanently prevented from performing his official function.

Article **38** Meetings

- 1 The Executive Committee shall meet at least bi-monthly, i.e., every two months. The meetings of the Executive Committee may be held in person or by videoconference.
- 2 The President shall convene the Executive Committee meetings. If more than 50% of the Executive Committee request a meeting, the President shall convene it within 14 days of the receipt of the request. If the President does not convene the requested meeting by the aforementioned deadline, the other members of the Executive Committee shall convene it themselves but must send the agenda to all members of the Executive Committee at least three days before the meeting in line with par. 3 below.
- 3 The President, assisted by the general secretariat, shall compile the agenda, which needs to be notified to the members at least ten days prior to the meeting. Each member of the Executive Committee is entitled to propose items for inclusion in the agenda. The members of the Executive Committee must submit the items they wish to be included in the agenda for the meeting to the general secretariat at least seven days before the meeting. As a rule, the final agenda and the relevant documents must be sent out to the members of the Executive Committee at least three days before the meeting.
- 4 The General Secretary shall take part in the meetings of the Executive Committee in a consultative role and without voting rights. If the General Secretary is unable to attend a meeting, the General Secretary may nominate a representative to attend the meeting on his/her behalf.
- 5 The meetings of the Executive Committee shall not be held in public. The Executive Committee may, however, invite third parties to attend. Those third parties shall not have voting rights and may only express an opinion with the permission of the Executive Committee.
- 6 The President may also convene the Executive Committee on an urgent basis to deal with any matter requiring immediate settlement between two meetings of the Executive Committee. In such cases, the deadlines mentioned in par. 3 above may be either reduced or disregarded if the urgency so requires, and decisions may be passed through other modern means of written communication (e.g. emails, messaging apps), and must be acknowledged by more than 50% of the Executive Committee members.

Article **39** Powers

The Executive Committee shall have the following powers:

- a) passing decisions on all cases that do not come within the sphere of responsibility of the Congress or are not reserved for other bodies by law or under these Statutes;
- b) preparing, with the assistance of the general secretariat, and convening the Ordinary and Extraordinary Congress;
- c) appointing the chairpersons, deputy chairpersons and members of the standing committees;
- d) deciding to set up ad hoc committees if necessary at any time;

- e) approving and issuing the regulations for the organisation of standing committees and ad hoc committees;
- f) appointing the General Secretary. The Executive Committee should only appoint a General Secretary proposed by the President;
- g) dismissing the General Secretary;
- h) proposing the independent external auditors to the Congress;
- i) appointing replacements for vacancies in the independent committees until the next Congress;
- j) approving and issuing regulations governing the conditions of participation in and the staging of competitions organised by the TTFA;
- k) approving and issuing regulations regarding a club licensing system governing the participation of clubs in competitions of the TTFA and Concacaf, in compliance with the minimum requirements of the club licensing system as set up by the TTFA and FIFA;
- l) appointing the coaches for the representative teams and other technical staff;
- m) approving and issuing the Internal Organisation Regulations of the TTFA.
- n) ensuring that these Statutes are applied and adopting the executive arrangements required for their application;
- o) dismissing a member of a body, with the exception of independent committees, or suspending a Member of the TTFA provisionally until the next Congress;
- p) delegating tasks under its authority to other bodies;
- q) appointing observers who may take part in the Congress without the right to debate or to vote.

Article 40 Decisions

- 1 The Executive Committee shall not engage in valid debate unless there is a quorum of more than 50% of its members present. The meetings of the Executive Committee shall be quorate only if a majority (more than 50% of its members is present). Attendance by videoconference shall constitute presence.
- 2 The Executive Committee shall reach decisions by a majority (more than 50%) of the valid votes cast, unless otherwise stipulated in these Statutes. Voting by proxy or by letter is not permitted. When a meeting of the Executive Committee is held by videoconference, voting online or through other modern means of communication (e.g., emails, messaging apps) are permitted.
- 3 Any member of the Executive Committee must withdraw from the debate and from taking a decision if there is any risk or possibility of a conflict of interest.
- 4 The decisions taken shall be recorded in the minutes.
- 5 The decisions taken by the Executive Committee shall come into effect immediately, unless the Executive Committee decides otherwise.

C. PRESIDENT

Article 41 President

- 1 The President is primarily responsible for:
 - a) ensuring that the statutory objectives, mission, strategic direction, policies and values of the TTFA are sustainably pursued and fostering a positive image of the TTFA;
 - b) implementing the decisions passed by the Congress and the Executive Committee through the general secretariat;
 - c) ensuring the effective functioning of the bodies in order that they achieve the objectives described in these Statutes;
 - d) supervising the work of the general secretariat;
 - e) the relations between the TTFA and its Members, FIFA, Concacaf, CFU and political bodies and other organisations;
- 2 Only the President may propose to the Executive Committee the appointment of the General Secretary. The President may also propose to the Executive Committee the dismissal of the General Secretary.
- 3 The President shall preside over the Congress and the Executive Committee meetings and those committees of which the President has been appointed chairperson.
- 4 The President shall have an ordinary and casting vote on the Executive Committee.
- 5 If the President is absent or unavailable, the first vice-president shall deputise. If either the President or first vice-president is unavailable the second vice-president shall deputise.
- 6 If the position of the President becomes vacant in the sense of art. 37par. 9 of these Statutes, the first vice-president shall deputise until the next Congress. This Congress shall elect a new President for the remaining period of office.
- 7 Any additional powers of the President shall be contained in the Internal Organisation Regulations of the TTFA.

Article 42 Representation and signature

The President represents the TTFA generally. The Executive Committee shall adopt special provisions in the Internal Organisation Regulations of the TTFA regarding the joint signature of office holders. All contracts must be signed by the President, other Executive Committee members, or the General Secretary in accordance with the TTFA's Internal Organisation Regulations. All contracts above the value stipulated in the TTFA's Internal Organisation Regulations require approval from the Executive Committee before signing.

D. GENERAL SECRETARIAT

Article 43 General secretariat

The general secretariat is the executive, operational and administrative body and shall carry out the work of the TTFA under the direction of the General Secretary. The members of the general secretariat are bound by the Internal Organisational Regulations of the TTFA and shall fulfil the given tasks in good faith.

Article 44 General Secretary

- 1 The General Secretary is the chief executive officer of the TTFA.
- 2 The General Secretary shall be appointed by the Executive Committee upon proposal of the President on the basis of an agreement governed by private law and shall have the necessary professional qualifications and/or experience.
- 3 The General Secretary shall be responsible for:
 - a) implementing decisions passed by the Congress and Executive Committee in compliance with the President's directives;
 - b) attending the Congress and meetings of the Executive Committee and the standing and ad hoc committees;
 - c) organising the Congress and meetings of the Executive Committee and other bodies;
 - d) compiling the minutes for the meetings of the Congress, Executive Committee and standing and ad hoc committees;
 - e) managing and keeping the accounts;
 - f) correspondence;
 - g) the relations with the Members, committees, FIFA and Concacaf, under the direction of the President;
 - h) organising the general secretariat;
 - i) the appointment and dismissal of staff working in the general secretariat;
 - j) providing the Electoral Committee with logistic and operational support for elections;
- 4 Any additional responsibilities and duties assigned to the General Secretary shall be stipulated in the Internal Organisation Regulations of the TTFA.
- 5 The General Secretary shall not be a Congress delegate or a member of any other body.

E. STANDING COMMITTEES

Article 45 Standing committees

- 1 The standing committees are:
 - a) Finance and Remuneration Committee;
 - b) Competitions Committee;
 - c) Referees Committee;
 - d) Players' Status Committee;
 - e) Women's Football Committee;
 - f) Technical and Development Committee.
- 2 Chairpersons, deputy chairpersons and other members of the standing committees may be members of the Executive Committee with the exception of those of the Referees Committee, who may not belong to the Executive Committee.
- 3 The members of each standing committee shall be appointed by the Executive Committee upon proposal of the Executive Committee. The chairpersons, deputy chairpersons and the members of the standing committees shall be appointed for a term of office of four years. They may be appointed or dismissed by the Executive Committee at any time without the approval of the Congress.
- 4 The members of the standing committees shall have altogether the capacity, knowledge, ability, and experience required to fulfil the tasks and duties of their respective committees. The Executive Committee shall ensure appropriate female and stakeholders' representation on standing committees.
- 5 Each chairperson shall represent his/her standing committee and conduct business in compliance with the relevant provisions of the Internal Organisation Regulations of the TTFA approved by the Executive Committee.
- 6 Each chairperson shall fix the dates of meetings in collaboration with the General Secretary, ensure that all tasks are carried out and report back to the Executive Committee. Meetings may take place in person or by videoconference.
- 7 The Executive Committee and each standing committee, the latter with the approval of the Executive Committee, may, if necessary, set up a bureau and/or sub-committee to settle urgent matters; in such a case, decisions may be passed through modern means of written communication (e.g., emails, messaging apps). Any discussions and decisions of the bureau and/or sub-committee shall be reported to the relevant standing committee as soon as it is practicable to do so.
- 8 Each standing committee may propose to the Executive Committee amendments to the relevant provisions of the Internal Organisation Regulations of the TTFA that concern its committee.

Article **46** **Finance and Remuneration Committee**

The Finance and Remuneration Committee shall consist of a chairperson, a deputy chairperson, and a maximum of three additional members and shall:

- a) monitor the financial management of the TTFA and advise the Executive Committee on financial matters and asset management;
- b) analyse the budget and the financial statements prepared by the General Secretary and submit them to the Executive Committee for approval;
- c) advise the Executive Committee on the policy for remuneration of the management and staff members of the TTFA to ensure sustainable and responsible remuneration levels and;
- d) recommend and monitor the level and structure of remuneration of senior management and adjudicate on the achievement of the performance conditions under annual bonus arrangements and make recommendations to the Executive Committee;

Article **47** **Competitions Committee**

The Competitions Committee shall advise and guide the TTFA in relation to the development, organisation, and execution of official competitions. It shall also provide advice on integrity and safety in relation to official competitions.

Article **48** **Referees Committee**

The Referees Committee shall oversee the correct application of the Laws of the Game as well as the Futsal Laws of the Game and the Beach Soccer Laws of the Game. It shall appoint the referees and assistant referees for matches in competitions organised by the TTFA, organise refereeing matters within the TTFA in collaboration with the administration and monitor the education and training of referees. It shall consist of a chairperson, a deputy chairperson, and a maximum of six additional members, one from each zone, all of whom shall be ex-referees.

Article **49** **Players' Status Committee**

- 1 The Players' Status Committee shall set up and monitor compliance with transfer regulations in accordance with the FIFA Regulations on the Status and Transfer of Players and determine the status of players for the various competitions of the TTFA. The Executive Committee may approve special regulations governing the Players' Status Committee's powers of jurisdiction. The Players' Status Committee shall consist of a chairperson, a deputy chairperson, and a maximum of three additional members.

- 2 Players' status disputes involving the TTFA, its Members, clubs, players, officials, licensed match agents and football agents shall be settled in the last instance by an independent and duly constituted arbitration tribunal in accordance with these Statutes and subject to any applicable national law.

Article **50** **Women's Committee**

The Women's Committee shall advise the Executive Committee and promote the development of women's football at all levels, from grassroots to elite, in the country. It shall consist of a chairperson, a deputy chairperson, and a maximum of three additional members and shall:

- a) review and propose the regulations, policies and strategies for women's football, ensuring their alignment with international standards and best practices, and make recommendations to the Executive Committee;
- b) support and advise the technical staff and the national teams on women's football matters;
- c) liaise with and collaborate with the relevant stakeholders, such as the government, the media, sponsors, NGOs, clubs and players, to raise the profile and awareness of women's football;

Article **51** **Technical and Development Committee**

The Technical and Development Committee shall advise the Executive Committee on all matters relating to amateur and grassroots football within the TTFA and its Members. It shall consist of a chairperson, a deputy chairperson, and a maximum of three additional members and shall:

- a) It shall advise the Executive Committee all aspects of football training and technical development;
- b) take all possible measures to promote familiarization with and experience in teaching football to improve training methods and the qualifications of coaches;
- c) It may advise the Executive Committee on the appointment of the national teams' head coaches.

Article **52** **Ad hoc committees**

The Executive Committee may, if necessary, create ad hoc committees for special duties for a limited period of time. The Executive Committee shall appoint a chairperson, a deputy chairperson, and the appropriate number of members. The duties and function of ad hoc committees are defined in special regulations approved by the Executive Committee. An ad hoc committee shall report directly to the Executive Committee.

F. CLUB LICENSING BODIES

Article **53** Club licensing bodies

- 1 The club licensing bodies shall oversee the club licensing system within the TTFA in accordance with the Club Licensing Regulations of the TTFA and Concacaf.
- 2 The club licensing bodies consist of a first instance body and an appeals body.
- 3 Decisions passed by the club licensing appeal body may only be appealed before an independent and duly constituted arbitration tribunal in accordance with the provisions in these Statutes.

IV. INDEPENDENT COMMITTEES

Article 54 Institutional independence

- 1 The independent committees as well as their individual members shall conduct their activities and perform their duties entirely independently but always in the interests of the TTFA and in accordance with its Statutes and regulations.
- 2 The chairpersons, deputy chairpersons and members of the independent committees shall be elected by the Congress upon proposal of the Executive Committee and may only be relieved of their duties by the Congress. They shall not be members of any other body of the TTFA.
- 3 The mandate of all members of the independent committees shall last for four years. They may be re-elected.
- 4 The chairpersons, deputy-chairpersons and members of the Audit and Compliance Committee and of the Electoral Committee and the chairpersons and deputy-chairpersons of the Judicial Bodies shall comply with the independence criteria as defined in par. 5 below.
- 5 The persons mentioned in par. 4 above as well as any of their immediate family members may not exercise or have exercised during the four years preceding their initial terms any executive function at the TTFA, one of the TTFA's Members, a league or a club (including any of their affiliated companies/organisations), nor have or have had in the four years preceding their initial term any material business relationship with the TTFA, one of the TTFA's Members, a league or a club (including any of their affiliated companies/organisations). "Immediate family member" shall mean, with respect to a person, such person's spouse or domestic partner, siblings, parents, grandparents, uncles, aunts, children (including any stepchild or adopted child), grandchildren, son-, daughter-, father- or mother-in-law, and including anyone else, whether by blood or otherwise, with whom the individual has a relationship akin to a family relationship for which such person provides financial support.
- 6 The chairpersons, deputy-chairpersons and members of the independent committees shall undergo an integrity check to be conducted by the Audit and Compliance Committee prior to their election or re-election.

Article 55 Audit and Compliance Committee

- 1 The Audit and Compliance Committee serves in an independent role with accountability to both the Executive Committee and the Congress and shall consist of a chairperson, a deputy chairperson, and a maximum of three ordinary members. The Committee assists the Executive Committee members to discharge their duties relating to the safeguarding of assets, the operation of adequate systems, financial risk management and controls, the review of financial information, and the preparation of annual financial statements and the other matters incorporated in the annual report. Its members shall be knowledgeable and experienced in financial and/or regulatory and legal matters and may not be involved in any decision affecting the operations of the TTFA.
- 2 The Audit and Compliance Committee shall review and comment on the annual financial statements; review and monitor the integrity of the financial reporting process and the system of internal financial control; review and assess the appropriateness of the accounting policies

and practices and any changes thereto, and ensure compliance with the applicable financial reporting standards; and review and evaluate the effectiveness of the finance function and the experience and expertise of the Chief Financial Officer and the finance staff. The Audit and Compliance Committee shall furthermore suggest to the appropriate bodies any action that it deems necessary as a result of such monitoring. The Audit and Compliance Committee shall oversee the implementation of a compliance programme within the TTFA by the general secretariat.

- 3 Details on the Audit and Compliance Committee's responsibilities, its internal cooperation and other procedural matters are stipulated in the Internal Organisation Regulations of the TTFA.
- 4 If the chairperson, the deputy chairperson or a member of the Audit and Compliance Committee permanently ceases to perform his/her official function during his term of office, the Executive Committee shall appoint a replacement to serve until the next Congress.

Article **56** **Electoral Committee**

- 1 The Electoral Committee is the body in charge of organising and supervising the election process in accordance with the Electoral Code of the TTFA.
- 2 The composition and function of the Electoral Committee shall be governed by the Electoral Code of the TTFA.

Article **57** **Judicial Bodies**

- 1 The Judicial Bodies are:
 - a) the Disciplinary and Ethics Committee;
 - b) the Appeals Committee.
- 2 The judicial bodies are to be composed in such a way that the members, together, have the knowledge, abilities and specialist experience that is necessary for the due completion of their tasks and duties. The chairpersons and deputy chairpersons of the judicial bodies shall be qualified to practise law.
- 3 If the chairperson, the deputy chairperson, or a member of a judicial body permanently ceases to perform his/her official function during his/her term of office, the Executive Committee shall appoint a replacement to serve until the next Congress, in which the Congress shall appoint a new member of the respective judicial body for the remaining period.
- 4 The responsibilities and function of the judicial bodies shall be stipulated in the Disciplinary and Ethics Code of the TTFA.

Article **58** **Disciplinary and Ethics Committee**

- 1 The Disciplinary and Ethics Committee shall consist of a chairperson, a deputy chairperson and the necessary number of other members as determined in the Disciplinary and Ethics Code.
- 2 The function of the Disciplinary and Ethics Committee shall be governed by the Disciplinary and Ethics Code of the TTFA.
- 3 The Disciplinary and Ethics Committee may pronounce the sanctions described in these Statutes and the Disciplinary and Ethics Code of the TTFA on Members, officials, players, clubs, licensed match agents and football agents.
- 4 These provisions do not affect the powers of the Congress and the Executive Committee with regard to the suspension and expulsion of Members.
- 5 The Executive Committee shall issue the Disciplinary and Ethics Code of the TTFA, which shall be in accordance with the principles laid down in the FIFA Disciplinary Code and the FIFA Ethics Code.

Article **59** **Appeals Committee**

- 1 The Appeals Committee shall consist of a chairperson, a deputy chairperson and the necessary number of other members as determined in the Disciplinary and Ethics Code.
- 2 The function of the Appeals Committee shall be governed by the Disciplinary, Ethics and Electoral Codes of the TTFA.
- 3 The Appeals Committee is responsible for hearing appeals against decisions from the Disciplinary and Ethics Committee and the Electoral Committee that are not declared final by the relevant regulations of the TTFA.
- 4 Decisions pronounced by the Appeals Committee may only be referred to CAS in accordance with the provisions in these Statutes.

V. DISCIPLINARY MEASURES

Article 60 Disciplinary measures

The disciplinary measures are primarily:

- 1 for natural and legal persons:
 - a) a warning;
 - b) a reprimand;
 - c) a fine;
 - d) the return of awards.

- 2 for natural persons:
 - a) a caution;
 - b) an expulsion;
 - c) a match suspension;
 - d) a ban from the dressing rooms and/or the substitutes' bench;
 - e) a ban from entering a stadium;
 - f) a ban on taking part in any football-related activity;
 - g) social work;
 - h) compliance training.

- 3 for legal persons:
 - a) a transfer ban;
 - b) playing a match without spectators;
 - c) playing a match on neutral territory;
 - d) a ban on playing in a particular stadium;
 - e) annulment of the result of the match;
 - f) expulsion from a competition;
 - g) a forfeit;
 - h) deduction of points;
 - i) relegation to a lower division;
 - j) replaying a match.

VI. ARBITRATION

Article 61 Arbitration

- 1 Disputes within the TTFA or disputes affecting Members of the TTFA, leagues, members of leagues, clubs, members of clubs, players and officials may only be referred in the last instance (i.e., after exhaustion of all internal channels within the TTFA) to CAS which shall settle the dispute definitively to the exclusion of any ordinary court, unless expressly prohibited by the Laws of Trinidad and Tobago.
 - 2 Disputes of international dimension arising from or related to the Statutes, regulations, directives, and decisions of FIFA or Concacaf may only be submitted in the last instance to CAS as specified in the Statutes of FIFA and of Concacaf.
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Article 62 Jurisdiction

- 1 The TTFA shall have jurisdiction on internal national disputes, i.e., disputes between parties belonging or affiliated to the TTFA.
- 2 FIFA and/or Concacaf shall have jurisdiction on international disputes, i.e., disputes between parties belonging to different associations and/or confederations, in accordance with the relevant regulations.
- 3 The TTFA shall ensure its full compliance and that of all those subject to its jurisdiction with any final decision passed by a FIFA body, a Concacaf body, or CAS.

VII. FINANCE

Article 63 Financial period

- 1 The financial period of the TTFA shall be one year and shall begin on 1 January and end on 31 December.
 - 2 The revenue and expenses of the TTFA shall be managed so that they balance out over the financial period. The TTFA's major duties in the future shall be guaranteed through the creation of reserves.
 - 3 The General Secretary is responsible for drawing up the annual consolidated accounts of the TTFA and its subsidiaries as at 31 December.
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Article 64 Revenue

The revenue of the TTFA comprises:

- a) Members' annual subscriptions;
 - b) receipts generated by the marketing of rights to which the TTFA is entitled;
 - c) fines imposed by the authorised bodies;
 - d) other subscriptions and receipts in keeping with the objectives pursued by the TTFA;
 - e) donations;
 - f) any other revenue related to football activities;
 - g) funding from FIFA and from Concacaf.
-

Article 65 Expenses

The TTFA shall bear:

- a) the expenses stipulated in the budget;
 - b) other expenses approved by the Congress and expenses that the Executive Committee is entitled to incur within the scope of its authority;
 - c) all other expenses in keeping with the objectives pursued by the TTFA.
-

Article 66 Independent External Auditors

The independent external auditors appointed by the Congress shall audit on a yearly basis the accounts approved by the Executive Committee in accordance with the appropriate principles of accounting and present a report to the Congress. The independent and external auditors shall be appointed for a period of three years. Their mandate may be renewed.

Article **67** **Membership subscriptions**

- 1 Membership subscriptions are due on the last day of February. The annual subscription for new Members for the year in question shall be paid within 30 days of the close of the Congress at which they are admitted.
 - 2 The Congress shall fix the amount of the annual subscription every two years on the recommendation of the Executive Committee. It shall be the same for every class of Membership.
-

Article **68** **Settlement**

The TTFA may debit any Member's assets and accounts to settle claims.

Article **69** **Levies**

The TTFA may demand that a levy be paid by its Members for matches.

VIII. THE TTFA COMPETITIONS AND RIGHTS IN COMPETITIONS AND EVENTS

Article 70 Competitions

- 1 The TTFA shall organise and coordinate the following official competitions held within its territory:
 - a) TT Premier Football League Tier 1 and Tier 2
 - b) TT Premier Football League Knockout Cup
 - c) any other existing or future new and/or restructured competitions.
 - 2 The Executive Committee may delegate to the TTFA's subordinate leagues the authority to organise competitions, e.g., by means of a proper and comprehensive agreement. The competitions organised by the leagues shall not interfere with those competitions organised by the TTFA. Competitions organised by the TTFA shall take priority.
 - 3 The Executive Committee may issue special regulations to this end.
-

Article 71 Rights

- 1 The TTFA is the original owner of all of the rights emanating from competitions and other events coming under its respective jurisdiction, without any restrictions as to content, time and place. These rights include, among others, every kind of financial rights, audio-visual and radio recording, reproduction and broadcasting rights, multimedia rights, marketing and promotional rights and incorporeal rights such as emblems and rights arising under copyright law.
 - 2 The Executive Committee shall decide how and to what extent these rights are utilised and shall draw up special regulations to this end. The TTFA shall ensure that the sale of such rights is carried out in a transparent manner and in compliance with the Statutes and regulations of the TTFA as well as mandatory national laws.
-

Article 72 Authorisation to distribute

- 1 The TTFA and its Members are exclusively responsible for authorising the distribution of image and sound and other data carriers of football matches and events coming under their respective jurisdiction, without any restrictions.
- 2 The Executive Committee shall issue special regulations to this end.

IX. THE TTFA INTERNATIONAL MATCHES AND COMPETITIONS

Article **73** International matches and competitions

- 1 The authority for organising international matches and competitions between representative teams and between leagues, club teams and/or scratch teams lies solely with FIFA, the confederation(s) and/or the association(s) concerned. No such match or competition shall take place without the prior permission of FIFA, the confederation(s) and/or the association(s) concerned in accordance with the FIFA Regulations Governing International Matches.
 - 2 The TTFA is bound by the international match calendar compiled by FIFA.
-

Article **74** Contacts

The TTFA, its Members, players, officials, licensed match agents and football agents may not play matches or make sporting contacts with associations that are not members of FIFA or provisional members of a confederation without the approval of FIFA.

Article **75** Approval

- 1 Clubs, leagues or any other group of clubs that are affiliated to the TTFA may only join another association with the authorisation of the TTFA, the other association, the respective confederation(s) and FIFA.
- 2 Clubs, leagues or any other group of clubs that are affiliated to the TTFA cannot participate in competitions on the territory of another association without the authorisation of the TTFA, the other association, FIFA, and the respective confederation(s) according to the FIFA Regulations Governing International Matches.

X. THE TTFA FINAL PROVISIONS

Article 76 Unforeseen contingencies and force majeure

The Executive Committee shall have the power to decide on all cases of force majeure and on all matters not provided for in these Statutes; such decisions shall take into account the relevant regulations of FIFA, Concacaf, and the CFU.

Article 77 Publication of corporate documents

The TTFA shall make available to its members and publish on its official website the following documents and information:

- a) Statutes and Standing Orders of the Congress;
 - b) Electoral Code;
 - c) Disciplinary and Ethics Code;
 - d) Internal Organisation Regulations;
-

Article 78 Dissolution

- 1 Any decision relating to the dissolution of the TTFA requires a two thirds majority of all of the Members of the TTFA, which must be obtained at a Congress specially convened for the purpose.
 - 2 If the TTFA is disbanded, its assets shall be transferred to the Trinidad and Tobago Olympic Committee, which shall hold these assets as a trustee in accordance with the relevant professional duties until the TTFA is re-established. The final Congress may, however, choose another recipient for the assets based on a at least a two-thirds majority.
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Article 79 Enforcement

These Statutes were adopted at the Congress in Trinidad and Tobago on 28 January 2024 and come into force immediately. The former Statutes of the TTFA are hereby repealed.

Article 80 Transitional provisions

- 1 The Members as defined under art. 12 of these Statutes, shall be granted a period of 12 months, from the adoption of these Statutes, to comply with the mandatory requirements stipulated in art. 13 par. 2, and art. 16 par. 1 g), h), k), o) and p) of these Statutes. Any Member which does not comply with all these requirements within the aforementioned timeframe, shall automatically lose its right to vote at the Congress and the delegate(s) of the Member in

- question shall not be taken into account when establishing the quorum. The Member in question shall only regain its right to vote at the Congress once it has fully complied with its obligations as mentioned in this paragraph.
- 2 The composition of the Executive Committee as defined in art. 37 par. 1 of these Statutes shall only be applicable to the Executive Committee whose members shall be elected by the Congress after the adoption of these Statutes.
 - 3 The term limits as defined in art. 38 par. 3 of these Statutes shall only apply as from the elections of the members of the Executive Committee which shall take place following the adoption of these Statutes.
 - 4 Upon adoption of these Statutes, the Executive Committee shall appoint the members of the Standing Committees as defined under art. 45 to 50 of these Statutes.
 - 5 Within 12 months upon the adoption of these Statutes, the Congress shall elect the relevant members of the independent committees as defined under art. 53 to 55 of the Statutes that are not already in office. Within this same period, the Congress shall also dismiss the relevant members of the independent committees that do not comply with the independence criteria mentioned under art. 53 par. 5 of these Statutes and elect the relevant number of members to fill the positions.
 - 6 The TTFA shall have one year from the adoption of these Statutes to ensure that the Internal Organisation Regulations, Electoral Code, Disciplinary and Ethics Code and any other relevant legal document are brought in line with the provisions of these Statutes.
 - 7 For the elections of the Executive Committee which shall take place following the adoption of these Statutes, the normalisation committee shall act as the Electoral Committee as defined in the Electoral Code. Any appeal against any decision of the normalisation committee in connection with the elections, shall be referred to CAS.
 - 8 Within 3 months of the adoption of these Statutes, natural and legal persons shall rectify any and all breaches as outlined in Article 22 par. 4. This transitional period shall only apply if the relevant league, competition or TTFA disciplinary body has not addressed and/or passed judgement on the matter. All sanctioned/endorsed competitions of the TTFA, shall include Article 22 par. 4 in their regulations.

Couva, 28 January 2024

For the TTFA



Robert Hadad
Normalisation Committee Chairman



Amiel Mohammed
General Secretary

ANNEX A–THE TTFA QUESTIONNAIRE FOR INTEGRITY CHECKS

Part 1: General provisions

- 1 The integrity checks with regard to candidates for, and holders of, official positions within the TTFA that are subject to such checks (“candidates or holders”) shall be conducted by the relevant body in accordance with the provisions of these Statutes and this annexe.
 - 2 Candidates or holders are obliged to comply with the screening and self-disclosure process as outlined in parts 2 and 3 below. Prior to the screening process, every candidate or holder shall give written consent for said process through a form provided by the relevant body conducting the integrity check. If such written consent is not provided, the candidate or holder shall be deemed not to have passed the integrity check.
 - 3 Candidates or holders shall always act in good faith and shall fully collaborate to establish the relevant facts upon reasonable notice. If the candidate or holder concerned does not cooperate with the body competent to conduct the integrity check, the candidate or holder shall be deemed not to have passed the integrity check.
 - 4 The candidate or holder shall be deemed not to have passed the integrity check, if he:
 - a) has been subject to criminal convictions or disciplinary sanctions by a state court, in particular if the offence in question was a substantive issue and not a minor infraction or procedural misconduct;
 - b) has been found guilty and/or sentenced by the FIFA Ethics Committee or any other sporting body with a sanction that would seriously put into question the discharge of the office concerned.
 - 5 Subject to the relevant provisions regarding disclosure and forwarding of the information and related data obtained in the context of integrity checks in accordance with this annexe, all such information and related data must be treated as strictly confidential by the body conducting the integrity check concerned.
-

Part 2: Screening process

- 1 At the beginning of the screening process, every candidate or holder shall undergo an identification check (“ID check”). In this content, the candidate or holder shall submit a valid copy of his/her Trinidad and Tobago driver’s permit, national identification card or passport to the body in charge of performing the Integrity check. The ID check shall include verification/identification of the following elements:
 - a) name(s) and surname(s);
 - b) address of residence;
 - c) date and place of birth;
 - d) nationality/nationalities.
- 2 Every candidate or holder shall complete the questionnaire contained in part 3 below.
- 3 The body in charge of performing the integrity check may conduct independent research and/or investigations to obtain further relevant information on a particular candidate or holder, which may include information on intermediaries and related parties, mandates, potential conflicts of interest and significant participations as well as civil and criminal proceedings/investigations.

Part 3: Questionnaire

First name(s):	
Surname(s):	
Address of residence:	
Date and place of birth:	
Nationality/nationalities:	
Profession:	

1 Have you been previously convicted by a final decision of any intentional indictable offence or of any offence corresponding to a violation of the rules of conduct set out in part II section 5 of the FIFA Code of Ethics?

No Yes

If yes, please specify:

2 Has a sports governing body ever imposed any disciplinary or similar sanction or measure on you in the past for actions which amount to a violation of the rules of conduct set out in part II section 5 of the FIFA Code of Ethics?

No Yes

If yes, please specify:

3 Are you the subject of any pending civil, criminal or disciplinary proceedings or investigations?

No Yes

If yes, please specify:

4 I am fully aware that I am subject to the provisions of the Disciplinary and Ethics Code of the TTFA and to the provisions of the Statutes and other regulations of the TTFA that may address integrity issues, and I fully comply with such provisions.

5 I currently hold the following positions in football:

6 The following facts and circumstances may give rise to potential conflicts of interest regarding me (cf. in particular art. 23 par. 9 of these Statutes):

- 7 Remarks and observations which may be of potential relevance in the context of the integrity check:
- 8 I am fully aware and agree that this questionnaire is made available to the members of the appropriate body of THE TTFA.
- 9 I am fully aware and confirm that I must notify the body conducting the integrity check of any relevant facts and circumstances arising after the integrity check has been completed.
- 10 I am fully aware and confirm that I am obliged to collaborate fully to establish the relevant facts with regard to the integrity check to which I am subject. In particular, I will comply with requests for any documents, information or any other material of any nature held by me. In addition, I will comply with the procurement and provision of documents, information or any other material of any nature not held by me but which I am entitled to obtain.
- 11 I am fully aware and confirm that the body conducting the integrity check may also request information on possible sanctions (questions 1 and 2 above) directly from FIFA or the relevant confederation as well as from other institutions such as the Court of Arbitration for Sport in Lausanne, Switzerland, or the International Olympic Committee. In this regard, I hereby release the relevant institutions from any obligation of confidentiality relating to the information concerned.
- 12 I am fully aware and confirm that the body conducting the integrity check may collect further information on me in accordance with part 2 par. 3 of this annexe.

(Place and date)

(Signature)

Standing Orders of the Congress of Trinidad and Tobago Football Association

January 2024

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Definitions

Whenever relevant, the terminology used in these Standing Orders shall refer to the terms defined in the Definitions section of the Statutes of TTFA.

NB: Terms referring to natural persons are applicable to both genders. Any term in the singular applies to the plural and vice-versa.

Article 1 Representation and participation in the Congress

- 1 Members of TTFA shall be represented at the Congress by the delegates as mentioned under art. 26 par. 1 of the Statutes of TTFA.
 - 2 The names of the delegates shall be submitted to the general secretariat before the opening of the Congress.
 - 3 The TTFA shall bear the costs of travel and accommodation for the delegates of the Members taking part in the Congress. The Executive Committee shall issue appropriate directives in this connection.
 - 4 The delegates shall attend the Congress with business casual dress code.
-

Article 2 Chairperson

- 1 The President of TTFA shall chair the Congress. If the President is unable to attend, the vice-president shall deputise and if no vice-president is present, the longest-serving Executive Committee member shall deputise.
 - 2 The chairperson shall ensure that the Congress is conducted in strict compliance with these Standing Orders, open and close the Congress and debates, and, unless the Congress decides otherwise, grant delegates permission to speak and conduct all discussions.
 - 3 The chairperson shall be responsible for maintaining order during debates. He may take the following action against any delegate who disturbs the debates:
 - a) a call to order;
 - b) a reprimand;
 - c) exclusion from the Congress.
 - 4 If an appeal is made against such action, the Congress shall decide immediately without debate.
-

Article 3 Scrutineers

At the beginning of the meeting, the Congress shall appoint an adequate number of scrutineers to count the votes and to assist the General Secretary in distributing and counting voting papers issued for the elections.

Article 4 Debates

- 1 Debates on each item on the agenda shall be preceded by a short report or introduction:
 - a) by the chairperson or a member of the Executive Committee designated for this purpose;
 - b) by a representative of the committee designated by the Executive Committee to give such a report or introduction;

c) by a delegate of the Member that requested the item to be included in the agenda.

2 The chairperson then opens the debate.

Article 5 Speakers

- 1 Permission to speak is granted in the order in which it is requested. A speaker may not begin speaking until he has obtained permission to do so.
 - 2 A speaker may not speak for a second time on the same item until all other delegates who have requested permission to speak have spoken.
 - 3 The chairperson may set a time limit for speakers.
-

Article 6 Proposals during the Congress

- 1 All proposals submitted during the Congress shall be proposed and seconded by delegates. Proposals which are not related to items on the agenda, or are not relevant to the subject under discussion shall not be admitted to the debate.
 - 2 Any amendment to such initial proposals must also be proposed and seconded by delegates and must be related to items on the agenda before being put to the debate.
-

Article 7 Procedural motions and closing of debates

- 1 If a procedural motion is made, discussion on the main question shall be suspended until a vote has been taken on the motion.
 - 2 If a motion is made to close the discussion, it shall immediately be put to the vote without debate. If the motion is approved, permission to speak shall only be granted to those Members who asked to speak before the vote was taken.
 - 3 The chairperson shall close the discussion unless the Congress decides otherwise by a majority (more than 50%) of the valid votes cast.
-

Article 8 Votes

- 1 A decision that requires a vote shall be reached by a show of hands or by means of an electronic count, unless decided otherwise by the Congress.
- 2 Before each vote, the chairperson, or the person designated by him, shall read the text of the proposal aloud and explain the voting procedure (quorum) to the Congress. If an objection is raised, the Congress shall decide immediately.

- 3 Votes may be taken by roll call if requested by at least more than 50% of delegates representing the Members present and eligible to vote.
- 4 No one shall be compelled to vote.
- 5 Proposals made during the Congress shall be put to the vote in the order in which they are submitted. If there are more than two main proposals, they shall be put to the vote in succession and the delegates may not vote for more than one of the proposals.
- 6 Alterations to amendments shall be put to the vote before the amendments proper, and amendments before the main proposal.
- 7 Proposals without a vote against are regarded as having been accepted by the Congress.
- 8 The chairperson shall check the result of the vote and announce it to the Congress.
- 9 No one is permitted to speak during the vote and until after the result has been announced.

Article **9** Elections

Elections and the electoral process within TTFA shall be conducted according to the relevant provisions of the Statutes and Electoral Code of TTFA.

Article **10** Enforcement

These Standing Orders were adopted at the Congress in Couva, on 28 January 2024.

Couva, 28 January 2024

For TTFA



Normalisation Committee Chairman



General Secretary