

DECEMBER 2023
EBS 344/344J
ORGANIZATION AND ADMINISTRATION
OF PHYSICAL EDUCATION AND
SPORTS PROGRAMMES
1 HOUR 30 MINUTES

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| Candidate's Index Number |
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| Signature: |

UNIVERSITY OF CAPE COAST
COLLEGE OF EDUCATION STUDIES
SCHOOL OF EDUCATIONAL DEVELOPMENT AND OUTREACH
INSTITUTE OF EDUCATION

COLLEGES OF EDUCATION
FOUR-YEAR BACHELOR OF EDUCATION (B.ED)
THIRD YEAR, END-OF-SECOND SEMESTER EXAMINATION, DECEMBER 2023

13TH DECEMBER 2023 ORGANIZATION AND ADMINISTRATION 2:00 PM – 2:30 PM
OF PHYSICAL EDUCATION AND
SPORTS PROGRAMMES

This paper consists of two sections, A and B. Answer ALL the questions in Section A and TWO questions from Section B. Section A will be collected after the first 30 minutes.

SECTION A
(20 MARKS)

Answer ALL the questions in this Section.

Items 1 to 20 are stems followed by four options lettered A to D. Read each item carefully and circle the letter of the correct or best option.

1. If there are 21 teams participating in a single elimination tournament, how many matches will be played in the entire tournament?
 - A. 18
 - B. 19
 - C. 20
 - D. 21
2. The budget type characterised by the sports administrator's ability to dictate how much to be spent in an area is referred to as budget.
 - A. fixed
 - B. line-item
 - C. lump sum
 - D. performance based

3. Which of the following is a disadvantage of using the round robin tournament? It
 - A. allows each team to play each other.
 - B. enables pre-scheduling of the full tournament.
 - C. is easy to organise and administer.
 - D. may need a lot of facilities.

4. Which skills are demonstrated when a sports administrator thinks ahead of time, generates and develops new ideas? skills
 - A. Conceptual
 - B. Decision-making
 - C. Technical
 - D. Thinking

5. Which of the following terms is described as a multidisciplinary field that integrates the sport industry and management? Sports
 - A. Administration
 - B. Industry
 - C. Management
 - D. Organisation

6. The Physical Education (P. E.) teacher of District Assembly JHS is very systematic in arranging people, bringing them together to accomplish some specific purpose of the school. Which of the following **best** describes the function of the P. E. teacher of District Assembly JHS?
 - A. Director
 - B. Manager
 - C. Organiser
 - D. Superordinate

7. What is the **correct** order for a P.E. teacher to follow to process his or her budget preparation?
 - A. Defence, Planning, Implementation, Presentation and Evaluation.
 - B. Planning, Defence, Presentation, Implementation and Evaluation.
 - C. Planning, Presentation, Defence, Implementation and Evaluation.
 - D. Presentation, Planning, Approval, Implementation and Evaluation.

8. What should a physical education teacher look for in selecting sports materials that will last longer for pupils to use in the school?
 - A. Expiring dates
 - B. Price
 - C. Quality of workmanship
 - D. Sources of supplies

9. Which one of the following **best** describes the autocratic type of leader in sports administration? He is a leader who
 - A. cares less about what is happening in the organization.
 - B. coerces and thoroughly supervise subordinates in order to make them work.
 - C. involves sub-ordinates in the decision-making process.
 - D. who has exceptionally good rapport with subordinates.

10. Which equipment is needed to mark an athletics oval?
 - A. Callipers
 - B. Measuring pole
 - C. Measuring tape
 - D. Timer

11. What is the basis of classifying sports budgets into long term budgets, short term budgets and medium-term budgets?
 - A. Control
 - B. Cost
 - C. Functions
 - D. Time

12. The school volleyball and handball courts can be described as
 - A. equipment.
 - B. expendables.
 - C. facilities.
 - D. supplies.

13. Which of the following **best** describes human resources in a sports organisation?
 - A. Capital investments available to support ongoing and long-term operations.
 - B. Managerial talent and labour available to the organization.
 - C. Production facilities and equipment needed to effectively and efficiently manage the organization.
 - D. Usable data and information linkages that the organization requires to perform well.

14. Which of the procedures below will you follow to ensure proper management of sports materials in your school? and Maintaining
 - A. Controlling, Ordering, Issuing, Storing
 - B. Issuing, Controlling, Ordering, Storing
 - C. Ordering, Controlling, Storing, Issuing
 - D. Ordering, Storing, Issuing, Controlling

15. Which competency of a sports administrator refers to evaluating oneself realistically?
 - A. Analytic thinking
 - B. Behavioural flexibility
 - C. Human relations
 - D. Self-objectivity

16. Which type of sports budget breaks down the functions of a programme into activity cost like pre-game preparation, rehabilitation, injury treatment, administration, athlete education, first aid etc, and allocates funds for such activities? budget
 - A. Fixed
 - B. Line item
 - C. Performance
 - D. Programme

17. In which of the following budgets is every expense justified without reference to previous spending patterns? budget
 - A. Fixed
 - B. Incremental
 - C. Line Item
 - D. Zero-based

18. What type of funding is needed to finance investment in sports organisational assets? funding
 - A. Capital
 - B. Concurrent
 - C. Fixed
 - D. Re-current

19. Which of the following will be considered as less important when organizing a volleyball tournament?
- A. Antennae
 - B. Jerseys
 - C. Paint for court marking
 - D. Uprights
20. What is the formula for determining the total number of matches to be played in a double round robin competition?
- A. $N(N + 1)/2$
 - B. $N(N - 1)$
 - C. $N(N - 1)/2$
 - D. $N(N + 1)$