

Special Sports Leave Application Form

Name & Surname	
Identity Card number	
Email Address	
Mobile number	
Place of Work	
Occupation	
Days of Work	<input type="checkbox"/> Monday to Friday <input type="checkbox"/> Shift Basis (indicate type) _____
Sports Organisation	
President/Secretary details	Name & Surname _____ Email Address _____
Event Abroad	<input type="checkbox"/> National Team competition <input type="checkbox"/> National Team non-competitive match/game/tournament
	<input type="checkbox"/> Club competitive event
	<input type="checkbox"/> National Sports Organisation Mandatory Conference/Meeting

Stamp of Association/Federation and Signature of Secretary/President required here

Dates Required	
Amount of Days	
Declaration of Federation / Association	<p>I, President/Secretary, of _____, confirm that the athlete / coach / official/ other (specify _____) will be participating and representing Malta in the</p> <p> <input type="checkbox"/> local international sports event (national team competitive event) <input type="checkbox"/> local international sports event (club competitive event) <input type="checkbox"/> international sports event abroad (national team competitive event) <input type="checkbox"/> international sports event abroad (national team friendly event) <input type="checkbox"/> international sports event abroad (club competitive event) <input type="checkbox"/> mandatory conference/meeting (attendance required by international federation) </p> <p>as contemplated in the Public Service Management Code and therefore I recommend that Special Sports Leave is granted.</p> <p>Name _____ Signature _____</p>
SportMalta Recommendation	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
Comments	
Signature	Date _____ Number of days recommended _____

Stamp of Association/Federation and Signature of Secretary/President required here

THE PROCEDURE FOR APPLYING FOR SPECIAL SPORTS LEAVE IS AS FOLLOWS:

1. FILL IN APPLICATION FORM AND REQUEST ENDORSEMENT OF RESPECTIVE NATIONAL SPORTS ORGANISATION.
2. ATTACH OFFICIAL LETTER FROM RESPECTIVE SPORTS ORGANISATION INDICATING NATURE OF EVENT (National team competitive/friendly, club competitive event or mandatory conference /meeting) AND WHAT THE ATHLETE / COACH / OFFICIAL WILL GAIN OUT OF SUCH PARTICIPATION (E.G. REPRESENTING MALTA, ACHIEVE RANKING IN NATIONAL COMPETITION THROUGH PARTICIPATION IN EVENTS ABROAD, ETC) AND/OR INVITE SENT BY ORGANISATION FOR MANDATORY MEETINGS AND CONFERENCES.
3. PASS THROUGH SPORTMALTA FOR RECOGNITION OF EVENT.
4. FORWARD TO RESPECTIVE DIRECTOR FOR APPROVAL OF SPORTS LEAVE AND PASS ON TO HUMA RESOURCES
5. HUMAN RESOURCES TO FORWARD TO PERMANENT SECRETARY (SPORTS).

Stamp of Association/Federation and Signature of Secretary/President required here