



KENYATTA UNIVERSITY

UNIVERSITY EXAMINATIONS 2010/2011

INSTITUTIONAL BASED PROGRAMME (DECEMBER SESSION)

EXAMINATION FOR THE DEGREE OF MASTER OF SCIENCE IN PHYSICAL
AND HEALTH EDUCATION

**HPE 507: ADMINISTRATIVE POLICIES AND PROCEDURES IN
PHYSICAL EDUCATION AND RECREATION**

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DATE: FRIDAY 29TH APRIL 2011

TIME: 9.00 A.M. - 12.00 NOON

INSTRUCTIONS

Answer question ONE and any other two.

1. a) Expound on the importance of an office in a recreation organization.
(7 marks)
 b) As a manager of a recreation facility, elaborate on the tasks you need to carry
out to ensure effective office management. (23 marks)

2. a) Expound on the concept and justification for policies in sports and Recreation
organizations. (5 marks)
 b) Explain the sources and procedures for policy formulation and
implementation in sports and recreation. (15 marks)

3. a) Justify staff performance appraisals in sports and recreation organizations.
(12 marks)
 b) Explain ways by which staff performance appraisal standards may be
determined. (4 marks)
 c) Discuss the Forced Distribution method of performance appraisal. (4 marks)

4. a) Explain the principles you need to follow in delegating duties and authority to your subordinate staff. (12 marks)
- b) Justify the process of delegation in the sphere of sports management. (8 marks)
5. a) Elaborate on the concept and rationale of logically forecasting activities and programmes of a sports organization. (13 marks)
- b) Expound on the procedures of developing a formal structure of an organization . (7 marks)