

OHF

Vulnerable Sector Checks (VSC)

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Rationale

The centralization of all Vulnerable Sector Checks will be conducted by the Ontario Hockey Federation (OHF) for all Team Officials and Team Personnel for the 2024-2025 season to:

- ensure all screening is being done.
- reduce number of screenings where individuals are changing and/or participating in multiple Associations.
- provide a safe hockey environment.

Screening of all [On-Ice Officials](#) has been in place the past number of years. Minor Hockey Associations will continue to screen Staff and Board members that are not involved in on-ice programming.

The following individuals who are associated with the OHF, Members, hockey leagues, hockey Clubs and/or Associations must adhere to the [OHF Screening Policy](#) can be found online and submit to the Ontario Hockey Federation:

- Team officials (including but not limited to head coaches, assistant coaches, trainers, managers and at large team officials);
- On-ice officials; and
- Anyone else, included but not limited to on-ice volunteer, skills coaches, third party skills coaches and dressing room supervisors, through their duties on behalf of the OHF, a Member, a hockey Club or Association.

The Vulnerable Sector Checks Process for Coaches/Volunteers

1. Get your documents organized and determine where you need to go to get a Vulnerable Sector Check completed (a formal letter may be required):

- [OHF Letter Requesting Vulnerable Sector Check](#) (contained in this package or can be found on OHF webpage).

2. Once ready, including the approved VSC from your local police service, begin the Screening Submission

- Locate your HCR # and register for the OHF Screening Process
- Once registered, click continue
- Complete the form and upload your documents (read all instructions to ensure complete accuracy)

Required Documents

Before entering the OHF Screening Submission Portal, please ensure you have the following information to complete the Vulnerable Sector Check:

1. Hockey Canada Registry (HCR) Number; AND
2. Vulnerable Sector Check (a receipt for the Vulnerable Sector Check to show it's in progress can be uploaded).

Once your check has been submitted, you will receive an email that it will be reviewed within 3 business days. Check your HCR account for updates.

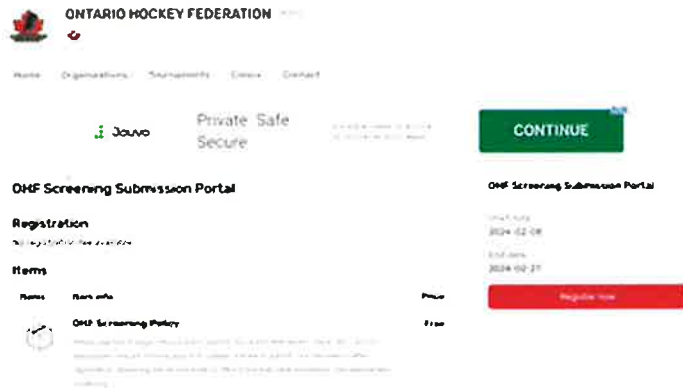
PLEASE NOTE:

- All documents must all be in PDF format to be accepted.
- Should your returned Vulnerable Sector Check from your police service be password protected, save the PDF to remove the password encryption. Alternatively, you can print the Check and scan as a PDF to upload.
- For the 2024-25 season, the OHF will be accepting copies of a Vulnerable Sector Check from 2022-23 OR 2023-24 AND the completed online OHF Screening Declaration (this document can be found online at the OHF website). A copy has been included in this package as well however these must be completed online for submission.
- There are requirements for registered players that require documentation to show proof of residence and birth certificate. This is NOT a requirement for Coaches or Officials.

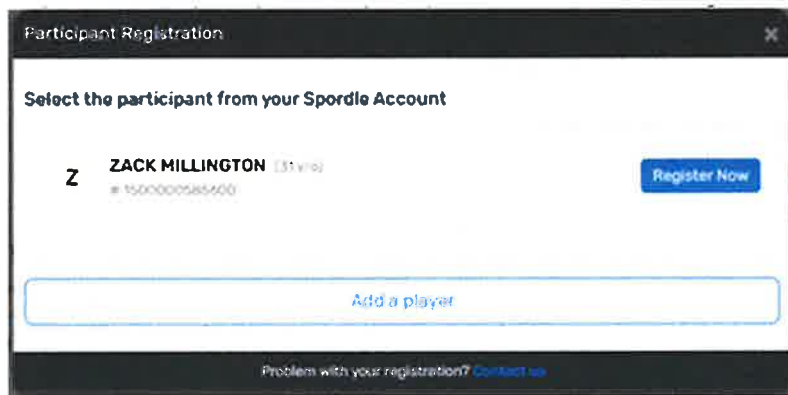
VSC Instructions

Coach or Official with Connected Spordle and HCR Account

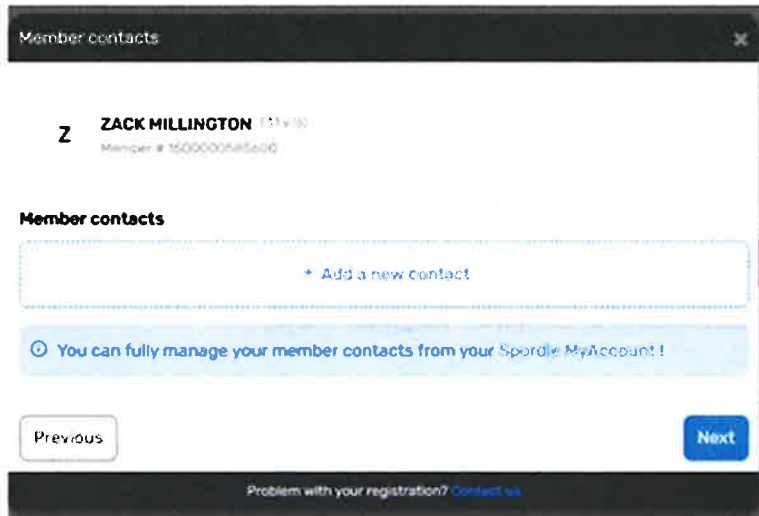
- [Go here to begin the submission and retrieve your HCR number.](#)
- On the HCR 'OHF Screening Submission Portal' click 'Register Now'



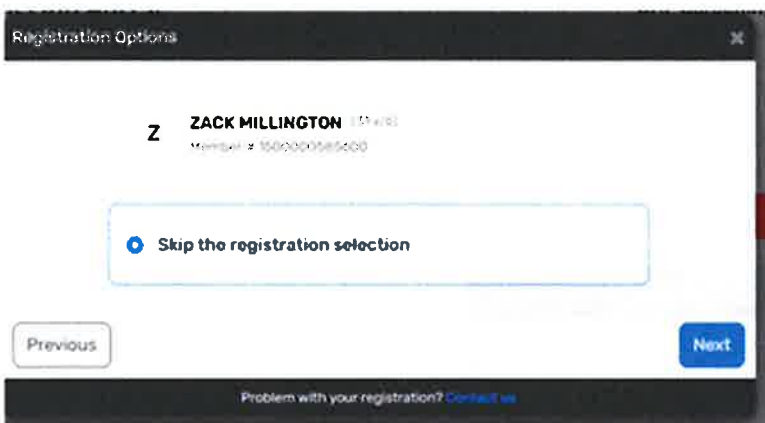
- Select the participant from your Spordle Account and click 'register now'.



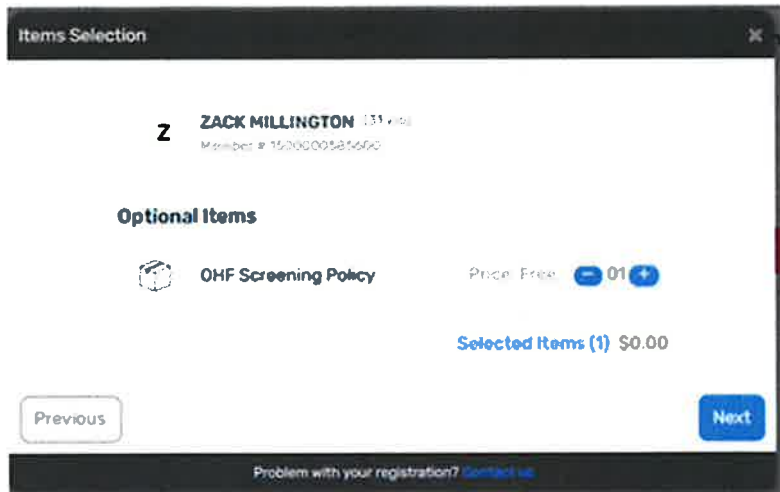
- A page will come up with your selected profile and the option to Add a new contact. There is no need to add a contact for this registration, so click Next again.



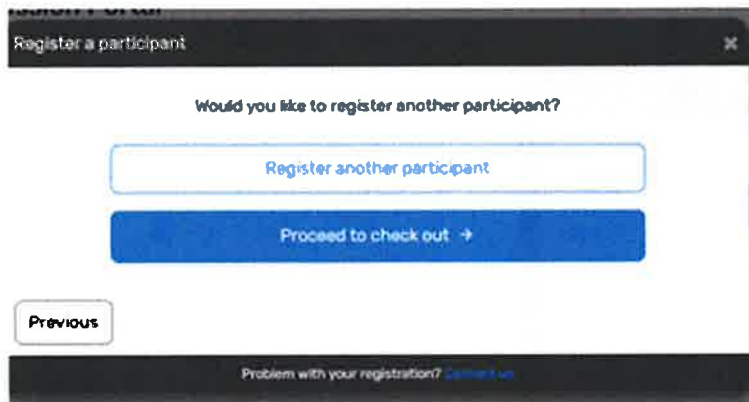
- **Select 'Skip the registration selection' and click Next again.**



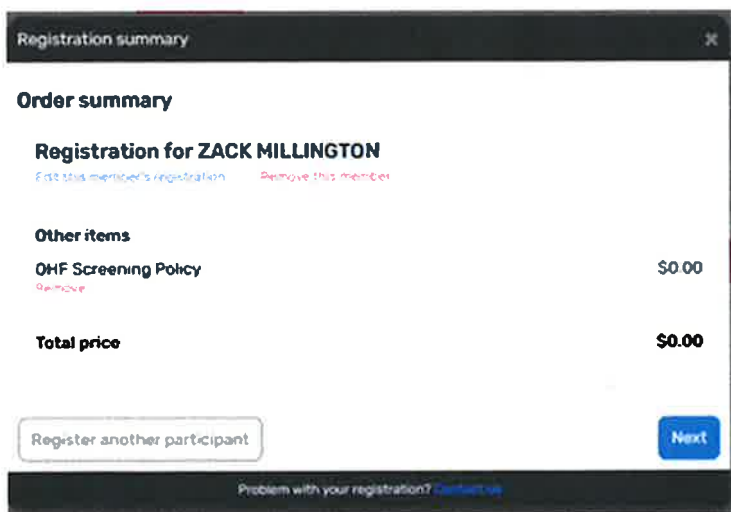
- **You may be asked to submit documentation to show proof of address. IT IS NOT REQUIRED TO UPLOAD THIS INFORMATION FOR YOUR SCREENING SUBMISSION. Click Next**
- **You may be asked to submit a birth certificate. IT IS NOT REQUIRED TO UPLOAD THIS INFORMATION FOR YOUR SCREENING SUBMISSION. Click Next**
- **Add one (1) item of the OHF Screening Policy and click Next. *You will not be able to click next until one (1) item is added.***



- Click 'Proceed to check out'



- This will show your order summary. There is no fee to submit your screening. Click Next.



Accept the terms and conditions. The terms and conditions show the OHF Privacy Policy.

Payment Terms and Conditions

Payment Terms and Conditions

The Ontario Hockey Federation is committed to respecting and protecting the privacy of our Member Partners, their Associations, individual members, their families and our employees. The information collected on this form will be used for the sole purpose of administering the Rules, Regulations and By Laws of the OHF and/or for the purpose of registering the individual in the program for which they have enrolled and may be used to provide them with the information necessary for participation.


I have read and accept the terms and conditions *

Previous Next

Problem with your registration? [Contact us](#)

- A registration confirmation and message will appear on the screen. Please follow the directions on where to retrieve your HCR number and where to submit the documents for your screening.

Registration Confirmation



Thank you for registering!

Your invoice number is #2024200000771
An email confirmation has been sent to
Zmillington@ohf.on.ca

Thank you for support in coaching and officiating our great game.

Your HCR number is required in order to submit your screening. Your HCR number can be found by visiting your [HCR Sportie account](#), clicking on the invoice number above, or within the invoice document that you should have just received via email from Hockey Canada post registration.

If you do not receive the invoice email within a few minutes of registering, please check your Junk/Spam E-mail folder just in case the confirmation email got delivered there instead of your inbox.

Once you have your HCR number ready, please use this link to submit your screening: [OHF Screening Submission Portal](#)

Please note that you will not be eligible to be rostered as a team official, or register for an officiating clinic, until your screening is submitted and the review is completed.

Please donate to the Hockey Canada Foundation.

Problem with your registration? [Contact us](#)

- Read the instructions to continue to fill out the form and upload your documents

Uploading Documents

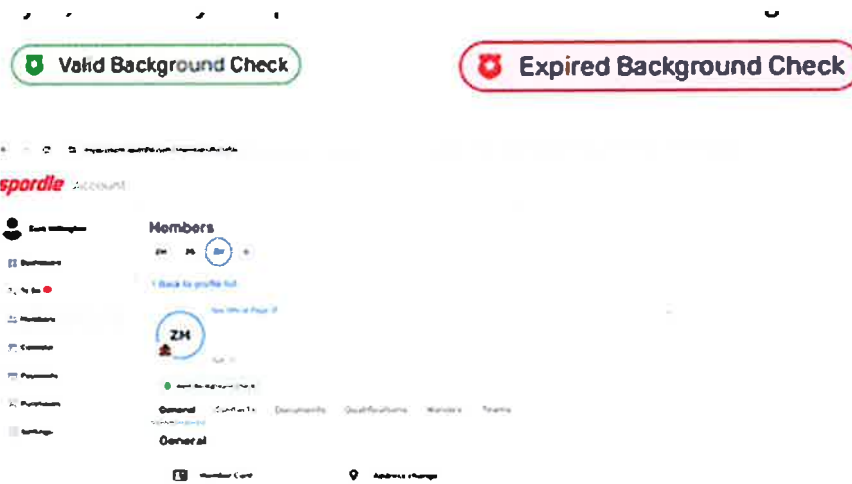
- Once you click on the [OHF Screening Submission Portal](#) from the window shown above, you will be taken to this screen to finish the process and upload your documents. Please read everything carefully.



Next

Our turnaround times are quite quick.

- If you followed the instructions from the website and received an email indicating, it was received (not rejected).
- If yes, return to your Spordle account and it will either have a green or red button with the status.



If you are having any issues, contact screening@ohf.on.ca

Other Helpful Instructions

1. [New Coach or Official without a Spordle/HCR account](#) – **appendix A**
2. [How To Link Your Spordle and HCR Account](#) – **appendix B**
3. [Frequently Asked Questions](#) – **appendix C**

VSC Frequently Asked Questions

General

- Who is this for?

Anyone who, through their duties on behalf of the OHF, a Member, Senior, Junior, Minor and Female Hockey (Associations, Teams, Clubs) work with children (included but not limited to on-ice volunteer, skills coaches, third party skills coaches and dressing room supervisors).

- How do we manage our organization's staff and board members?

All Members and Senior, Junior, Minor and Female Hockey (Associations, Teams, Clubs) will continue to screen Staff and Board members that are not involved in on-ice programming.

- What is the minimum age to complete the screening?

18. Under the age of 18, that individual will still need to take the courses required to be on the bench.

- When does this start?

Effective April 1, 2024, for the for the 2024-2025 hockey season. The OHF will accept copies of a VSC from the 2022-23 or 2023-24 season. Individuals would be required to get a new VSC if they have one one prior to these seasons.

- Do I still need to submit my VSC if I have previously submitted it to my local association?

Yes, as of April 1, 2024, all screenings must be submitted to the OHF. The OHF would need to validate any previous screening done by your local association. Individuals CAN submit Vulnerable Sector Checks completed in 2022, 2023, or 2024 for the upcoming 2024-25 season.

- What offences would disqualify an individual?

The details are in the [OHF Screening Policy](#)

- What is the contact information for help or questions?

screening@ohf.on.ca

The Process

- What is the turnaround time?

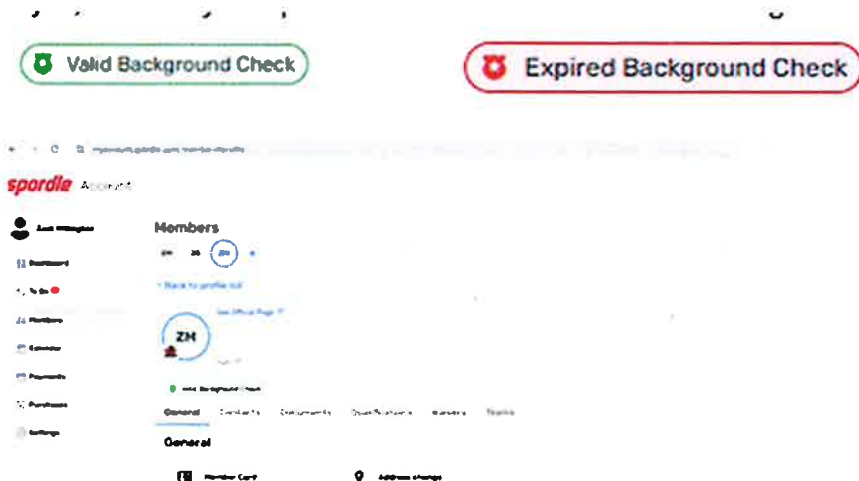
1-3 business days.

- Will you decline an application if there are errors, or will you email the individual with instructions on what to rectify?

Yes, approved or declined, the OHF will follow up.

- Will HCR profiles show that an individual has submitted their VSC within the OHF portal and that it is pending?

No, the HCR profile will not show whether their screening is within the OHF portal and is pending. The HCR will be updated once a decision is made - green for valid and red for expired.



- If someone disagrees with a decision, is there an appeal process or further review?

Yes, there is an appeal process.

- How does an Association or the individual know the process is complete?

The Association will need to check an individual's HCR profile once the process is complete.

Documents

- Can individuals use their workplace police checks if it is a vulnerable sector one?

No, individual checks must be done for each organization or workplace.

- Does the Association or OHF provide a letter for VSC?

Yes – [Here is the link to the letter](#)

- What is the Toronto Police Service online code?

Toronto Police Service online code for the OHF: 202309TPSON6BCE7

Coach and Official Eligibility

- We have a Third Party that comes in for Player Evaluations. Would everyone need to do a screening before getting on the ice?

Anyone who, through their duties on behalf of the OHF, a Member, Senior, Junior, Minor and Female Hockey (Associations, Teams, Clubs) work with children (included but not limited to on-ice volunteer, skills coaches, third party skills coaches and dressing room supervisors).

- If a team hires a Third-Party Instructor without the Association's knowledge, how do we know that they have been screened?

Please make your teams aware of the process that Third-Party Instructors are properly screened.

- How will registrars know if an individual has been approved?

Associations will be able to see on an individual's HCR profile whether their VSC or Declaration has been approved.

- Who is uploading the past years' checks?

Coaches still need to complete the [Declaration](#) with the process. For the 2024-25 season, the OHF will accept copies of a VSC from the 2022-23 or 2023-24 season. Individuals will need to get a new VSC if they completed one prior to these seasons.

- Will the OHF contact the organization if they reject a volunteer (for whatever reason)?

We will let the Individual and the Association know of the rejection.

- Someone requests a VSC, and they are flagged for fingerprints with RCMP. The process could take up to three months. Can individuals still help during that time?


Yes, they can submit a receipt of the Vulnerable Sector Check AND complete the online [OHF Declaration](#) in the meantime.

OHF Screening Submission Process – New Coach or Official without a Spordle/HCR account.

Step 1: Go to link in the HCR to begin the submission and retrieve your HCR number. The link can be found on the OHF website and is here: <https://page.spordle.com/ohf/participant/1eec69eb-0696-636e-9245-062a1ab93798>

Step 2: On the HCR 'OHF Screening Submission Portal' click 'Register Now'

The screenshot shows the OHF Screening Submission Portal registration page. At the top, there is the Ontario Hockey Federation logo and navigation links: Home, Organizations, Tournaments, Clinics, and Contact. Below this is a Jovuo logo with the text "Private. Safe. Secure." and "3 simple steps to a suite of online security apps". A green "CONTINUE" button is visible. The main content area is titled "OHF Screening Submission Portal" and includes a "Registration" section with the note "No registration fee available." and an "Items" section. The "Items" section contains a table with the following data:

Items	Item info	Price
	OHF Screening Policy Please click the button to go to the OHF website to read the full OHF Screening Policy. If you are a coach or official, you will need to read the policy and agree to it before you can register for the OHF Screening Submission Portal. If you are a parent or guardian, you will need to read the policy and agree to it before you can register for the OHF Screening Submission Portal. If you are a player, you will need to read the policy and agree to it before you can register for the OHF Screening Submission Portal.	Free

At the bottom right of the items section, there is a red "Register now" button. To the right of the items section, there is a summary box with the following information:

- Start date: 2024-02-08
- End date: 2024-02-27

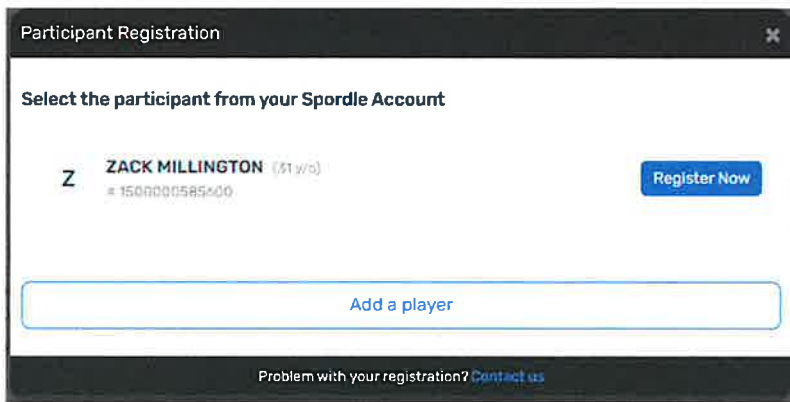
Step 3: You will need to create an HCR/Spordle Account. Click 'Sign up' to create your profile.

The screenshot shows the Spordle Account creation page. At the top, there is the Spordle logo and the text "Account". Below this is the Ontario Hockey Federation logo and the text "Sign in to your account". There is a text input field for email with a "mail" icon and a red "Login →" button. At the bottom, there is a link that says "Don't have an account? Sign up".

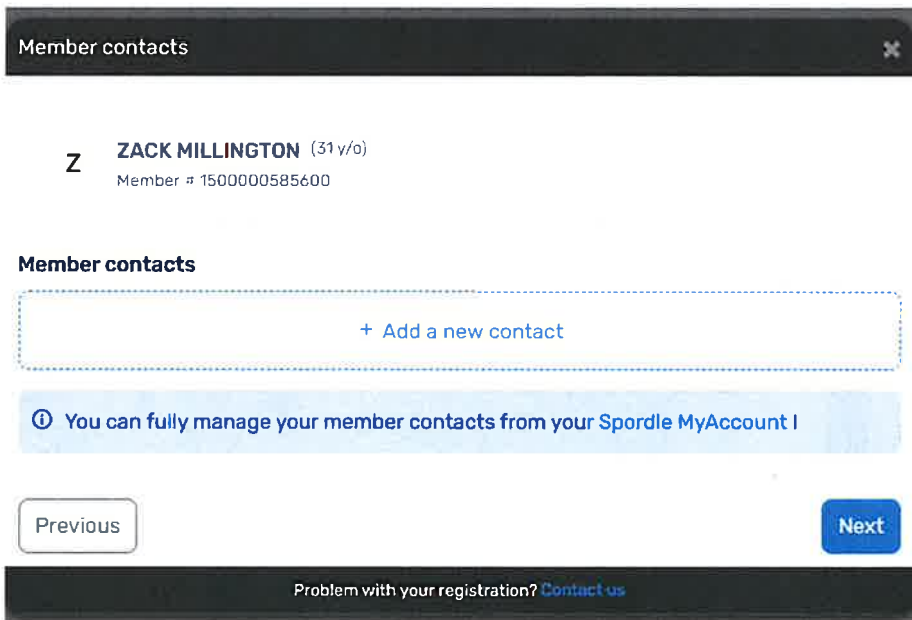
Step 4: Enter your email to sign up. Complete all required information to create your profile.

Step 5: Once your profile is created, sign in again with your email and password. This will take you back to the OHF Screening Submission Portal to register again.

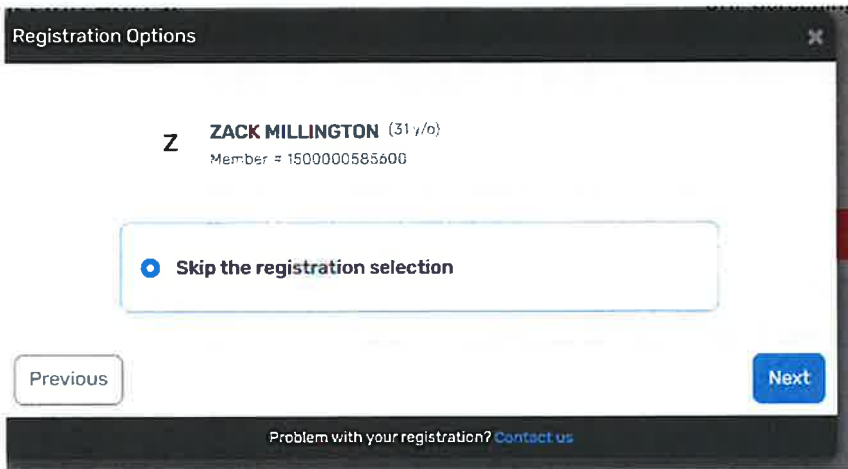
Step 6: Select the participant from your Spordle Account and click 'register now'.



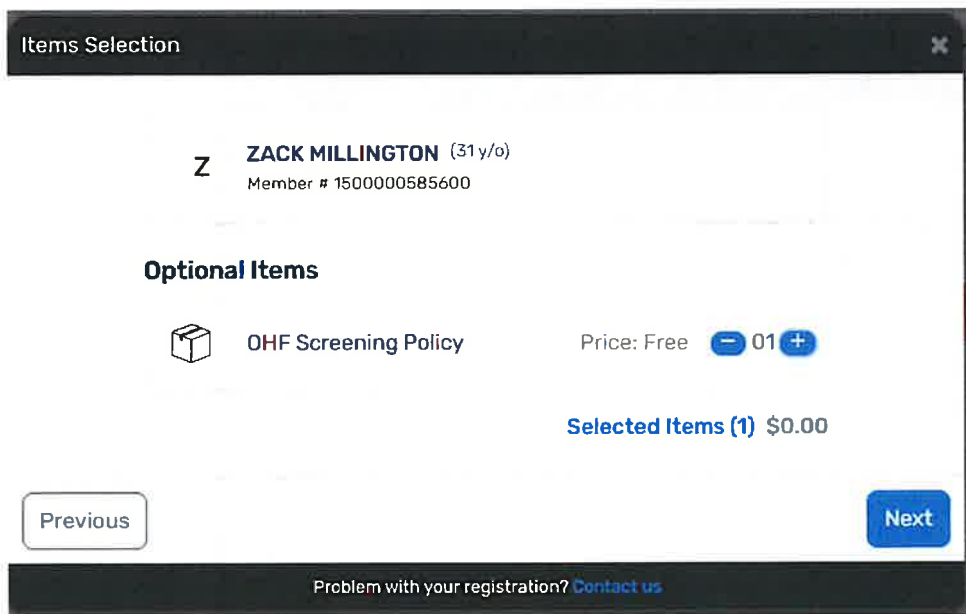
Step 7: A page will come up with your selected profile and the option to Add a new contact. There is no need to add a contact for this registration, so click Next again.



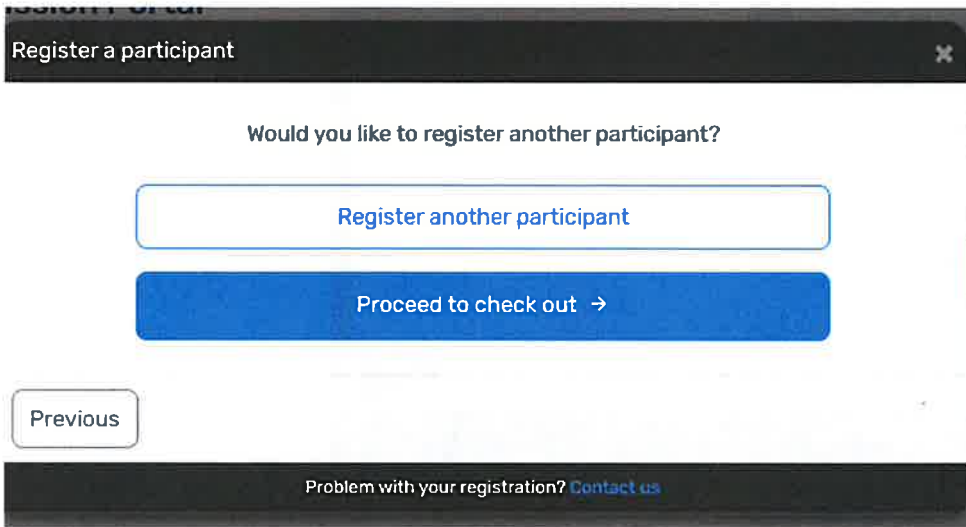
Step 8: Select 'Skip the registration selection' and click Next again.



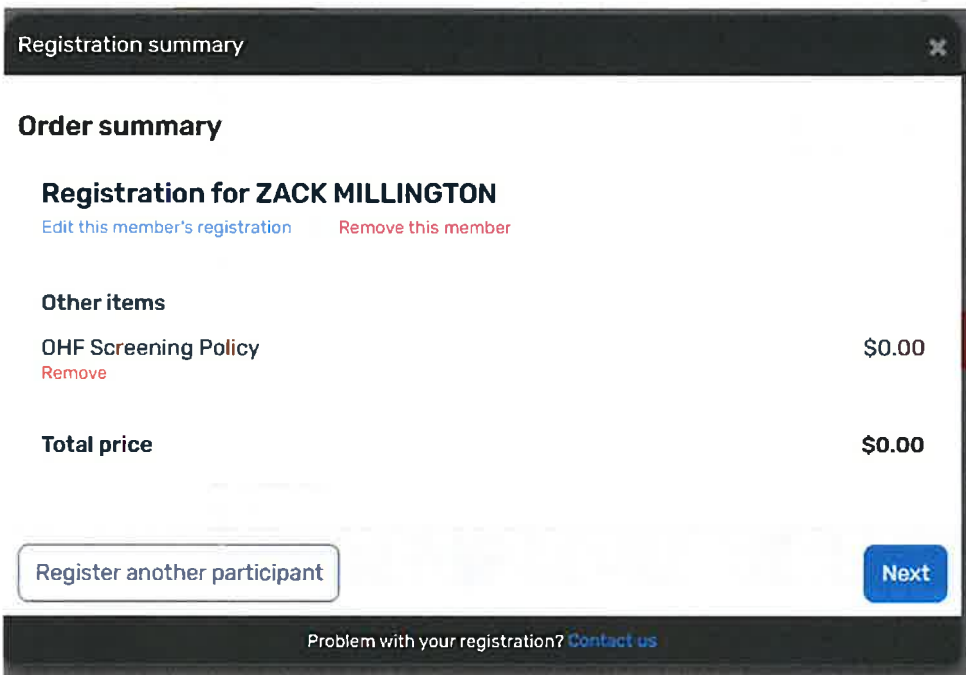
Step 9: Add one (1) item of the OHF Screening Policy and click Next again. You will not be able to click next until one (1) item is added.



Step 10: Click 'Proceed to check out'



Step 11: This will show your order summary. There is no fee to submit your screening. Click Next again.



Step 12: Accept the terms and conditions. The terms and conditions show the OHF Privacy Policy.

Payment Terms and Conditions

Payment Terms and Conditions

The Ontario Hockey Federation is committed to respecting and protecting the privacy of our Member Partners, their Associations, individual members, their families and our employees. The information collected on this form will be used for the sole purpose of administering the Rules, Regulations and By Laws of the OHF and/or for the purpose of registering the individual in the program for which they have enrolled and may be used to provide them with the information necessary for participation.


I have read and accept the terms and conditions *

Previous Next

Problem with your registration? [Contact us](#)

Step 13: A registration confirmation and message will appear on the screen. Please follow the directions on where to retrieve your HCR number and where to submit the documents for your screening.

Registration Confirmation



Thank you for registering!

Your invoice number is #2024200000771
An email confirmation has been sent to
Zmillington@ohf.on.ca

Thank you for support in coaching and officiating our great game.

Your HCR number is required in order to submit your screening. Your HCR number can be found by visiting your [HCR Spindle account](#), clicking on the invoice number above, or within the Invoice document that you should have just received via email from Hockey Canada post registration.

If you do not receive the invoice email within a few minutes of registering, please check your Junk/Spam E-mail folder just in case the confirmation email got delivered there instead of your inbox.

Once you have your HCR number ready, please use this link to submit your screening: [OHF Screening Submission Portal](#)

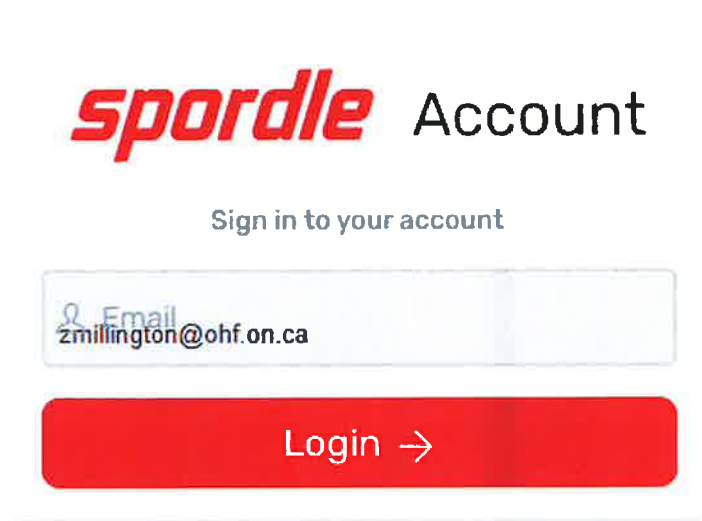
Please note that you will not be eligible to be rostered as a team official, or register for an officiating clinic, until your screening is submitted and the review is completed.

[Please donate to the Hockey Canada Foundation.](#)

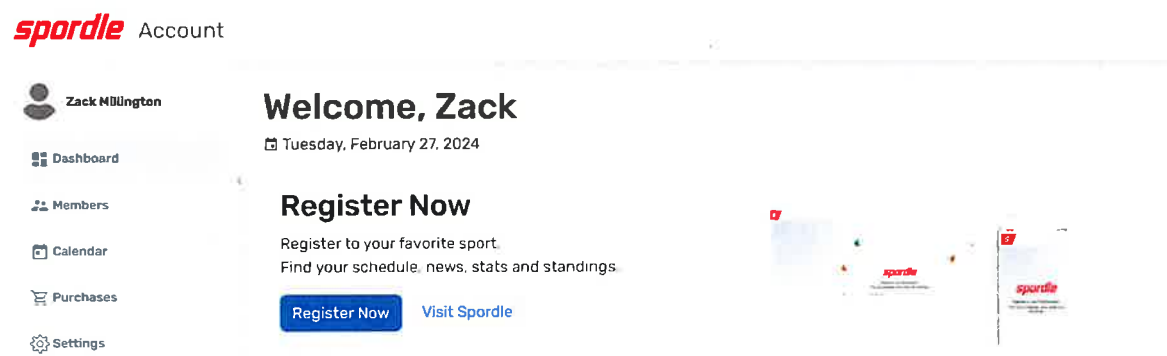
Problem with your registration? [Contact us](#)

How to Link your Spordle and HCR account

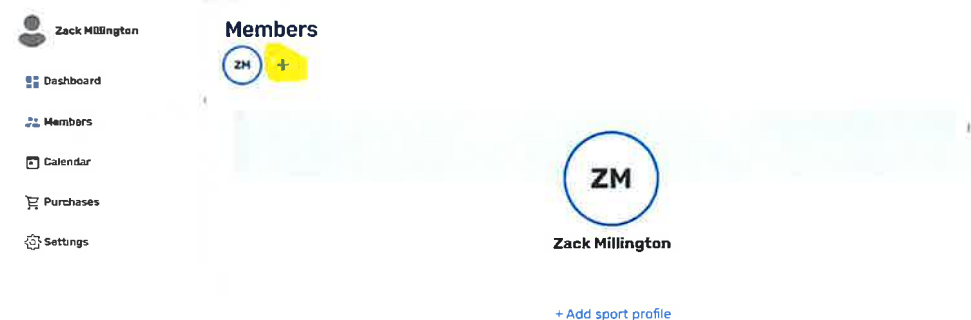
Step 1: Sign in with Spordle Account at <https://myaccount.spordle.com/dashboard>



Step 2: In your Spordle Account, click 'Members' on the left hand side of the page.



Step 3: Click the (+) plus sign on the top left to 'Link a Member'.



Step 4: Add your First Name, Last Name, Date of Birth, and select Myself to question "How is this participant related to you?". This will search for your HCR profile to be linked. If you do not have an HCR profile, you will be required to create one.

×

Let's link your profile.

First Name
Zack

Last Name
Millington

Date of Birth
📅 1993-04-14 ×

How is this participant related to you?
Myself



[Link profile](#)

Step 5: This will search for your HCR profile to be linked. If your correct profile appears, click 'Let's Validate' to link to your Spordle account. If you do not have an HCR profile, you will be required to create one.

×

1 Sport Profile Result

Select one of the following sports profiles.

  ONTARIO HOCKEY FEDERATION
ZACK MILLINGTON (31 years old)
#1500000585600 ○

[Search with participant #](#)

[Previous](#) [Let's validate](#)



ONTARIO HOCKEY FEDERATION

400 Sheldon Drive, Unit 9, Cambridge, Ontario N1T 2H9
T: 226 533.9070 F: 519 620.7476
www.ohf.on.ca

Proud Branch Of



Team Official / Volunteering Season 2024-25

Date _____

Please consider this letter as our confirmation to engage the following person as a Volunteer within the Ontario Hockey Federation.

The OHF operates within a structure that is comprised of seven member partners: Alliance Hockey, Greater Toronto Hockey League, Northern Ontario Hockey Association, Ontario Minor Hockey Association, and the Ontario Women's Hockey Association.

Full name _____

Date of Birth _____

Member _____

Association/Club _____

Age Group and Level (ex. U14 AA) _____

Team Official/Volunteer Position _____

The position is one of trust and authority towards vulnerable persons aged 4 through 17. Based on the position above, the individual could be in direct contact as with vulnerable persons during games and practices.

We appreciate you proceeding with the Vulnerable Sector Screening Check accordingly.

Sincerely,

Zack Millington

Zack Millington

Manager, Risk, Registration and Insurance
ONTARIO HOCKEY FEDERATION | www.ohf.on.ca
400 Sheldon Drive, Unit 9 | Cambridge, ON | N1T 2H9
T: (226) 533-9073

OHF Members





ONTARIO HOCKEY FEDERATION

400 Sheldon Drive, Unit 9, Cambridge, Ontario N1T 2H9
 T: 226 533.9070 F: 519 620.7476
 www.ohf.on.ca



OHF Screening Declaration Form

Please scan PDF format of this form to the [OHF Screening Submission Portal](#)

Print Name: _____

Date of Birth: _____
Month/Day/Year

Hockey Canada Registry (HCR) Number: _____

Telephone number: _____

Email Address: _____

Member: _____ Association/Clinic Location _____

Failure to execute this process will be in violation of the OHF Screening Policy, this will mean that the official will be considered to be not in good standing and may be subject to further discipline.

I, _____, hereby declare that:
(Print Name)

I have no convictions for offences under the Criminal Code of Canada as specified in the OHF Screening Policy, up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

I have no convictions for offences in any other country, up to and including the date of this declaration for which a pardon has not been issued or granted.

I have no investigations or charges with any criminal matters.

I am not currently under suspensions from a sport organization under Section 2.5 of the OHF Screening Policy

OR

I have the following convictions for offences under the Criminal Code of Canada as specified in the OHF Screening Policy for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:

I have the following convictions for offences in another country for which a pardon has not been issued or granted:

I am currently under suspension from a sports organization under Section 2.5 of the OHF Screening Policy.

Supplementary Information, including Outstanding Charges, Warrants and Order.

DATE	LOCATION	CHARGE	DISPOSITION

Signature: _____

Date: _____

OHF Members



