

**WORKING MEN'S CLUB AND
INSTITUTE UNION LIMITED**

**CLUB MANAGEMENT DIPLOMA
CLUB LAW AND ADMINISTRATION**

EXAMINATION PAPER

17th APRIL 2010

Time Allowed – 2.5 hours

Examiner – Janice Merkelt, BA LL.M Solicitor

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

**Please note if you answer more than five of the eight questions,
the examiner will mark only the first five answers.**

Question 1

- a) What must be contained in an employee's written statement of terms and conditions of employment?
- b) Describe fully an employee's entitlement to redundancy pay.

Question 2

- a) What information must be included in a Club Operating Schedule?
- b) What types of entertainment are described in the Licensing Act 2003 under Regulated Entertainment?
- c) Temporary Events Notices have certain limitations placed on them. What are these limitations?

Question 3

- a) State what you know about betting in a registered club.
- b) Under what conditions can bingo be played in a club?

Question 4

Various Acts of Parliament give powers to duly authorised officers to enter club premises. Under what circumstances do the following officials have the right to enter and inspect club premises?

- a) A police officer
- b) A member of the fire service
- c) A member of staff of the local authority.

Question 5

A club president has asked the secretary to prepare for the committee a comprehensive check sheet of the procedure that should be followed when taking disciplinary action against a club member. Draft such a check sheet.

Question 6

- a) Describe fully the procedure that should be followed by a committee when disciplining a member of staff.
- b) Give at least three examples of gross misconduct by a member of staff.

Question 7

- a) What are the powers and duties of the following:
 - a club committee
 - a club secretary?
- b) What is a scratch committee and what powers does it have?

Question 8

Under the Food Safety Act 1990 what are the General Requirements for food premises that are necessary to comply with basic rules of hygiene?