# Netball East Officiating TSG

**Role: B Award Assessment Coordinator**

Responsibilities:

Manage the Netball East B Award assessment process. (Reference the B Award Assessment – Coordinator’s Check List). This involves:

* Receipt of completed and endorsed B Assessment Application form.
* Ensuring leaners meet the B Assessment criteria.
* Setting up the B Award Assessments, this includes
  + Receipt of: -
    - Learner has been ‘observed and approved for assessment’ by an independent assessor.
    - Current Assessment Fee
    - Approved Fitness Assessment form
  + Working with the Regional League Umpire Appointment Lead, to select an appropriate match and venue (Regional Division 2) for the assessment.
  + Appointment of the assessors
  + Sending out the invitation to the learner(s) and Assessors for the Final Practical Assessment
  + Ensuring the Assessors have all the necessary paperwork.
  + Ensuring suitable accommodation is available for pre and post assessment discussions.
* Managing the post assessment paperwork. This includes: -
  + Updating the NE B Award database
  + Sending B Award badge and certificate
  + Approve Assessor Expenses (for NE Treasurer) and send to England Netball
  + Managing the NE B Award database.
* Manage the NE B Award database.
* Keeping the Netball Officiating Lead informed of the B Award assessment programme.
* Manage the Pathway for new B Award Assessors
* Attends the Officiating Technical Support Group meetings.
* Ensure all personal information is managed in accordance with Data Protection regulations.