

## Special Sports Leave Application Form

<b>Name &amp; Surname</b>	
<b>Identity Card number</b>	
<b>Email Address</b>	
<b>Mobile number</b>	
<b>Place of Work</b>	
<b>Occupation</b>	
<b>Days of Work</b>	<input type="checkbox"/> Monday to Friday <input type="checkbox"/> Shift Basis (indicate type) _____
<b>Sports Organisation</b>	
<b>President/Secretary details</b>	Name & Surname _____ Email Address _____
<b>Event Abroad</b>	<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**

<b>Dates Required</b>	
<b>Amount of Days</b>	
<b>Declaration of Federation / Association</b>	<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><b>Name</b> _____ <b>Signature</b> _____</p>
<b>SportMalta Recommendation</b>	<input type="checkbox"/> <b>Recommended</b> <input type="checkbox"/> <b>Not Recommended</b>
<b>Comments</b>	
<b>Signature</b>	<b>Date</b> _____ <b>Number of days recommended</b> _____

**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**