

Attention Coaches!

It is imperative for all Team Officials to ensure their Vulnerable Sector Check (NOT CRIMINAL BACKGROUND CHECK) is complete to be eligible to programs on and off the ice. This includes a valid Vulnerable Sector Check and the OHF Screening Declaration Form.

1. Determine where you need to get your VSC and get your documents organized:

» [OHF Letter Requesting Vulnerable Sector Check \(download\)](#)

» [OHF Screening Declaration Form \(download\)](#)

#### Required Documents

Before entering the OHF Screening Submission Portal, please ensure you are ready with the necessary documentation. You will need your:

- Hockey Canada Registry (HCR) Number; AND
- Vulnerable Sector Check (PDF) AND [OHF Screening Declaration Form \(PDF\)](#); OR
- Receipt of Vulnerable Sector Check (PDF) AND [OHF Screening Declaration Form\(PDF\)](#);

Please Note:

1. All documents must be in PDF format to be accepted.

2. For the 2024-25 season, the OHF will be accepting copies of a Vulnerable Sector Check from 2022-23 or 2023-24 AND OHF Screening Declaration Form (PDF).

2. Once ready with your documents, including the approved VSC from your local police service, begin your [OHF Screening Submission](#)

» Gather your HCR # and register for the OHF Screening Process

» Once registered, click on the link to continue

» Complete the form, including the adding of your documents (read all instructions to ensure complete accuracy)

For full screening process details and help with any of the items click [HERE](#).

#### WHERE TO OBTAIN A VULNERABLE SECTOR CHECK

1. Ontario Wide

- Majority of VSCs can also be obtained online through the Ontario Provincial Police (OPP), but you must live in an OPP-policed community.
- You may be required to provide an OHF Letter Requesting Vulnerable Sector Check

2. OPP Police Record Checks

To request an OPP Record Check, you must live in an OPP-policed community.

[Click here to obtain a OPP Police Record Check](#)

#### INSTRUCTION VIDEOS/DOCUMENTS

1. Creating a Spordle Account: [Watch Video](#) | [Download Instructions](#)

2. Linking HCR Number to Spordle Account: [Watch Video](#) | [Download Instructions](#)

3. Registering for the OHF Screening Process: [Watch Video](#) | [Download Instructions](#)

4. OHF Screening Process: [Watch Video](#) | [Download Instructions](#)

#### Team Officials under the age of 18

Due to changes imposed by the new Police Record Checks Reform Act (PRCRA) legislation, effective November 1st, 2018, a police check for persons under 18 years of age UNLESS applying for a position with a government agency (federal, provincial or municipal), will not be processed.

Therefore, applicants under the age of 18 will not be required to obtain a Police Record Check OR signing of a declaration form is not required.

Team Officials 18 years of age and over are required to submit a Vulnerable Sector Check (VSC).

The renewal period for your VSC will be every 3 years. (Example: Year one VSSC, year two Criminal Offence Declaration Form, year three Criminal Offence Declaration Form and year four VSC.) All On Ice Officials must adhere to this Policy.

If you are a first-time Team Official 18 years of age and older you are required to submit your Vulnerable Sector Check through the process above.