

All questions carry 20 marks each.
Each student is required to answer any FIVE of the eight questions in this paper.

Question 1

- a) What are the powers and duties of a club management committee?
- b) Draft a typical agenda for a meeting of a club's management committee to be held a few days after the club's Annual General Meeting.

Question 2

- a) Who should a club notify of a "temporary event" in the form of a Temporary Event Notice (TEN) and what notice needs to be given?
- b) TENS are subject to certain limitations. What are these limitations?
- c) What "qualifying club activities" may a Club Premises Certificate (CPC) authorise?
- d) What types of entertainment are described in the Licensing Act 2003 under Regulated Entertainment?

Question 3

- a) Under what conditions can bingo be played in a club?
- b) What are the conditions that relate to a private lottery?

Question 4

- a) A chosen candidate for a permanent employment position with the club is a member of the club. What advice should the secretary give to the committee in respect of this candidate before an appointment is made?
- b) Describe fully the procedure that should be followed by a committee when disciplining a member of staff.

Question 5

- a) What are the advantages and disadvantages of a club registering as an Industrial and Provident Society?
- b) Typically, what items should be included in the rules of a club?

Question 6

Describe in detail the following:

- a) The various insurances needed by the club to fully protect its interests.
- b) The reasons why the Performing Right Society and Phonographic Performance Ltd. exist.

Question 7

During an affray in a club, a member physically assaulted another member and was asked to leave the premises. A number of other people witnessed the affray including the committee member who escorted the member out of the club. The member had only recently returned to the club following a twelve month suspension for a similar offence committed on the club premises.

- a) Describe fully the procedure the committee should follow in dealing with this member as a disciplinary case.
- b) At what point in the proceedings should the member's previous suspension be taken into account?

Question 8

- a) What are the main offences under the Food Safety Act 1990?
- b) Describe fully the personal hygiene measures that the club should ensure are undertaken by persons in a food handling area and when should such persons not handle food or enter a food handling area.