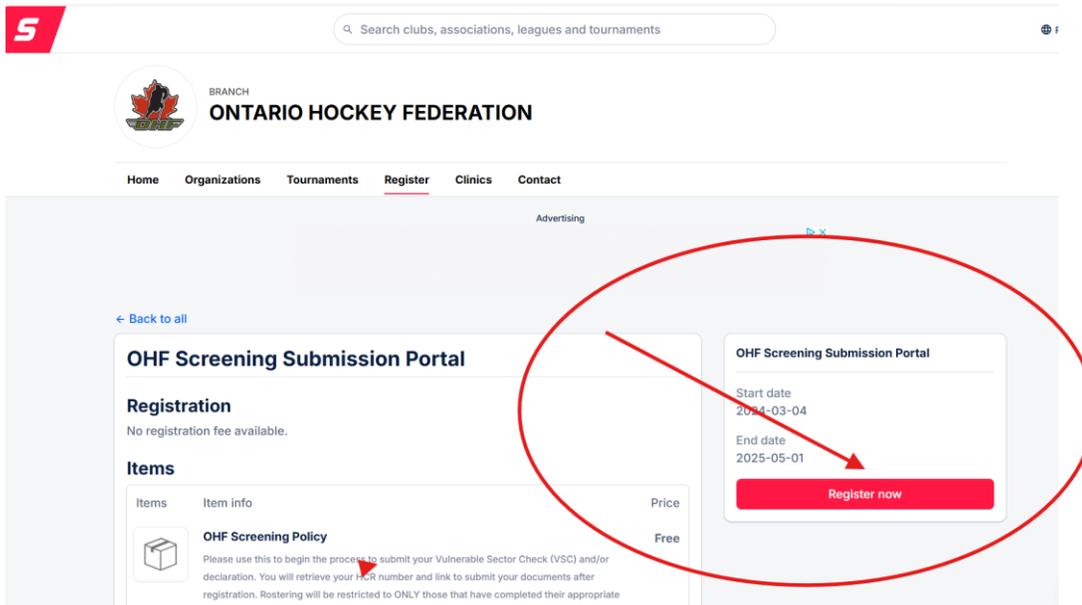


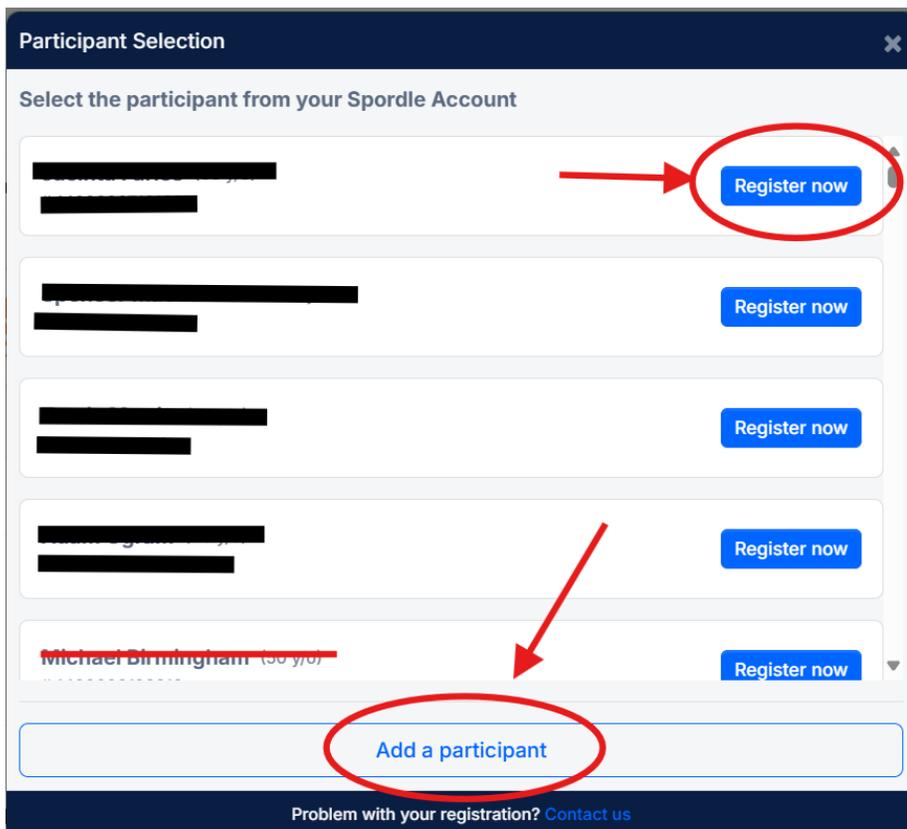
To submit your Vulnerable Sector Check:

[OHF Screening Submission Portal](#) | [ONTARIO HOCKEY FEDERATION](#)

1. **CLICK on 'Register Now' – you MUST know your Hockey Canada Registry (HCR) number before starting this process.**



2. **Select your name from the list.**



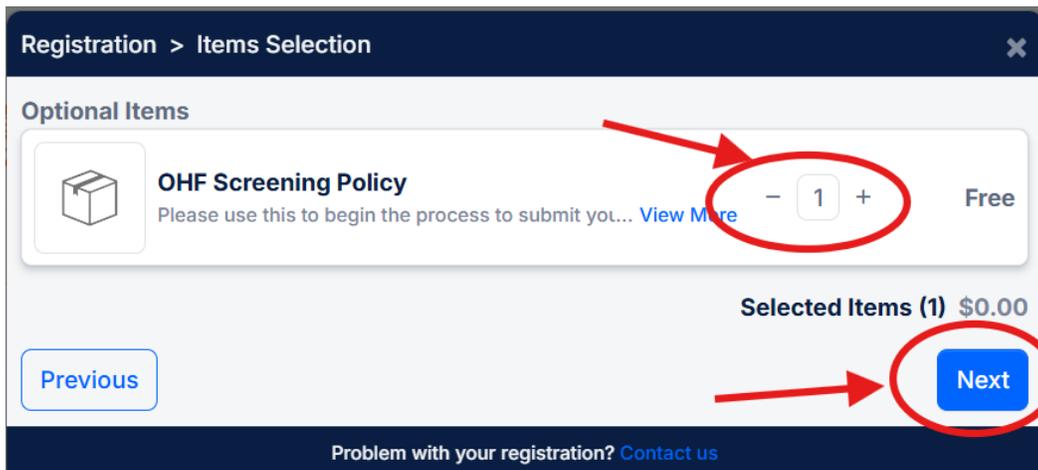
3. **DO NOT** select any of the options on this screen. Just **CLICK** on **REGISTER**.

The screenshot shows a 'Manage Participant' interface. At the top left is a blue header with the text 'Manage Participant' and a close icon. Below the header is a blue link: '< Back to Participant Selection'. A black redaction bar covers the top part of the content area. Three optional sections are visible, each with a radio button and a button: 'Optional Address change' with 'Submit a request', 'Optional Contacts' with 'Add a contact', and 'Optional Documents' with 'Upload documents'. A large red 'X' is drawn over these three sections. At the bottom right, a blue 'Register' button is circled in red, with a red arrow pointing to it from the left. At the bottom of the screen, there is a dark blue footer with the text 'Problem with your registration? Contact us'.

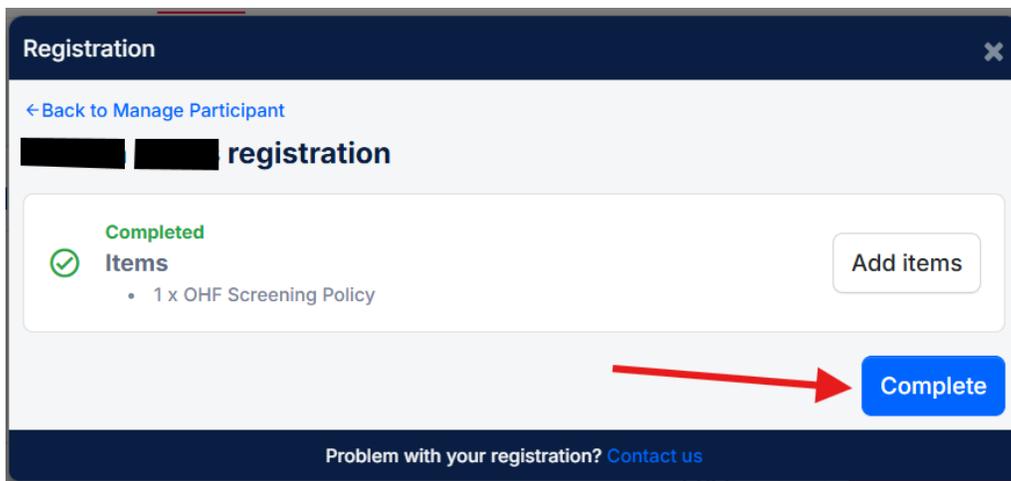
4. Select 'Skip the registration selection' and **CLICK** on **NEXT**.

The screenshot shows a 'Registration > Selection' interface. At the top left is a dark blue header with the text 'Registration > Selection' and a close icon. Below the header is a message: 'There is currently no registration available based on the age and gender identity of the participant you have selected'. Below the message is a white box containing a radio button selected with a blue dot, next to the text 'Skip the registration selection'. This radio button is circled in red, with a red arrow pointing to it from the top right. At the bottom left is a blue 'Previous' button. At the bottom right is a blue 'Next' button, which is circled in red, with a red arrow pointing to it from the left. At the bottom of the screen, there is a dark blue footer with the text 'Problem with your registration? Contact us'.

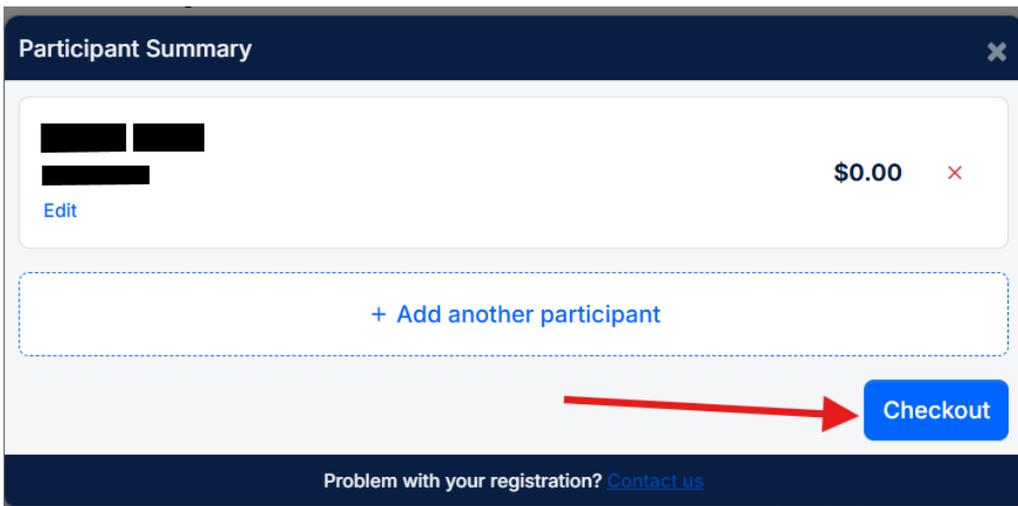
5. Beside OHF Screening Policy select '1' by clicking on the + sign. Then CLICK on NEXT.



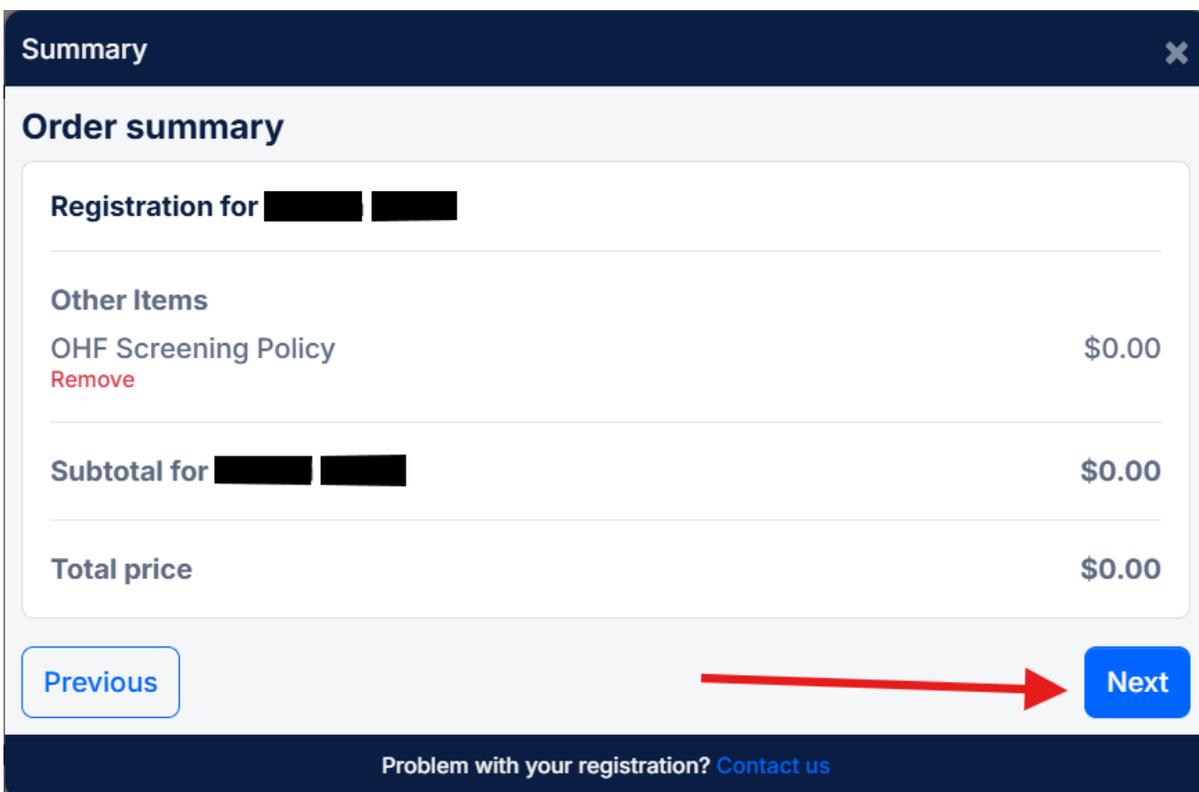
6. CLICK on COMPLETE



7. CLICK on CHECKOUT



8. **CLICK** on **NEXT**



9. **Read** the terms and click beside 'I have read and accept the terms and conditions', then **CLICK** on **NEXT**

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.

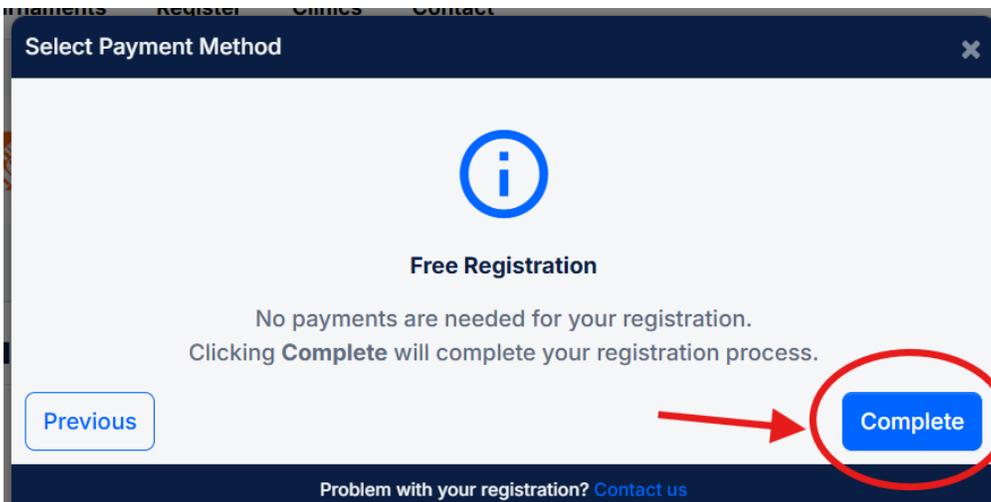
I have read and accept the terms and conditions *

Previous

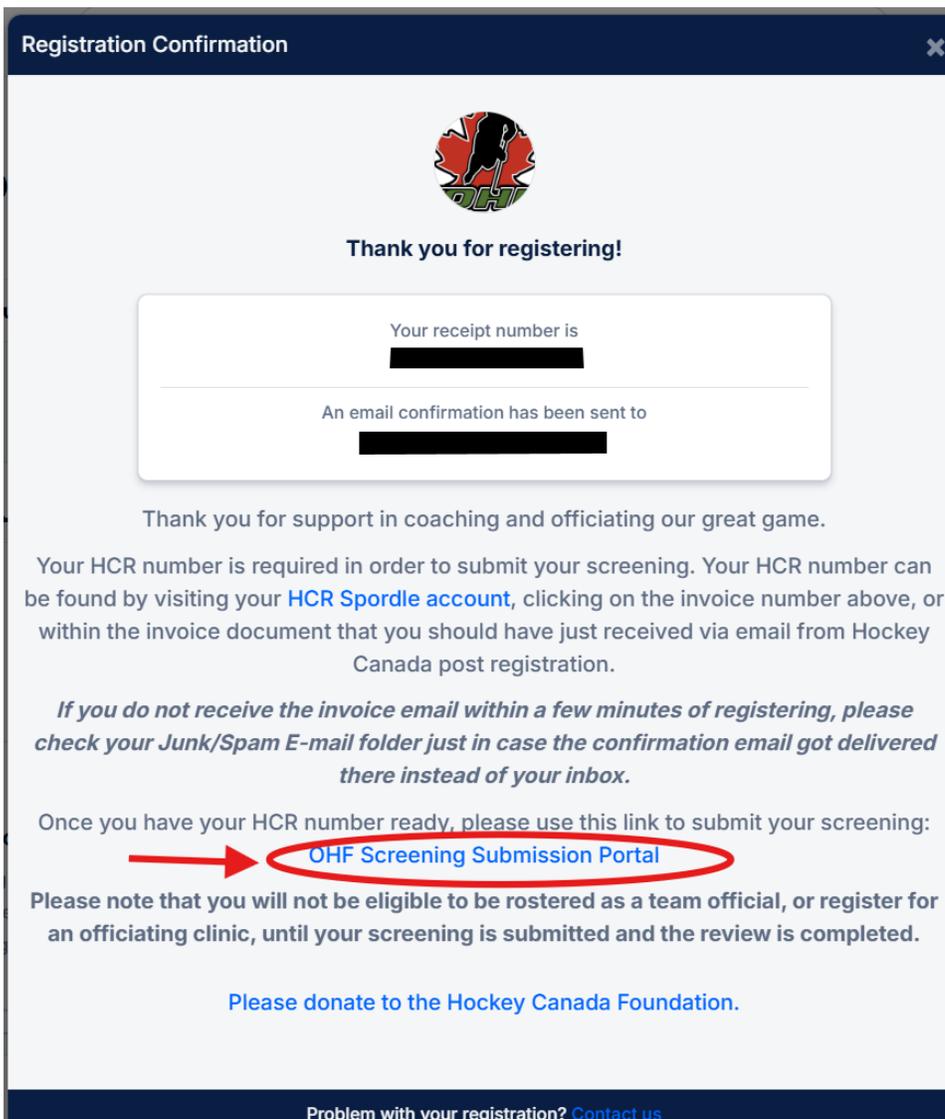
Next

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

10. CLICK on COMPLETE



11. CLICK on the link that says 'OHF Screening Submission Portal'



12. Complete the OHF Screening Submission Portal questions:



OHF Screening Submission Portal

The Ontario Hockey Federation is committed to respecting and protecting the privacy of our Members, 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.

Submission Requirements

- o Users must know their Hockey Canada Registry (HCR) Number.
- o If you do not know your HCR Number, please refer to [OHF.on.ca/Risk-Management/Vulnerable-Sector-Checks](https://www.ohf.on.ca/Risk-Management/Vulnerable-Sector-Checks).
- o All documents submitted must be in PDF format. Submissions that include any other file format will be automatically rejected.
- o If you do not have access to a scanner, you can download Adobe Scan on your smartphone and create PDF documents for submission.

* Required

1. First Name *

1. First Name *

2. Last Name *

3. Birthday *



4. Contact Email Address *

5. HCR Number *

13. Click on the link shown below in question #7.

6. Are you a **Referee?** *

Yes

No

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/EqfAtaPtRWdAkftm7wKJ76YBWhAxXLVlc-RiOyCDm61Pgg

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

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

14. CLICK on 'Select Files' and select your VSC document (it must be a PDF).

OHF Screening is requesting files for

PDF Copy of document(s)

Select files

15. When it shows the name of the file you selected, enter your First and Last Name and CLICK on UPLOAD.

OHF Screening is requesting files for

PDF Copy of document(s)

 [Redacted] - VSC - July 22, 2024.pdf ×

+ Add more files Total 1 file 1.86 MB

First name * **Last name ***



Upload 

16. You will see this screen when it has finished uploading. CLOSE this screen and go back to the OHF Screening Submission Portal form.



Finished uploading

We'll let OHF Screening know that you uploaded files.

Upload more

17. When back on the form, select 'PDF Copy of Vulnerable Sector Check and CLICK on NEXT.

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/EqfAtaPtRwDakftm7wKJ76YBWhAxXLVlc-RiQyCDm61Pgg

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

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

18. Complete the Declaration

 **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

9. Do you have any convictions for offenses in any other country up to and including the date of this declaration for which a pardon has not been issued or granted? *

Yes

No

10. Do you have any investigations or charges with any criminal matters? *

Yes

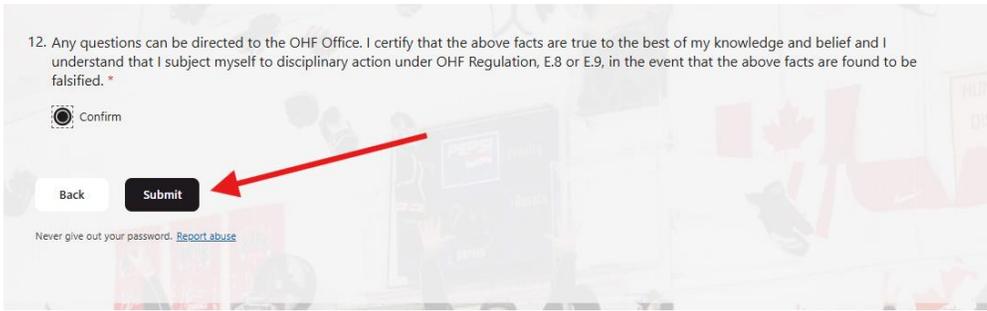
No

11. Are you currently under suspensions from a sports organization under Section 2.5 of the OHF Screening Policy? *

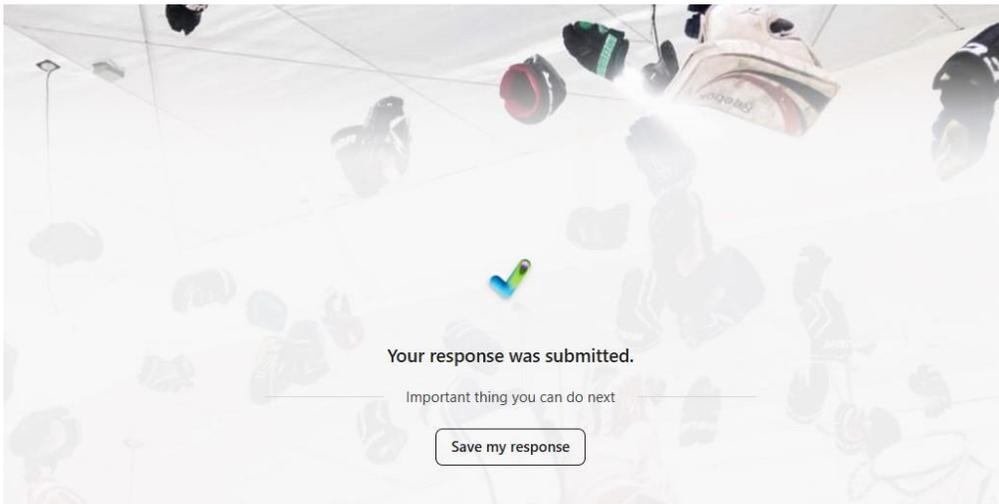
Yes

No

19. Click on 'Confirm' after question 12, and CLICK on SUBMIT.



20. You should see a screen like this.



21. You should then receive a confirmation email that reads like this:

 OHF Screening Submission Received
From: OHF Residential Transfer (evolvedmetricsinc@ohf.on.ca)
To:
Date: Saturday, April 19, 2025 at 09:45 a.m. EDT

Dear

Thank you for your screening submission. Your application will be reviewed within 3 business days by a Record Check Inspector in order of receipt. If you have received this message, please do not upload your documents again, as it will only delay the process for all volunteers, including yourself. Once reviewed, you will receive another email with the status of your submission

Sincerely,

OHF Screening Submission Portal