



COACH ASSISTANT AWARD

Health & Safety Skills Module

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Comprehension Skills Module

Welcome to the Comprehension Skills Module

As a Coach Assistant, your ability to understand and follow instructions is key to supporting the coach effectively. Good comprehension skills allow you to listen carefully, absorb information quickly, and anticipate what needs to happen next in a session.

This module will teach you how to understand session instructions, respond efficiently, and ensure that drills run smoothly without unnecessary delays or confusion.

By improving your comprehension skills, you will become a more reliable assistant, helping both the coach and the players to have a better session experience.

What you will learn

By the end of this module, you should be able to:

- * Listen actively to the coach and accurately follow instructions.
- * Process and understand drill explanations without needing repeated clarification.
- * Retain key details from group instructions and apply them in practice.
- * Recognise when to ask questions if anything is unclear.
- * Anticipate what's needed next to assist the coach more effectively.



Before the session

Before assisting in a session, make sure you:

- * Read this Comprehension Skills module in your Student Training Card.
- * Pay close attention to how the coach explains drills and structures the session.
- * Note any common phrases or coaching terms you may need to understand.
- * Ask the coach if there's anything specific you should focus on during the session.

Key Skills

Active Listening

- **Focus fully on what the coach is saying without distraction.**
 - **Avoid interrupting:** listen to the full explanation before responding.
 - **Mentally repeat key points to reinforce understanding.**
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Understanding Group Instructions

- **Pay attention to general session instructions given to the whole group.**
 - **Avoid asking for information that has already been explained.**
 - **Watch the coach's demonstrations closely to understand drill expectations.**
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Retaining Key Details

- **Understand drill objectives:** know what the players should be focusing on.
 - **Remember key points:** pay careful attention to player positioning, rotation, and movement.
 - **Keep an eye on the coach's cues:** watch for signals to adjust the drill.
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Knowing When to Ask Questions

- **If something is unclear, ask quickly and concisely.**
 - **Avoid unnecessary questions:** rely on observation and previous knowledge first.
 - **Repeat back key instructions if needed to confirm understanding.**
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Anticipating Next Steps

- **Think ahead:** what will the next part of the session require?
 - **Be ready with equipment, positioning, or support before being asked.**
 - **Help players transition smoothly between drills by understanding the session flow.**
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Practical Task: Your Role in Comprehension

During the next session, you will:

- 1) Listen carefully to the coach's instructions without interruption.
- 2) Absorb the details of at least one drill or exercise and support its delivery.
- 3) Apply the given instructions without needing additional clarification.
- 4) Recognise any moments where you need to ask a question for better understanding.
- 5) Anticipate what the coach or players might need next and be ready to assist.

After the Session: Reflect and Improve

At the end of the session, take time to:

- 1) Review whether you understood the coach's instructions without repeated clarification.
- 2) Reflect on how well you retained key drill details.
- 3) Identify any moments where better comprehension could have improved your performance.
- 4) Get feedback from the coach and make sure they log your progress in the Student Training Card.

How You Pass This Module

- You demonstrate clear understanding of session instructions without frequent clarification.
- You successfully assist in running a drill based on the coach's explanation.
- You apply active listening techniques to follow group instructions.
- You anticipate what's needed next in the session.
- The coach signs off your Comprehension Skills module in your Student Training Card.

Final Thoughts

Comprehension is one of the most important skills for a Coach Assistant. When you understand instructions clearly, sessions run more smoothly, players stay engaged, and you become a more effective part of the coaching team.

By developing strong comprehension skills, you will gain confidence in supporting the coach and contribute to a more professional and enjoyable session environment.

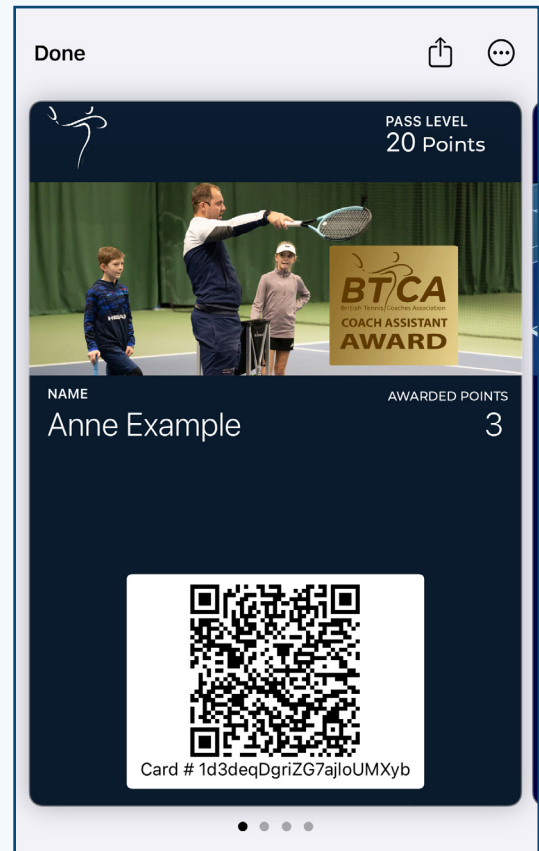
You're one step closer to becoming an excellent Coach Assistant!

STUDENT TRAINING CARD

Your Student Training Card is a key component of the course, please ensure it is downloaded to the Wallet app of your phone (your coach can assist you if you're unsure how to do this).

Be sure to have your phone and your digital card available to be scanned at the end of each session. If you forget your phone, or your digital card is unavailable in the Wallet app of your phone, the coach can still sign off your volunteer hour attendance and any completed modules via their BTCA Dashboard, but it is an additional administration process for them, so having your digital Student Training Card available at the end of each session is important.

You will receive at least one point for each volunteer hour you undertake and a point for each module passed. When you have reached 20 points, you will have passed the course and your coach/mentor will pass on your certificate to you.



A Summary Reminder

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Have your phone and digital Student Training Card available to be scanned at the end of each session (there'll be at least one point you gain from the volunteer hour). Don't be disheartened if the module isn't signed off at the end of the session as some modules are assessed over a number of weeks.

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Be sure to ask your coach for any feedback related to the session and ask what the module focus is for the following week.




BTCA
British Tennis Coaches Association
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AWARD**

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