



City of Vaughan Hockey Association
'HOME OF THE VAUGHAN RANGERS'



OHF Screening Process

As directed by the Ontario Hockey Federation (OHF), all volunteer team officials must provide a Vulnerable Sector Check upon registration. For more information on the OHF's Screening Policy, please see [OHF-Screening-Policy.pdf](#).

To obtain your VSC, you will first need to submit a request to your **local police station**. You can request a Vulnerable Sector Check (VSC) at your local station with this [OHF Vulnerable Sector Check Request Form](#).

*For those residing in York Region, you can apply for a VSC online by [clicking this link](#).

*For those residing in OPP-policed communities, you can obtain a VSC online through this link: [OPP VSC Request](#).

*For those residing in Toronto, you can apply online for a VSC using the OHF Agency code: **202309TPSON6BCE7**. Apply for a VSC through the [Toronto Police Service here](#).

In addition to submitting your VSC, volunteers and team officials must also upload a **completed OHF Screening Declaration Form**.

ONTARIO HOCKEY FEDERATION
400 Sheldon Drive, Unit 8, Cambridge, Ontario N1T 2H9
T: (519) 533-9070 F: (519) 533-7476
www.ohf.on.ca

Team Official / Volunteering Season

Date: _____ mm/day/year

Please consider this letter as our confirmation to engage _____ as a Team Official with the Ontario Hockey Federation.

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

The registered Team Official could coach in any of the following Member(s) listed above:

The position is one of trust and authority towards vulnerable persons aged 4 through 17.

We appreciate you proceeding with the Vulnerable Sector Check accordingly.

Sincerely,
Jack Millington
Zack Millington
Manager, Risk, Registration and Insurance
ONTARIO HOCKEY FEDERATION | [www.ohf.on.ca](#)
400 Sheldon Drive, Unit 8, Cambridge, ON N1T 2H9
T: (519) 533-9070

OHF Members:

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OHF Screening Declaration Form

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

First Name: _____
Date of Birth: _____
Hockey Canada Registry (HCR) Number: _____
Telephone Number: _____
Email Address: _____
Member: _____

Failure to provide 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:

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 suspension from a sport organization under Section 2.3 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 2.3 of the OHF Screening Policy.

Responsible Information, Including Outstanding Charges, Warnings and Orders

DATE	LOCATION	CHARGE	DISPOSITION

Signature: _____ Date: _____

OHF Members:



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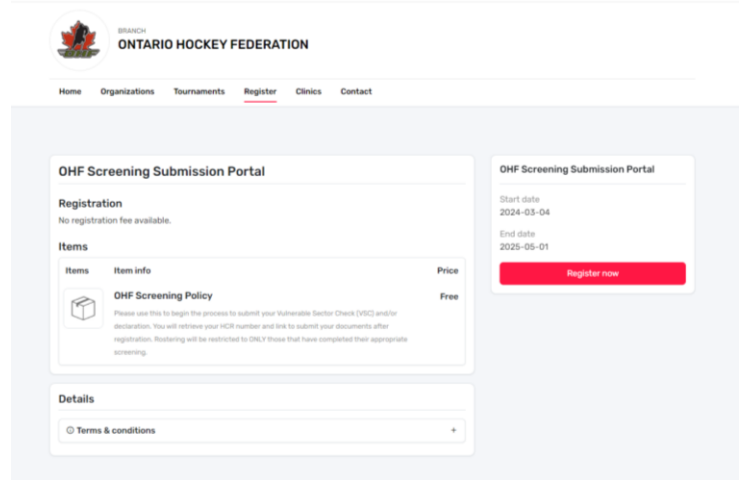




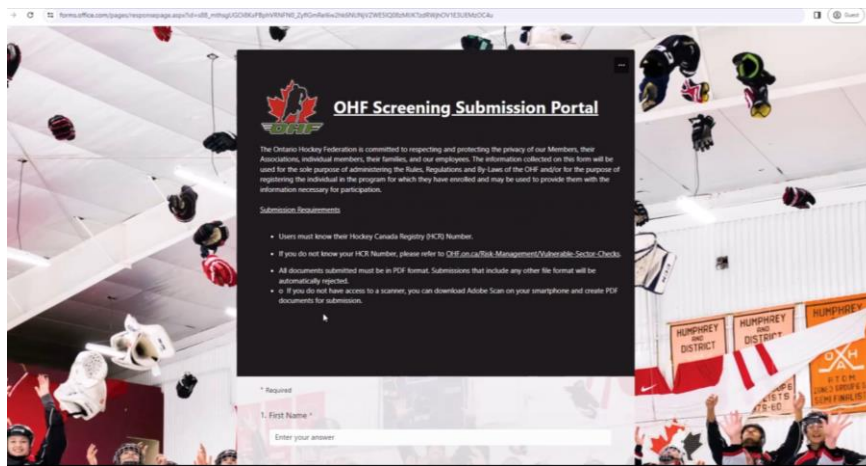
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Once you have obtained your **VSC** from your local police station and completed **your OHF Screening Declaration Form**, you can **Register** on the **[OHF Screening Submission Portal](#)**.



Registration is free but you will need to “Check Out” to register. You will need your **HCR#** for your respective Spordle Account to register. Once you’ve completed the registration, you can upload your documents to the **[OHF Screening Submission Portal](#)**.



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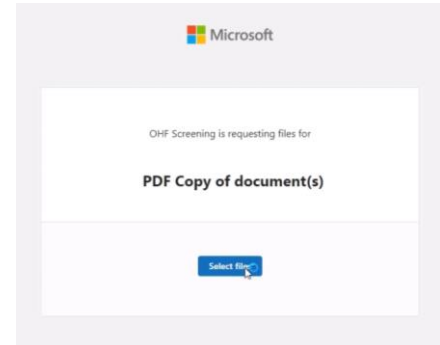




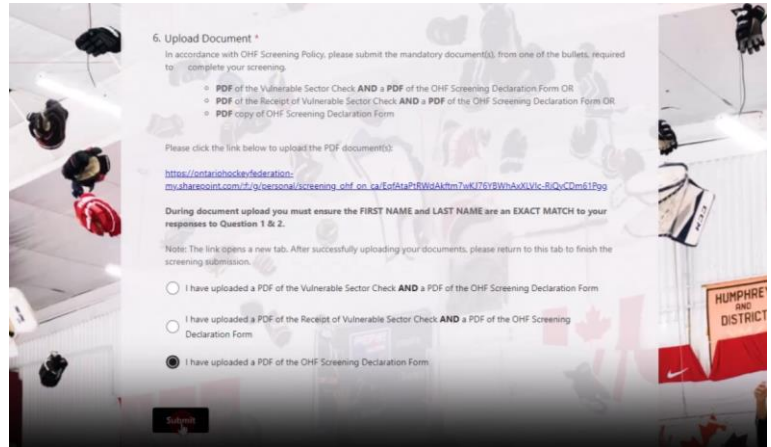
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After you have filled in the Submission Portal Form including your **Name, Birthdate, and HCR Number**, you can upload your **PDF** files from your documents to the Portal.



Once you have uploaded both your **Vulnerable Sector Check PDF** and your **Screening Declaration PDF**, you will scroll to the bottom of your Submission Portal Form and select the file(s) that were uploaded, then click **Submit**.



*** Vulnerable Sector Checks (VSC) and OHF Screening Declaration Forms must be in PDF format to be uploaded and accepted.**

*** For the 2024-25 season, the OHF will be accepting copies of a Vulnerable Sector Check from 2022-23 or 2023-24.**



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* For Volunteers and Team Officials who submitted a physical copy of their VSC to the office, you may come to the office to pick up your VSC so you can upload a PDF version to the Submission Portal.

* For Volunteers and Team Officials who emailed the CVHA Office with the **QR Code VSC**, you can submit the QR Code version on the Submission Portal. If you are unable to find your email, please contact the office and we will email you the VSC that was emailed to us.

For more details on the Screening Process, please visit [**OHF Vulnerable Sector Checks - Screening Process**](#).

Watch the following “How To” Videos provided by the OHF for a step by step visual of the Screening Process from start to finish.

- 1) [**Creating A Spordle Account**](#)
- 2) [**Linking HCR # to Spordle Account**](#)
- 3) [**Register for OHF Screening Process**](#)
- 4) [**Upload Documents to Complete Screening Process**](#)

If you have any other questions regarding the OHF Screening Process, please contact the CVHA Office at 905-417-1046 or email us at [**info@vaughanhockey.com**](mailto:info@vaughanhockey.com).



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