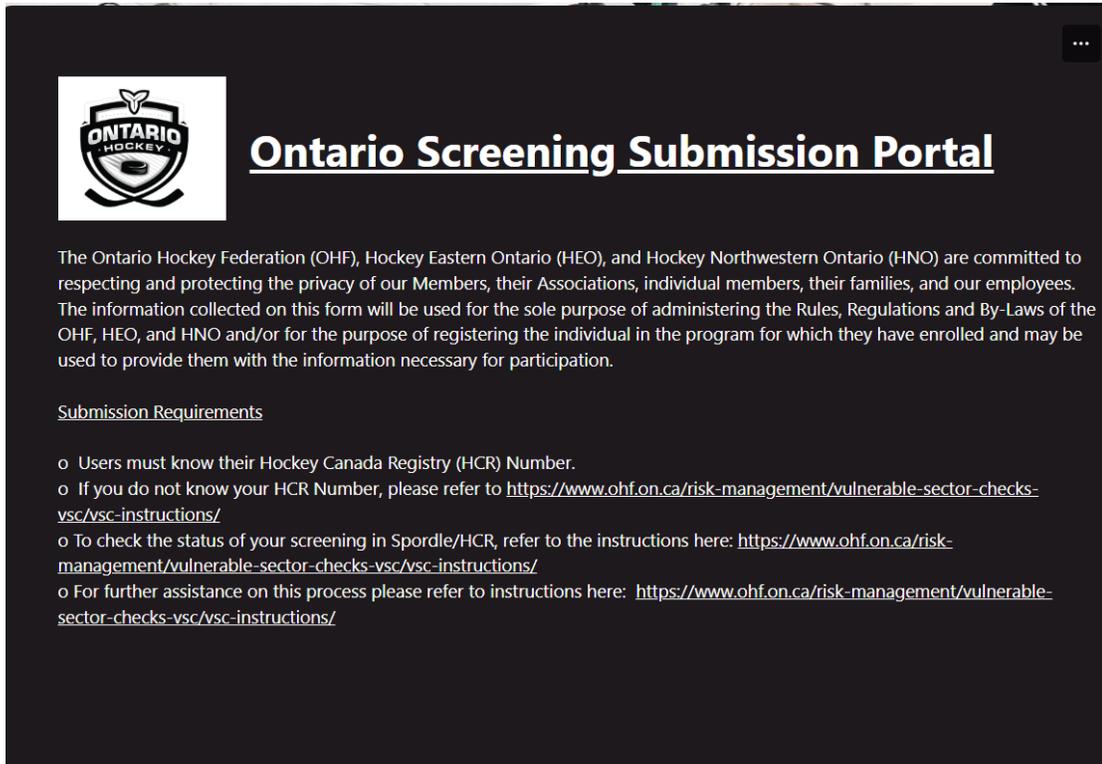


To submit your Vulnerable Sector Check:

[OHF Risk Management – Vulnerable Sector Checks](#)

1. Click on the above link. Read the explanation and click on [online submission portal](#) to complete the OHF Screening Submission Portal questions:



 **Ontario Screening Submission Portal**

The Ontario Hockey Federation (OHF), Hockey Eastern Ontario (HEO), and Hockey Northwestern Ontario (HNO) are 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, HEO, and HNO 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 <https://www.ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/vsc-instructions/>
- o To check the status of your screening in Spordle/HCR, refer to the instructions here: <https://www.ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/vsc-instructions/>
- o For further assistance on this process please refer to instructions here: <https://www.ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/vsc-instructions/>

* Required

1. Which Ontario Member will you be registered in for the upcoming season? *

Ontario Hockey Federation – OHF (ALLIANCE, GTHL, NOHA, OHA, OHL, OMHA, OWHA)

Hockey Eastern Ontario - HEO

Hockey Northwestern Ontario – HNO

2. First Name *

Enter your answer

3. Last Name *

Enter your answer

4. Birthday *

Please input date (M/d/yyyy) 

5. Contact Email Address *

Enter your answer

6. HCR Number (To check your HCR number, refer to: <https://www.ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/vsc-instructions/> *)

Enter your answer

7. Are you an On-Ice Official/Referee *

Yes

No

8. Do you need to upload a Vulnerable Sector Check (VSC) (To check the status of your screening in Spordle/HCR, refer to the instructions here: <https://www.ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/vsc-instructions/>) *

Yes (my VSC has expired and need to upload a new one OR I am new and have no VSC on my HCR profile)

No (my VSC has not expired and want to complete the online declaration form)

Next

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

Pick the applicable response – need to submit a new VSC or just completing the Declaration this year. You need a new VSC every three years. Check your Spordle account to see the expiry date for your VSC.

2. If you need to upload a new VSC, click on the link shown below in question #9.

8. Do you need to upload a Vulnerable Sector Check (VSC) (To check the status of your screening in Spordle/HCR, refer to the instructions here: <https://www.ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/vsc-instructions/>) *

Yes (my VSC has expired and need to upload a new one OR I am new and have no VSC on my HCR profile)

No (my VSC has not expired and want to complete the online declaration form)

9. Upload Document *

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

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

https://ontariohockeyfederation-my.sharepoint.com/:f/g/personal/screening_ohf_on_ca/EqfAtaPRWdAKftm7wKJ76YBWhAxXLVlc-RiQyCDm61Dg

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. We are not accepting VSC receipts until August 1st, 2025

I have uploaded a copy of my Vulnerable Sector Check

Next

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

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](#)

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)

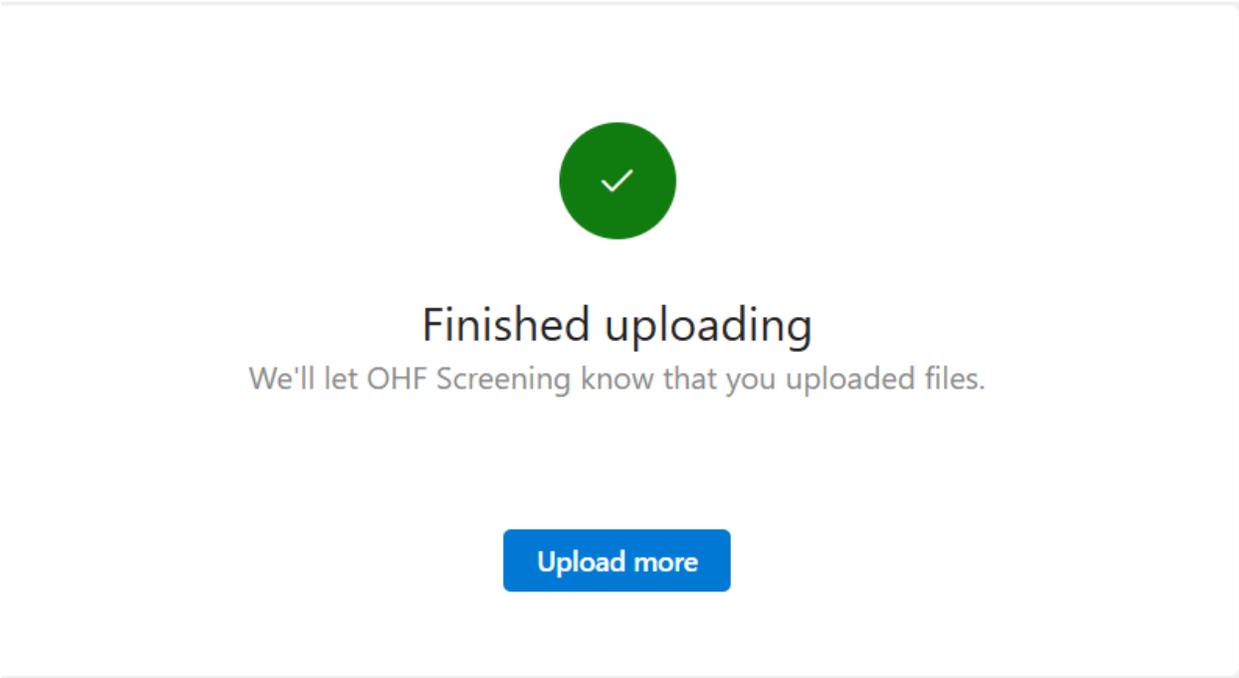
 - VSC - July 22, 2024.pdf ×

[+ Add more files](#) Total 1 file 1.86 MB

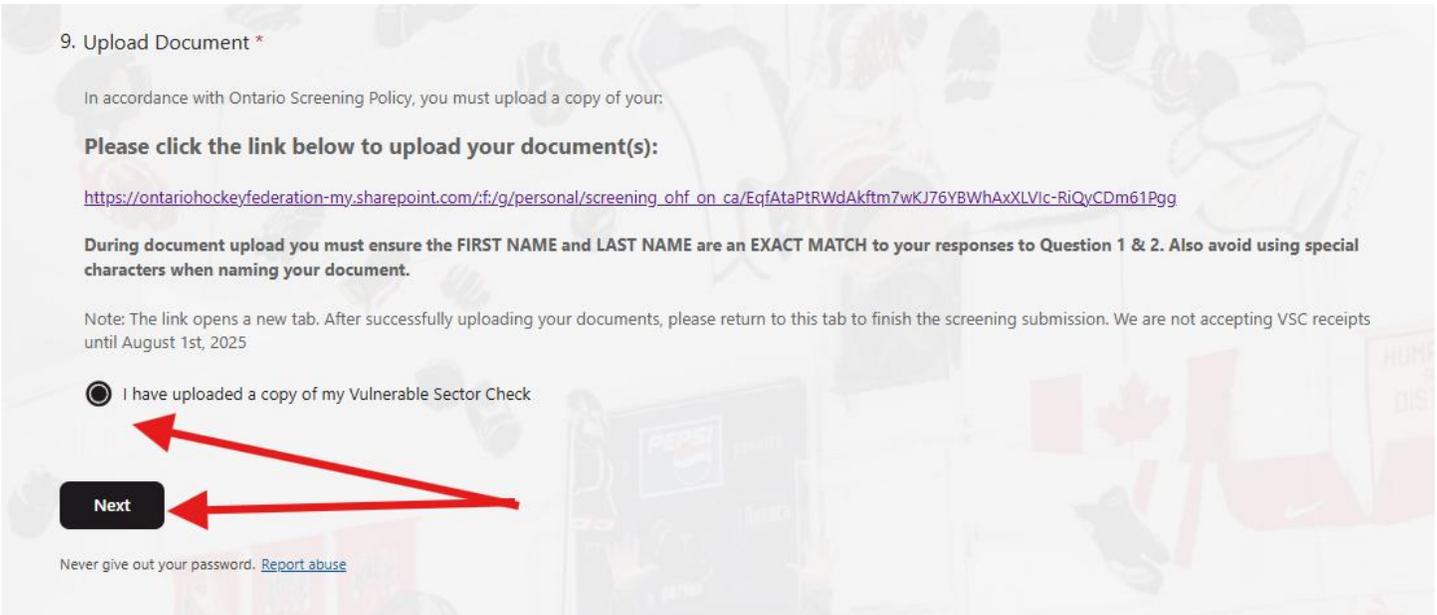
First name * **Last name ***

[Upload](#)

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



When back on the form, select 'I have uploaded a copy of my Vulnerable Sector Check' and CLICK on NEXT.



3. Complete the Declaration

Ontario Screening Submission Portal

* Required

Declaration Section

It is your responsibility to immediately notify and complete a new Ontario Screening Declaration Form with any changes to your status (i.e. convictions or outstanding charges). Failure to declare changes will result in a review of their status as a Registered Participant

9. I have read and accept these conditions *

I have read and confirm

10. Do you have any convictions for offenses under the Criminal Code of Canada as specified in the Ontario 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

11. 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

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

Yes

No

13. Are you currently under suspensions from any sports organization under Section 3.5 of the Ontario Screening Policy? *

Yes

No

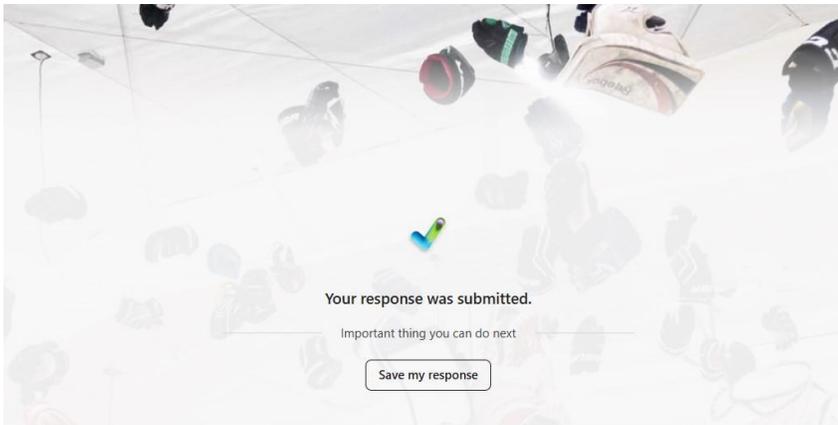
14. Any questions can be directed to the OHF Office. I certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself to disciplinary action in the event that the above facts are found to be falsified *

Confirm

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

4. Click on 'Confirm' after question 14, and CLICK on SUBMIT.

5. You should see a screen like this.



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

OT OHF Residential Transfer
To: me · Sat, May 31 at 10:46 p.m. ▾

Dear [REDACTED],

Thank you for your screening submission. Your application will be reviewed by a Record Check Inspector in order of receipt. Once reviewed, a final decision will be added to your HCR profile.

To check the status of your application please [CLICK HERE](#) and log into your Spordle account. Your submission will be reviewed in order of receipt. If you have received this message please do not upload your documents a subsequent time as it will only delay the process for all volunteers including yourself.

Please see attached copy of your declaration form for your personal records.

Sincerely,

OHF Screening Submission Portal

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

