

STEP 1 – Vulnerable Sector Check

- a) Obtain Vulnerable Sector Check (VSC) from Niagara Regional Police [Here](#)
- b) To obtain Volunteer VSC you will need to complete this form and upload to police check portal after completion of VSC. Download letter [here](#)
- c) According to OHF VSC Q&A Valid VSC from 2022-2023 or 2023-2024 seasons will be accepted this year

✓ 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.

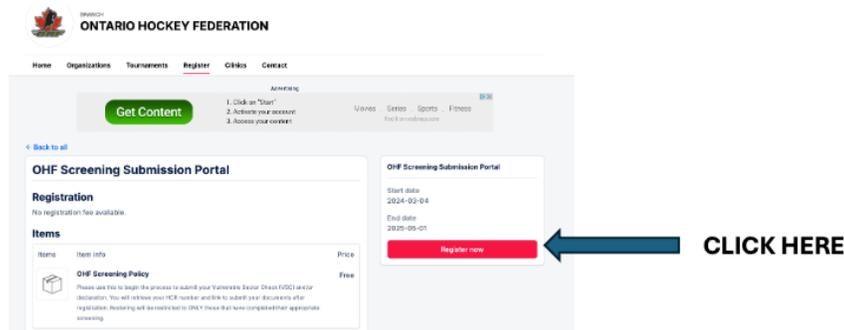
STEP 2 – Register for OHF VSC

- a) Follow this [link](#) to the OHF VSC website. You will see the image below and where to click

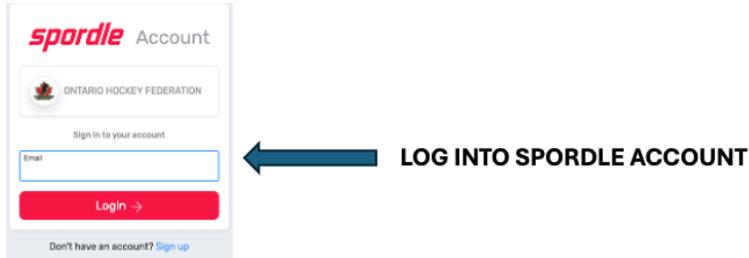
Vulnerable Sector Checks (VSC)



- b) The link will take you to Spordle to register for the VSC – click the indicated button below



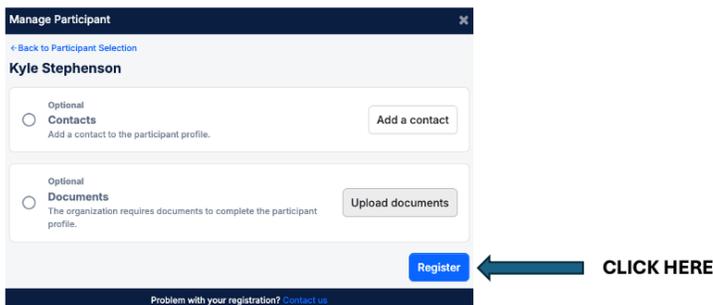
- c) Then log into Spordle on the next window that opens. If you are new to hockey and don't have a Spordle account you will need to register for one



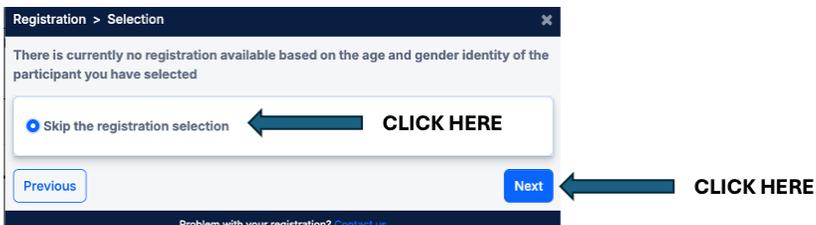
- d) After logging into Spordle you can select your membership line and register for the police check



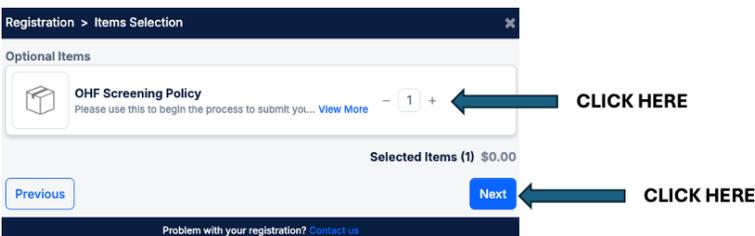
- e) On the next window just click register as noted below. **NOTE: this is not where to upload documents**



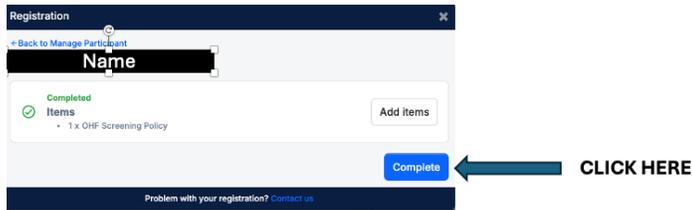
- f) On the next window select “Skip the registration selection” then click next



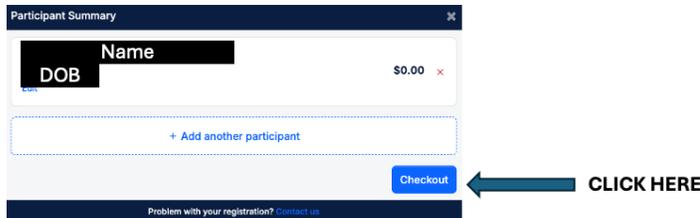
- g) On the next window click the “+” button to add one OHF screening policy to your Spordle account and then click next



h) Click Complete on the next window



i) Click checkout on the next window



j) If you complete this section correctly you will receive email confirmation with a receipt from “Hockey Canada” and subject line “Invoice (#xxx)”. Within that email you will see this text and link to the submission portal.

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

k) Click the link in the email and it will open up the submission portal and proceed to STEP 3.

STEP 3 – Complete OHF VSC screening and upload required documents

a) When you click the link at the end of STEP 2 you will see this window open up. Fill out questions 1 through 6.



b) In question #5 you will need your HCR number. This number can be found in Spordle account or in the email invoice after completion of STEP 2

Item(s)	Price	QTY	Total
Name #1 HCR number			
2024-2025-OHF Screening Policy	\$0.00	x 1	\$0.00
		Sub total:	\$0.00
		Total:	\$0.00

- c) After you answer question number #6 if you are not a referee by selecting “no” question 7 will open up. If you are also a referee when you click “yes” you will be prompted to indicate if you have a valid VSC on file with hockey Canada. Select the appropriate option and if you select no you will be directed to the same Question 7 below (labelled as question 8)
- d) When question 7 opens up you must click the link indicated below

7. Upload Document *

In accordance with OHF Screening Policy, you must upload a PDF copy of your:

- Vulnerable Sector Check OR
- Receipt of Vulnerable Sector Check

Please click the link below to upload the PDF document(s):

https://ontariohockeyfederation-my.sharepoint.com/:f:/g/personal/screening_ohf_on_ca/EnfAtaP8WdAkm7vKJ76YBWhAaxLVic-BiQyCDm61Pgg ← **CLICK HERE**

During document upload you must ensure the FIRST NAME and LAST NAME are an EXACT MATCH to your responses to Question 1 & 2. Also avoid using special characters when naming your document.

Note: The link opens a new tab. After successfully uploading your documents, please return to this tab to finish the screening submission.

PDF copy of Vulnerable Sector Check

PDF copy of Receipt of Vulnerable Sector Check

- e) After clicking the link the following window will appear and you click the indicated button

Microsoft

OHF Screening is requesting files for

PDF Copy of document(s)

Select files ← **CLICK HERE**

- f) When you click “Select files” a window will open on your computer to select either a complete VSC or receipt for new VSC as outlined in STEP 1 above. Select that file to upload. Once you have done that the next window will open up as outlined below.

Microsoft

OHF Screening is requesting files for

PDF Copy of document(s)

25753-AGameSheet.pdf

+ Add more files **CLICK HERE**

First name * Last name *

Upload

- g) In the above window select “Add more files” as indicated. This will allow you to select your completed Declaration file. **This step cannot be omitted or your VSC will not clear until a valid VSC is obtained which can take up to 8 weeks.** To fill out the declaration download it from this [link](#) and complete it. Save as PDF and upload the pdf when you click the add more files above.
- h) **NOTE: PDF documents must be uploaded, other file formats may not work.**
- i) After you have added both VSC (or receipt) AND the declaration fill out the first and last name boxes. **NOTE: these must match exactly what was included in the answers on the form answered in STEP 3 (a) above.** Once filled out click the upload button and return to the VSC Screening portal form.

Microsoft

OHF Screening is requesting files for

PDF Copy of document(s)

25753-AGameSheet.pdf

+ Add more files Total 1 file: 25.9 KB

First name * Last name *

Upload **CLICK HERE**

- j) After returning to the VSC screening portal form select the appropriate button based on what you uploaded in STEP 3 (i)

During document upload you must ensure the FIRST NAME and LAST NAME are an EXACT MATCH to your responses to Question 1 & 2. Also avoid using special characters when naming your document.

Note: The link opens a new tab. After successfully uploading your documents, please return to this tab to finish the screening submission.

PDF copy of Vulnerable Sector Check
 PDF copy of Receipt of Vulnerable Sector Check

[CLICK HERE IF YOU UPLOADED PDF OF VSC](#)
[CLICK HERE IF YOU UPLOADED PDF OF RECEIPT FOR NEW VSC](#)

k) After selecting the right button you can continue in the form by clicking “next” as outlined below

7. Upload Document *

In accordance with OHF Screening Policy, you must upload a PDF copy of your:

- Vulnerable Sector Check OR
- Receipt of Vulnerable Sector Check

Please click the link below to upload the PDF document(s):

https://ontariohockeyfederation-my.sharepoint.com/:f/?personal/screening_ohf_en_ca/foKa9FRNoA8m7ucD76Y8W4x0U1c8QyCDm6Ipgg

During document upload you must ensure the FIRST NAME and LAST NAME are an EXACT MATCH to your responses to Question 1 & 2. Also avoid using special characters when naming your document.

Note: The link opens a new tab. After successfully uploading your documents, please return to this tab to finish the screening submission.

PDF copy of Vulnerable Sector Check
 PDF copy of Receipt of Vulnerable Sector Check

[Next](#) [CLICK HERE](#)

Never give out your password. [Report abuse](#)

l) When you click next in step (k) above the next page will open up

OHF Screening Submission Portal

* Required

Declaration Section

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

8. Do you have any convictions for offenses 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)? *

Yes
 No

m) Fill out the answers for questions 8 to 12 and after question 12 click the submit button.

12. Any questions can be directed to the OHF Office. I certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself to disciplinary action under OHF Regulation, E.8 or E.9, in the event that the above facts are found to be falsified. *

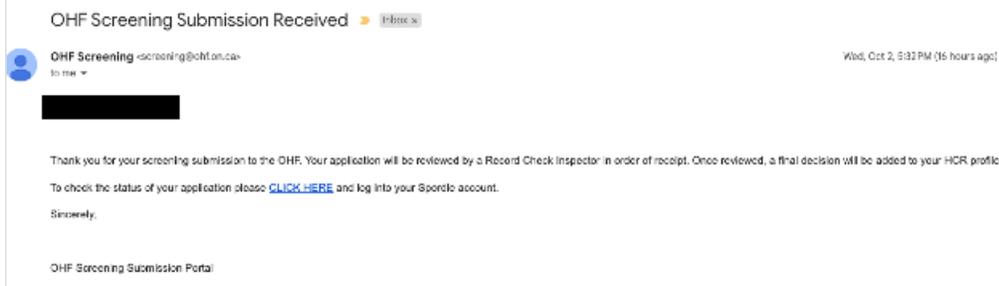
Confirm

[Back](#) [Submit](#) [CLICK SUBMIT](#)

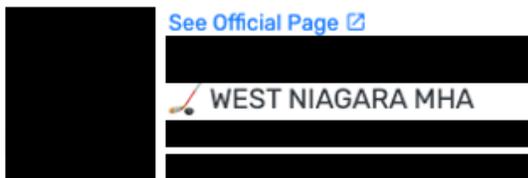
Never give out your password. [Report abuse](#)

n) After clicking submit it will indicate the form is complete and you will receive an email indicating that the screening submission was received. If you do not receive

this email you didn't complete something correctly. See example of receipt email below.



- o) Following submission the background check should be complete within 24 -48 hours. Follow the link in the email to log into your spordle account. Once complete your member profile should be updated with a valid background check mark as indicated below.



**24-48 HOURS AFTER
SUBMISSION SPORDLE
PROFILE SHOULD LOOK LIKE
THIS**