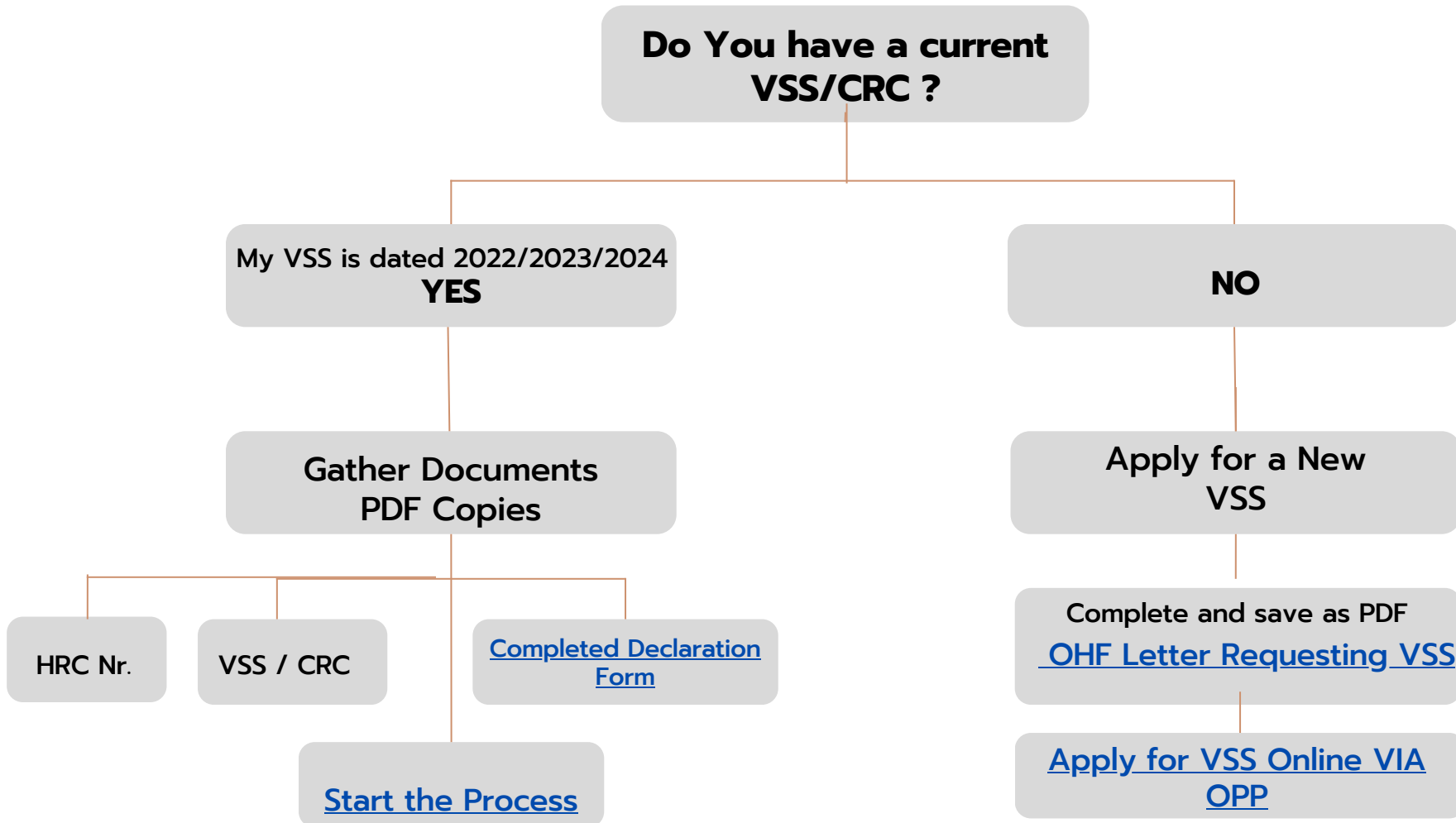


# NEW OHF VSS PROCESS



Blue are clickable links



**ONTARIO  
HOCKEY  
FEDERATION**

*Your Provincial Sport Organization*

## Vulnerable Sector Checks

To participate in on-ice and off-ice programs, all Team Officials must ensure they have completed a Vulnerable Sector Check. This includes having a valid Vulnerable Sector Check and the OHF Screening Declaration Form.

Before accessing the OHF Screening Submission Portal, make sure you have the required documentation ready, including 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:

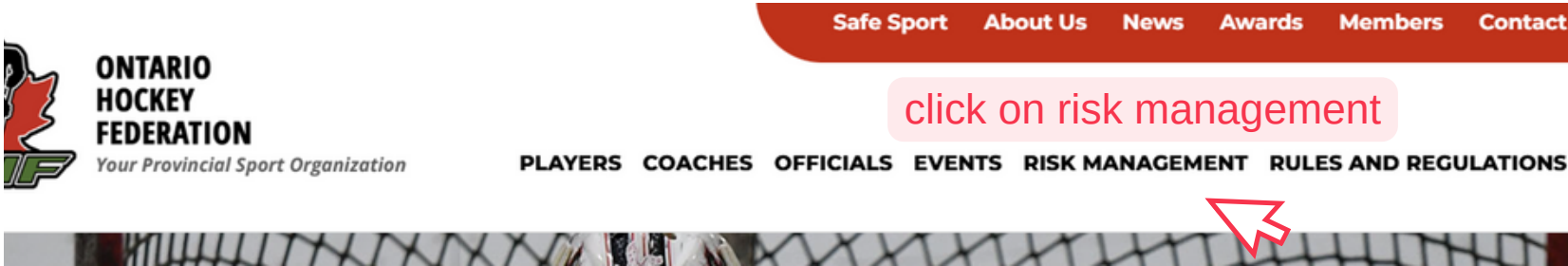
All documents must be in PDF format for acceptance.

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

For further details on the screening process, visit <https://ohf.on.ca/risk-management/ohf-vulnerablesector-checks/>.

1

<https://ohf.on.ca/risk-management/ohf-vulnerablesector-checks/>



2

click on OHF Vulnerable sector check



# Vulnerable Sector Checks

3

**START THE  
SCREENING PROCESS**



click here

4

A spordle page will open,  
Select Register Now - Next To your Name

5

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**OHF Screening Submission Portal**

**Registration**  
No registration fee available.

**Items**

Items	Item info	Price
	<b>OHF Screening Policy</b> Please use this to begin the process to submit your Vulnerable Sector Check (VSC) and/or declaration. You will retrieve your HCR number and link to submit your documents after registration. Rostering will be restricted to ONLY those that have completed their appropriate screening.	Free

Start date  
2024-03-04

End date  
2025-05-01

**Register now**



Hit Next


Select - skip the registration

Hit Next

Make sure to copy your HCR Number

This form should automatically open, if it does not hit the link below

6

 **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 \*

Enter your answer

2. Last Name \*

[https://forms.office.com/pages/responsepage.aspx?id=s88\\_mthsgUGOi8KxPBphVRNFN0\\_ZyflGmRel6w2hk6NUNjVZWE5IQ08zMIJKTzdRWjhOV1E3UEMzOC4u](https://forms.office.com/pages/responsepage.aspx?id=s88_mthsgUGOi8KxPBphVRNFN0_ZyflGmRel6w2hk6NUNjVZWE5IQ08zMIJKTzdRWjhOV1E3UEMzOC4u)

Complete the form

In the form you will see a link to upload your documents

### 7. Upload Document \*

In accordance with OHF Screening Policy, please submit the mandatory document(s), from one of the bullets, required to complete your screening.

- **PDF** of the Vulnerable Sector Check **AND** a **PDF** of the OHF Screening Declaration Form OR
- **PDF** of the Receipt of Vulnerable Sector Check **AND** a **PDF** of the OHF Screening Declaration Form

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](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.**

7

The documents you upload are a copy of your CRC / VSS and your declaration form.  
In the Declaration form by my “Member” fill in NOHA

Your documents must be in PDF Form

8

When you are done uploading the documents make sure to return to the form  
and **HIT SUBMIT**

## If your VSC has expired i.e issued in 2021 or older

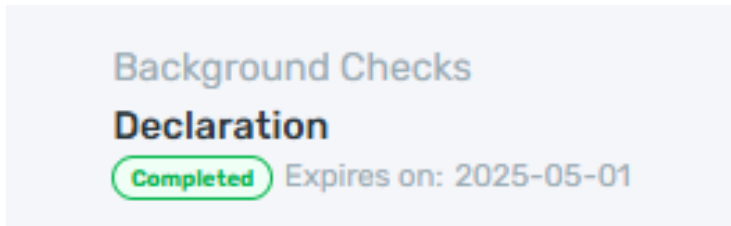
You will need to apply for a new VSS

1. 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.
2. Does the association or OHF provide a letter for VSC? Yes – Here is a link to the letter  
<https://ohf.on.ca/media/geojm14u/ohf-letter-requesting-vulnerable-sector-check.pdf>
3. VSS Can be obtained Online here: <https://www.opp.ca/index.php?id=147&lng=en>
4. Do we need to keep old records in the office moving forward? No
5. Is a digital signature for the OHF Screening Declaration Form acceptable? Yes

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.

Once it has been Approved you will see it on your HCR



What is the contact information for help or questions? [screening@ohf.on.ca](mailto:screening@ohf.on.ca)