

Special Sports Leave Application Form

Name & Surname	
Identity Card number	
Email Address	
Mobile number	
Place of Work	
Occupation	
Days of Work	☐ Monday to Friday ☐ Shift Basis (indicate type) _____
Sports Organisation	
President/Secretary details	Name & Surname _____ Email Address _____
Event Abroad	☐ National Team competition ☐ National Team non-competitive match/game/tournament
	☐ Club competitive event
	☐ 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	I, President/Secretary, of _____, confirm that the athlete / coach / official/ other (specify _____) will be participating and representing Malta in the ☐ local international sports event (national team competitive event) ☐ local international sports event (club competitive event) ☐ international sports event abroad (national team competitive event) ☐ international sports event abroad (national team friendly event) ☐ international sports event abroad (club competitive event) ☐ mandatory conference/meeting (attendance required by international federation) as contemplated in the Public Service Management Code and therefore I recommend that Special Sports Leave is granted. Name _____ Signature _____
SportMalta Recommendation	☐ Recommended ☐ 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

Public Sector Sports Leave Endorsement Letter

1. Information about the Sports Event and where it is being held (or copy of official invitation especially in case of a conference/meeting):

2. Full Duration of the Event:

3. The Number of days Special Leave is being requested:

4. Please state the Involvement of the Applicant (Athlete/Official/Physio etc) and the days in which the Athlete will be competing OR in the case of officials the days when the applicant will be accompanying an athlete OR Actual days of conference (In the case of Mandatory Meetings/AGM's):

5. Is the Athlete/Official being remunerated for his/her participation in the event:

6. Is the Event recognized as an international Event/Mandatory Event:

7. Is the endorsing Association registered with SportMalta:

_____ (**Sports Organisation**) hereby verifies the above information and endorses the above request placed by _____ (**Name of Athlete/Official, etc**)

Additional Documentation for training programs, local events and eligibility criteria on Page 2.

Association and/or Club Secretary please sign here: _____

Additional Documentation for Training Programs:

- **For International Sports Activities held locally regarding training preparation**, the applicant must provide an **endorsed signed letter from their employer** by clearly indicating the applicant's Full-Time / Part-Time (pro-rata) working hours, together with **training schedule** held locally signed and provided by President and Secretary (both signatures required) of Association / Federation
- **For training camps held abroad or pre-competition training held abroad (International Sports Activities)**, the applicant must provide a **training schedule** signed by President and Secretary of Association / Federation (**both signatures are required**)

Eligibility and Duration of Sports Leave

The full provisions and conditions related to Sports Leave may be found at Section 6.2 and 6.3 of the Manual on Special Leaves

Association and/or Club Secretary please sign here: _____