

OCA Info sheet: How to Keep OCA informed of Coach and Leader qualifications

Keep your OCA Web-collect details up to date

Your location is important

Our Events team use this to find local coaches. Ensure that your location in Web-collect is not out of date. It might have changed since you first put your details into web collect.

Your qualifications are super important

Our Events team uses the details held in Web-collect as our first validation that a potential on-the-water leader has the right shaped experiences and qualifications.

We've recently updated our Web-Collect forms to contain the current set of paddle UK qualifications. If you've achieved new qualifications in the last few years, you are able to now put them in our Web-collect.

How you update (with pictures!)

1. Log into web collect and navigate to <https://webcollect.org.uk/oca/member-home>
2. Click on **Membership forms** and look for the section that asks: **Are you a coach/leader?**
3. Fill in the sections that appear
4. Use the **other qualifications** box for any missing -relevant- qualifications, and be sure to let us know what's missing from our form

Example:

Leadership qualifications

Do you have Paddle UK leadership qualifications? tick all that apply

4* freestyle ☐ 4* open canoe ☐ 4* sea kayak ☐ 4* surf ☐ 4* touring ☐ 4* white water kayak/OC1 ☐
5* freestyle ☐ 5* open canoe ☐ 5* sea kayak ☐ 5* surf ☐ 5* touring ☐ 5* white water kayak/OC1 ☐
Advanced Canoe Open Water Leader ☐ Advanced Canoe White Water Leader ☐ Cadet Leader ☐
Canoe Open Water Leader ☐ Canoe White Water Leader ☐ Paddlesport Leader ☐
Paddlesport Touring Leader ☒

Coaching qualifications

Do you have Paddle UK / BCAB coaching qualifications? Tick all that apply

Advanced Water Open Water Canoe Coach ☐ Advanced Water White Water Canoe Coach ☐
BCU Level 1 (pre-UKCC) ☐ BCU Level 2 Open Canoe (pre-UKCC) ☐
BCU Level 3 Open Canoe (pre-UKCC) ☐ BCU Level 4 or level 5 (pre-UKCC) ☐
Moderate Water Open Water Canoe Coach ☐ Moderate Water White Water Canoe Coach ☐
Other (please specify) ☐ Paddlesport Instructor ☐ Sheltered water Canoe Coach ☐ UKCC Level 1 ☒
UKCC Level 2 ☒ UKCC Level 3 or Level 4 ☐

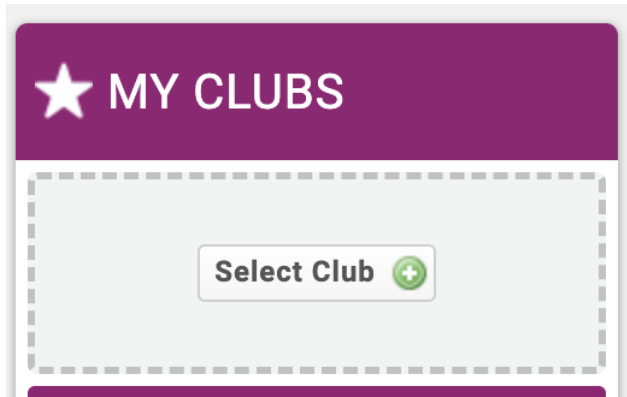
Keep Paddle-UK up-to-date

The data held by Paddle UK is the final decision maker: are you qualified and current (and so insured) to lead the trip? With this in mind, the OCA verifies all on-the-water leaders with paddle uk, to ensure we have the right people to lead the trip, and that they are all up to date.

<https://paddleuk.justgo.com/> is the website that Paddle UK uses to administer members. You can indicate your club membership and manage relevant qualifications, credentials, and updates. Note that the OCA do not run this site and Paddle UK should be contacted with any questions or problems you have.

Tell Paddle UK you are a member of the OCA

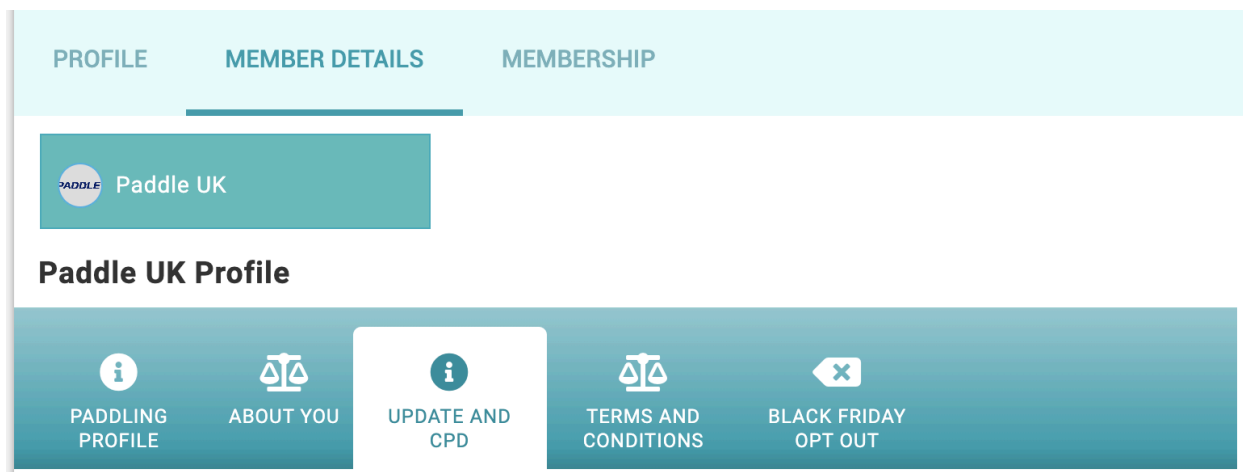
By telling Paddle UK you are a member of the OCA, It allows OCA administrators to see the qualification and coach update details that Paddle UK holds, and so quickly verify your status. You can do this by clicking [Select Club](#), on the right hand side of the page. You can then search for the Open Canoe Association and add us as one of your clubs. If you have clicked all the right things, the OCA will appear in your [My Clubs](#) listing.



Check your Coach update status

To be operating within Paddle UK's remit, support and insurance, we need to keep a whole pile of things refreshed - first aid, rescue training, safeguarding, and Continuing Professional Development (CPD).

A summary can be found under [Member details](#) -> [Update and CPD](#)



Coach Update Status

[Update My Information](#)

Your first aid award is due to expire on:

Your Safeguarding training expires on:

Your membership is valid until:

Your Coach Developer Standardisation is valid until:

[Buy Membership](#)

Continuous Professional Development

[More Information](#)

Your recorded CPD is valid until:

[Apply for CPD Extension](#)

You currently have 0 points.

Digging deeper

The qualifications that Paddle UK knows about are listed in the [Qualifications](#) tab - it's worth a check that this aligns with your expectations.

More important is the [Credentials](#) tab. This shows you where you are at with the various updates that keep your qualifications valid. You should be able to see Safeguarding, First Aid and CPD contributions, and match that up with the Coach update status

