Step 1 - Go to https://www.ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/ and click "start the screening process"
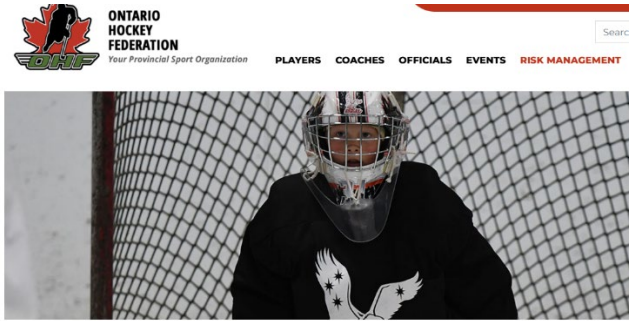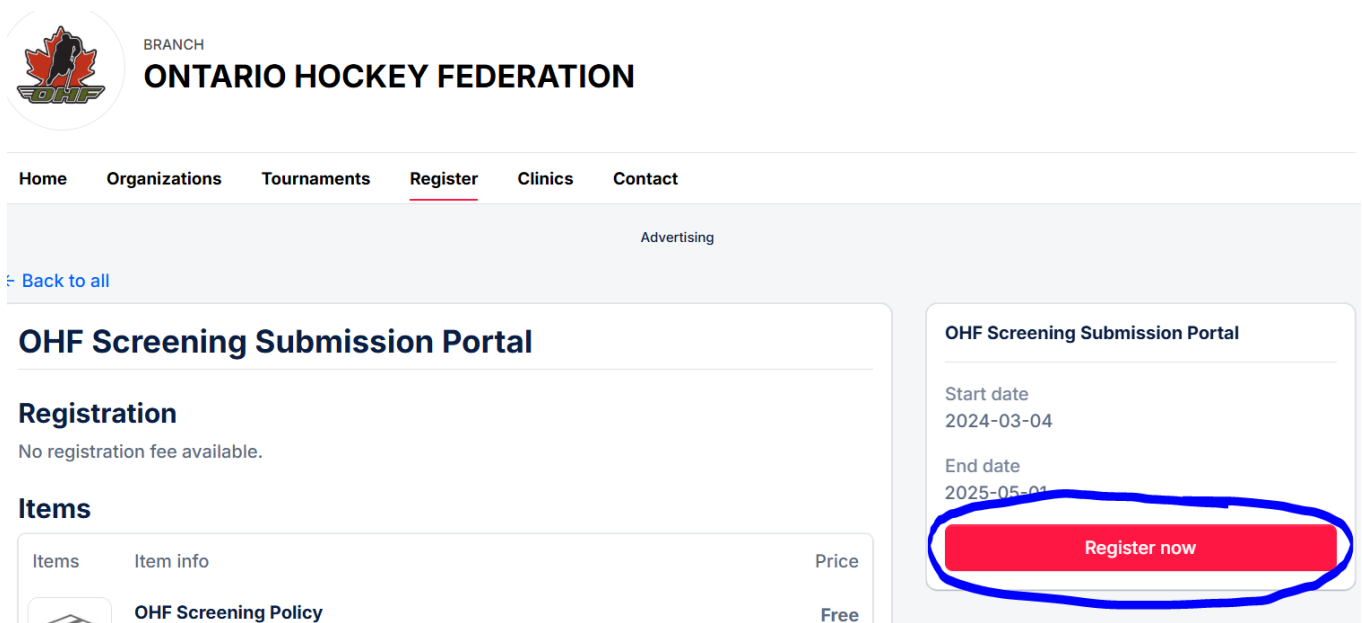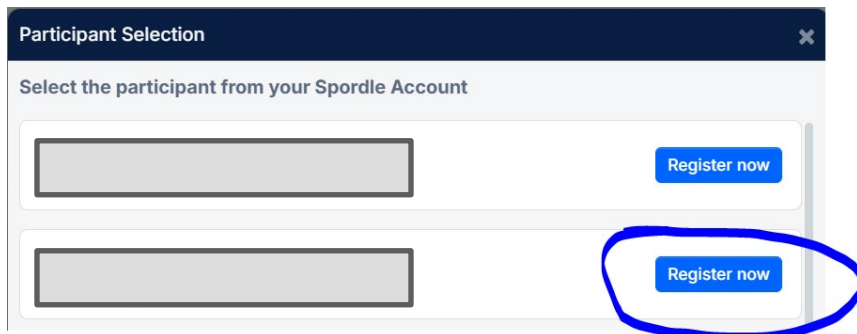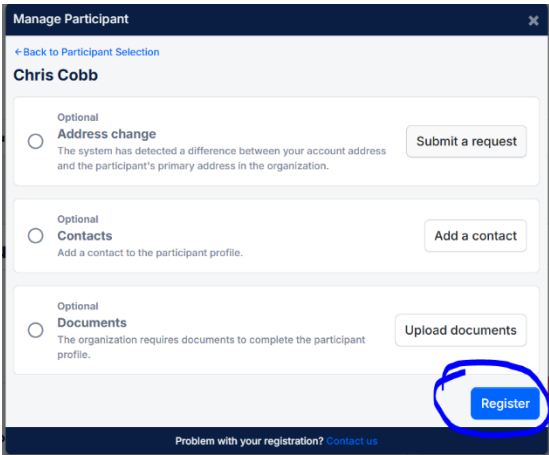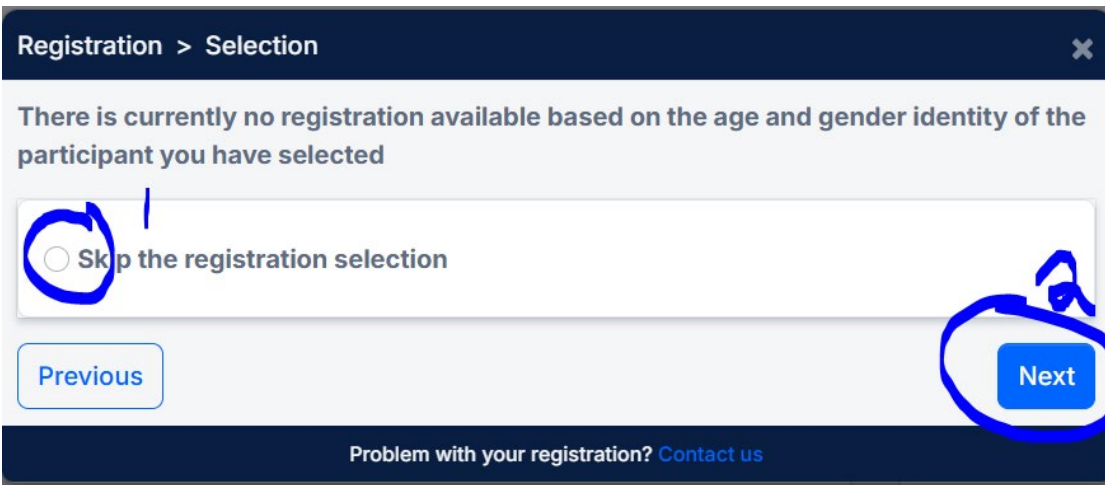

Step 2 - Click register now
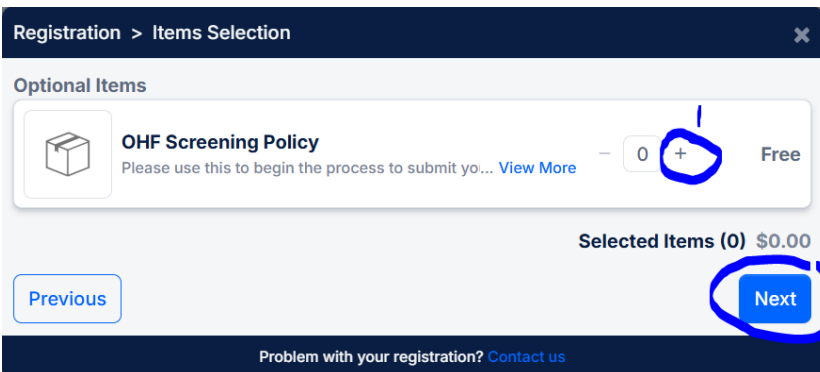

Step 3 - click register now
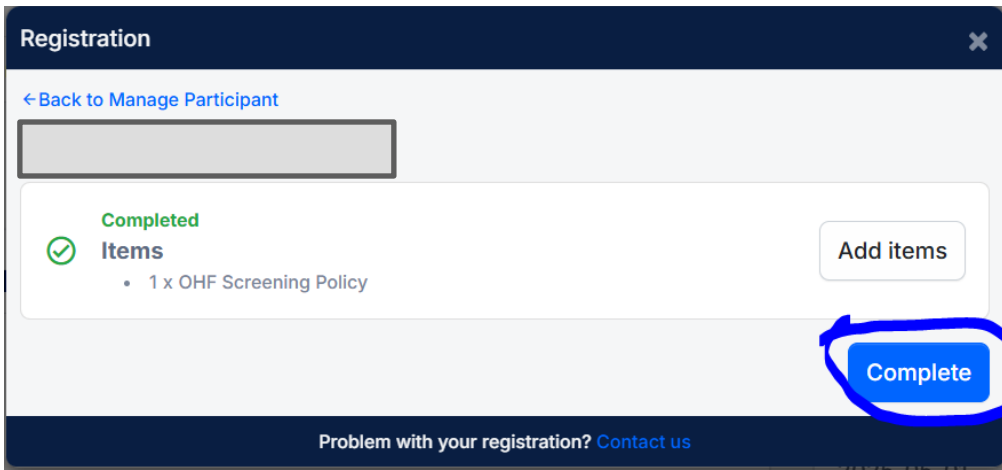

Step 4 - Click register

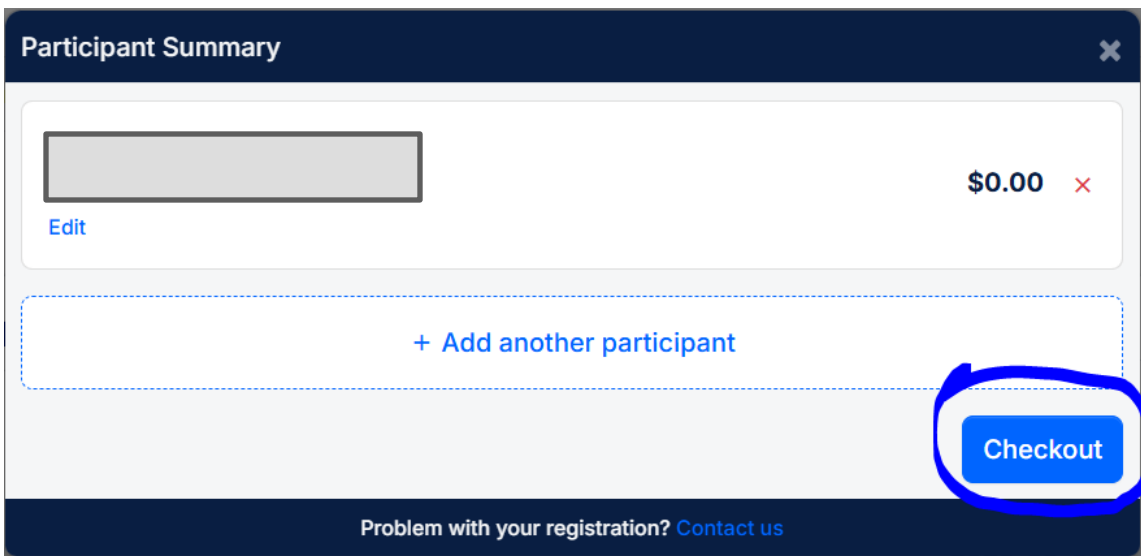**Step 5 - Click Skip the registration selection then click next**

Step 6 - Click the + sign to increase the 0 to 1, then click next
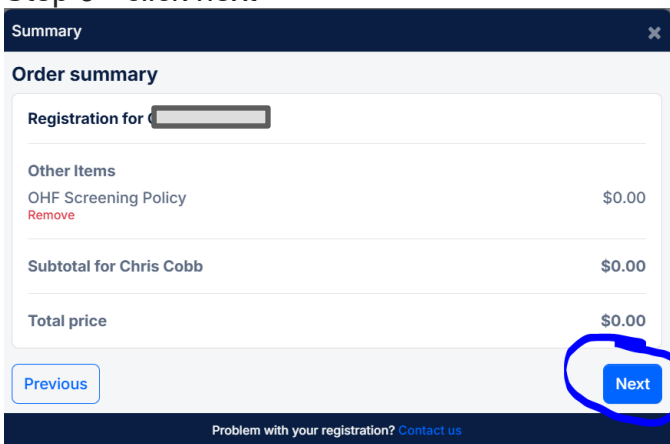

Step 7 - Click complete

Step 8 - click checkout

Step 9 - click next

Step 10 - click i have read...., then click 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

Step 11 - click complete

Select Payment Method

ⓘ

Free Registration

No payments are needed for your registration.
Clicking **Complete** will complete your registration process.

Previous   Complete

Problem with your registration? Contact us

Step 12 - Click OHF screening submission portal

Thank you for registering!

Your receipt number is # ▮▮▮▮▮▮▮▮▮▮
An email confirmation has been sent to
▮▮▮▮▮▮▮▮▮▮**gmail.com**

Thank you for support in coaching and officiating our great game.

Your HCR number is required in order to submit your screening. Your HCR number can be found by visiting your **HCR Spordle account**, clicking on the invoice number above, or within the invoice document that you should have just received via email from Hockey Canada post registration.

If you do not receive the invoice email within a few minutes of registering, please check your Junk/Spam E-mail folder just in case the confirmation email got delivered there instead of your inbox.

Once you have your HCR number ready, please use this link to submit your screening: **OHF Screening Submission Portal**

Please note that you will not be eligible to be rostered as a team official, or register for an officiating clinic, until your screening is submitted and the review is completed.

Please donate to the Hockey Canada Foundation.

Step 13 - complete all questions and upload VSC.

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.
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.

At this point you will need your VSC saved in PDF format and your HCR #. Please note you will have to choose the proper item.

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/EqfAtaPtRWdAkftm7wKJ76YBWhAxXLVIc-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

Then you will receive an email letting you know they got it and you are good to go...or they got it and there is an issue.

The number 1 issue is the **name of the PDF is too long**. Rename your file with minimal characters.