



## Special Sports Leave Application Form

### Section A: Applicant's Details

#### Section A1 - Personal Details

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

ID Card Number:         (  )

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_ @ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Section A2 - Employment Details

Ministry: \_\_\_\_\_

Division/Department: \_\_\_\_\_

Place of Work: \_\_\_\_\_

Position: \_\_\_\_\_

Days of Work: \_\_\_\_\_

**Stamp of Association/Federation required on each page**



**Section B: Represented Sport Organisation's Details**

Sport Organisation: \_\_\_\_\_

Sport Discipline: \_\_\_\_\_

SPORTMALTA Reg No.: \_\_\_\_\_

**Declaration:**

I, President/Secretary\*, of \_\_\_\_\_,  
confirm that \*\* \_\_\_\_\_ will be participating  
and representing Malta in the international sports event and would thus require leave  
from work.

Name & Surname: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_ @ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:**

- \* Delete where applicable.
- \*\* Insert the applicant's name and surname.

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**Section C: International Sport Activity Details**

Event: \_\_\_\_\_

Participating as: Athlete / Coach / Other (specify) \_\_\_\_\_  
(mark as applicable)Event being Held: Locally^ / Abroad^^  
(mark as applicable)**Note:**

- \* Proceed directly to Section D. In case of a conference or meeting proceed to Section F.
- \*\* Proceed directly to Section E. In case of a conference or meeting proceed to Section F.

**Section D: International Sport Activities held locally***(One day special paid leave may be allowed for actual participation, on the day of the event, in international sport activities held locally)*Event's Details\*: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: (day) \_\_\_\_\_ / (month) \_\_\_\_\_ / (year) \_\_\_\_\_\*\*

Venue: \_\_\_\_\_

Time: \_\_\_\_\_

Number of events already availed by applicant  
for Special Sports Leave since 1<sup>st</sup> January: \_\_\_\_\_**Note:**

- \* Friendly events are only applicable for requests for special sports leave related to representing Malta through the respective National Sport Organisation. Additional information about the International Sport Event can be attached to the application.
- \*\* Attach separate sheets if the event is held on more than one (1) day.

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**Section E: International Sport Activities held Abroad**

Event's Details\*: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Venue: \_\_\_\_\_

Country: \_\_\_\_\_

Requested number of Days for Special Sports Leave (excluding non-working days): \_\_\_\_\_

Day by Day Details\*\*:

Week Day	Date	Working Day	Activity in the Day (including travel)
		Yes / No	
		Yes / No	
		Yes / No	
		Yes / No	
		Yes / No	
		Yes / No	
		Yes / No	
		Yes / No	

Number of events already availed by applicant for Special Sports Leave since 1<sup>st</sup> January: \_\_\_\_\_

Note:

\* Friendly events are only applicable for requests for special sports leave related to representing Malta through the respective National Sport Organisation. Additional information about the International Sport Event can be attached to the application.

\*\* In case of lack of space on the application form, one can attach a separate table.

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**Section F: Mandatory\* Conference/Meeting**

Conference/Meeting  
 Details\*\*:

\_\_\_\_\_

\_\_\_\_\_

Explanation why this meeting/conference is mandatory:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conference/Meeting  
 Venue: \_\_\_\_\_

Country: \_\_\_\_\_

Requested number of Days for Special  
 Sports Leave (excluding non-working days): \_\_\_\_\_

Day by Day Details\*\*\*:

Week Day	Date	Working Day	Activity in the Day (including travel)
		Yes / No	
		Yes / No	
		Yes / No	
		Yes / No	
		Yes / No	

Note:

- \* An official invitation has to be attached with the application.
- \*\* Additional information about the International Sport Event can be attached to the application.
- \*\*\* In case of lack of space on the application form, one can attach a separate table.

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**Section G: Endorsement by SportMalta**

Sport Entity Registered with SPORTMALTA: YES / NO

Event is recognised by SPORTMALTA  
as an international event: YES / NO

In the case of a conference/meeting,  
SPORTMALTA recognises this as mandatory: YES / NO

Special Sports Leave days to be availed from \_\_\_\_\_  
till \_\_\_\_\_

Number of Special Sports Leave Days: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Grade/Position: \_\_\_\_\_

Signature: \_\_\_\_\_

SPORTMALTA Stamp:

**Stamp of Association/Federation required on each page**



### **ADDITIONAL NOTES**

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

1. FILL IN APPLICATION FORM AND REQUEST ENDORSEMENT OF RESPECTIVE SPORTS ORGANISATION.
2. PASS THROUGH SPORTMALTA FOR RECOMMENDATION.
3. FORWARD TO RESPECTIVE DIRECTOR FOR APPROVAL.
4. FORWARD TO PERMANENT SECRETARY FOR FINAL APPROVAL.

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