



Vulnerable Sector Check (VSC) SUBMISSION

**HOW TO SUBMIT YOUR VULNERABLE SECTOR
SEARCH (VSC) DOCUMENT AND
DECLARATION VIA
THE SUBMISSION PORTAL**

**All VSC & Declaration document
MUST be submitted via this portal to be validated**



OWHA TEAM STAFF VSC SUBMISSION FOR 2024-2025 ROSTER APPROVAL

The process for Vulnerable Sector Checks will be centralized for all Team Staff for the 2024-2025 season to:

- ❖ Ensure all screening is being done.
- ❖ Reduce the number of screenings where individuals are changing and/or participating in multiple Associations.
- ❖ Provide a safe hockey environment.

Eligibility to Coach

It is imperative for all Team Staff to ensure that their Vulnerable Sector Check (VSC) is completed to be eligible as a Team Staff on an OWHA team, and to participate in programs both on and off the ice. This includes having a valid Vulnerable Sector Check and the Screening Declaration Form.

The following individuals who are associated with the OWHA must adhere to the OWHA Screening Policy:

- ❖ Team Staff including head coaches, assistant coaches, trainers, assistant trainers, managers, staff, skills coaches, dressing room monitors and third-party skills coaches.

ALL VSC DOCUMENTS MUST BE SUBMITTED AND VERIFIED THROUGH THE [SCREENING SUBMISSION PORTAL](#)

NOTE: Submission via the RAMP Registration Portal is not sufficient, you must submit your documents via the Screening Submission Portal for them to be validated.

- ❖ If the Team staff is deemed ineligible through review of their VSC document or Screening Declaration form, they will be notified.

Before entering the [Screening Submission Portal](#), please ensure you are ready with the necessary documentation and information:

You will need:

- ❖ Hockey Canada Registry (HCR) Number; AND
 - ❖ Vulnerable Sector Check (PDF); AND
 - ❖ Completed Screening Declaration Form (PDF);
- OR**
- ❖ A receipt from your local Police Station, showing your request for your Vulnerable Sector Check (VSC); AND
 - ❖ Completed Screening Declaration Form (PDF)

Please Note:

1. All documents must be in PDF format to be accepted. Pictures, images and other formats are not accepted.
2. For the 2024-2025 season, copied of a Vulnerable Sector Check from 2022/23 or 2023/24 AND a completed Screening Declaration Form (PDF) will be accepted. Both documents must be submitted through the [Screening Submission Portal](#).

If your VSC was validated as an on-ice official during the previous season, and you are in a Team Staff position for the upcoming season, please email screening@ohf.on.ca to have your VSC document validated as a team staff.

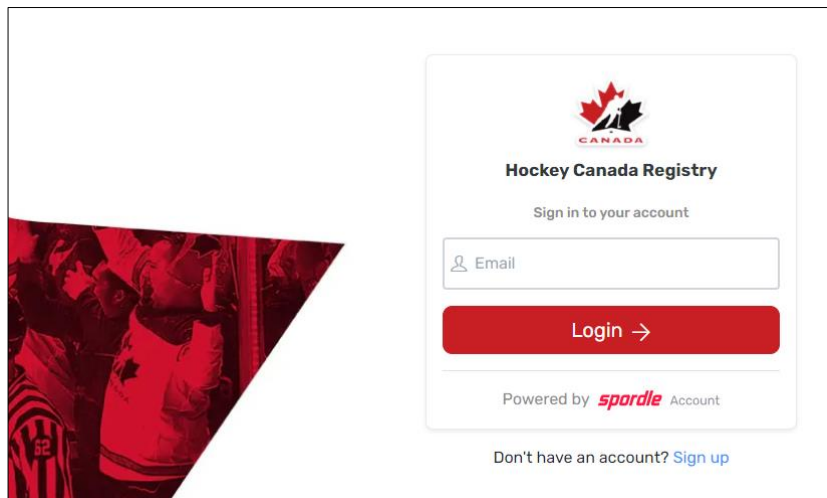


HOW TO CREATE & ACCESS YOUR HCR 3.0 PROFILE

Throughout this process, if you have any questions or issues with the portal, please email screening@ohf.on.ca

1. Go to: [Hockey Canada Registry](#)

Below is a screen capture of what you will see when you click the link above:



- This page allows you to sign in if you already have an account or create an account if you do not have one.

NOTE: If you have played/coached or worked with a hockey team in the past, it is likely that you already have an HCR Profile. The profile will be linked to the email address that you would have used at that time.

If you already have an account, please following the instructions below to access your account.

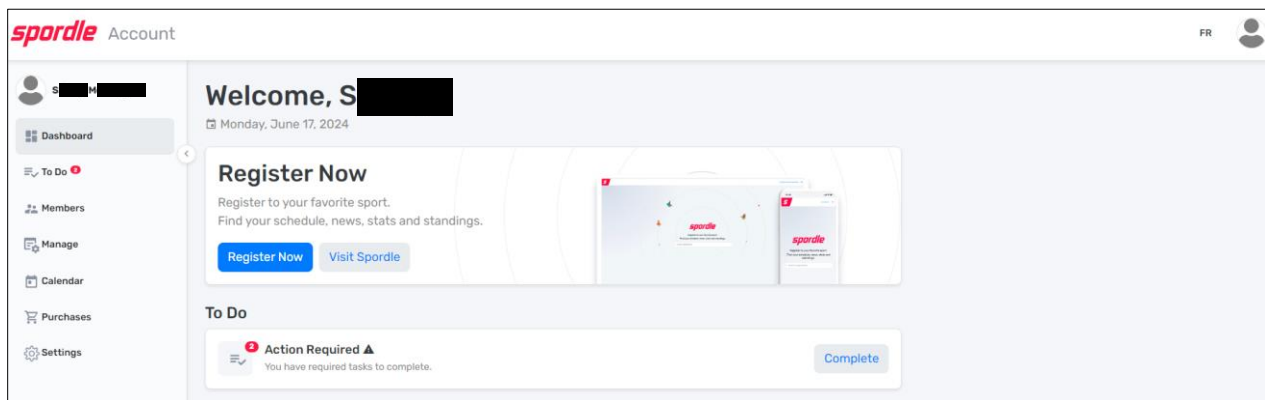
1. Enter the email address you wish to have affiliated with your profile in the box, and click on login.
2. If an account does not exist with that email, the system will notify you and will request that you “Sign Up”.
3. Please click on the “Sign Up” button and proceed to enter all the requested information.
4. You will be prompted to create a password, please ensure that you record this password as it will be needed each time you log into your account.
5. Click “Next”
6. You will then be prompted for your contact phone number and address. Please ensure that you enter your information accurately.
7. Click “Sign Up”

8. The system will require a 6-digit verification code. This code will be sent to the email address that you entered. If you do not see the email in your Inbox, please ensure that you check your Junk folder.
9. You will need to enter the 6-digit code you received via email to complete the set up of your HCR profile.
10. Once you have completed the set up, you can then log into your account by entering your email address and the password you created.

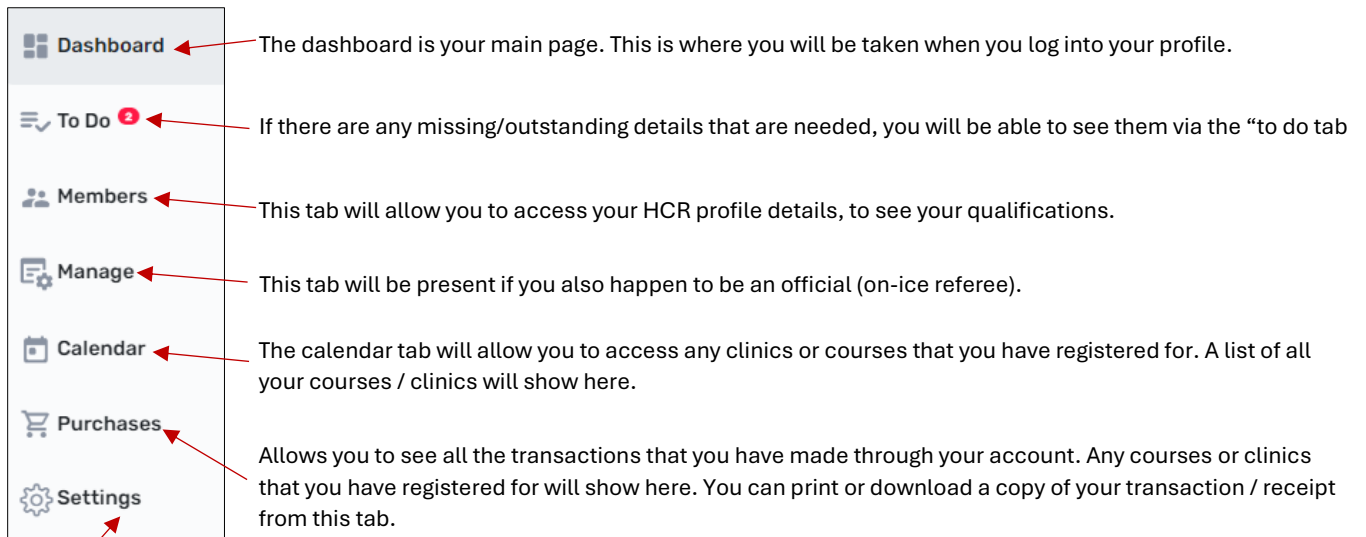
NOTE: Once you have created your account, you will be able to login to find your HCR number. **The instructions below will enable you to find your HCR number from your account.**

names and numbers are hidden for privacy purposes

1. When you log into your HCR profile, your screen will look like below:

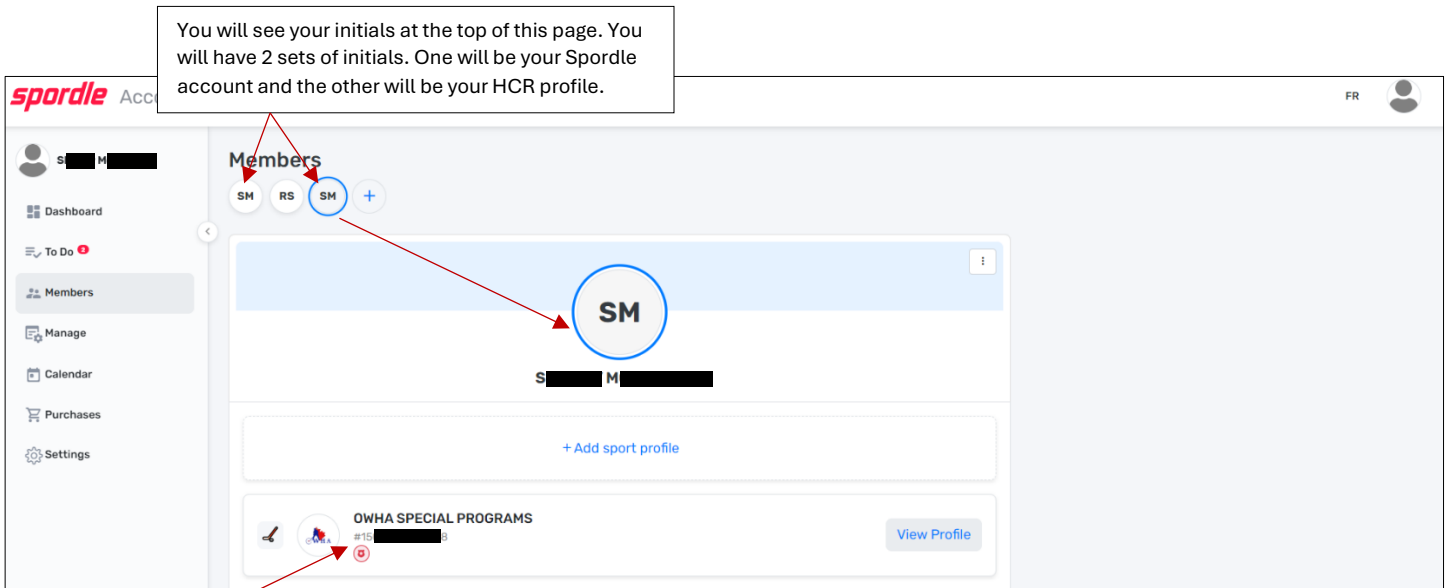


2. The left panel shows you the various tabs that you can access through your HCR profile.



This tab will allow you to see and edit your account details (contact email, date of birth, phone, address etc). We recommend that you always ensure that your information and details are updated if they change.

3. To see your HCR number, you need to click on the “Member” tab.



If you click on one of the initials, you will only see your full name. The 2nd initials will show you the association that you are with and what your HCR # is. This is the number that you need to provide when you submit your VSC document via the Screening Submission Portal.

4. You will see your initials at the top of the page. As per the image below, there will be 2 sets of your initials.
 - a. One is your Spordle profile (*the platform that you need to log into in order to access your HCR profile and see your HCR number and qualifications*)
 - b. The other is your HCR Profile, and as outlined in the image above, you will see the association that you were with when your profile was first created, and just below that, you will see your HCR profile number. This number is a long series of numbers ranging from 4 to 15 or more numbers.
5. This is the number you need to have when you log into the Screening Submission Portal to upload your VSC document.



WHERE TO FIND THE DECLARATION FORM

1. Coaches/ Volunteers must use this link ([Vulnerable Sector Checks](#)) to access a copy of the Declaration form.
2. Download a copy of the Declaration Form and complete it in full as you will need to submit this document through the Screen Portal along with your VSS document.
3. If you need a letter to request your Vulnerable Sector Check, you can find this document via the same link above. Download, complete and provide to your local police station to get the process started. Be sure to get a receipt if you are starting the process as a receipt can also be submitted via the Screening Submission Portal.



HOW TO SUBMIT YOUR VSC DOCUMENT VIA THE SCREENING SUBMISSION PORTAL

1. Click this link to access the [Screening Submission Portal](#).
Once there following the instructions. There is no charge to submit your documents.

Items	Item info	Price
	Screening Policy 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

2. Once you have clicked “Register Now” you will be prompted to log into your HCR Account. Use your email and password to log into your HCR account. Once logged in, you will be prompted to select your HCR account. See image below.

Click “REGISTER NOW” tab beside your name

3. On the next window, you will be prompted to move forward by clicking on the “Next” tab.

Click “NEXT” tab

4. On the next window, please ensure that you click on the “Skip the registration selection” tab. See below.

Click on Skip the Registration selection tab. This will enable the round button to show “blue”

Once you have chosen the tab above, click on “Next”

5. On the next window, you must use the (+) symbol to toggle to (1). The Selection Items, must show (1). This will enable you to move forward with your registration / submission.

Use the (+) tab to toggle to (1)

Once you have chosen the tab above, click on “Next”

6. The system will then prompt you to ask if you wish to register another participant. It is unlikely that you will have another participant to register, but if you do, you can certainly register another. If not, please click on “Proceed to check out”.

If you have another participant to register, you can do so by clicking on this tab.

If you are ready to proceed to check out, click here.

7. On the next window, you will be provided with a Registration Summary / Order Summary. You can proceed by clicking “Next”

Registration summary

Order summary

Registration for S M
[Edit this member's registration](#) | [Remove this member](#)

Other items

Screening Policy	\$0.00
Remove	

Total price \$0.00

[Register another participant](#) [Next](#)

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

Click here to move forward with Registration.

8. You will now need to ensure that you Read and Accept the terms and conditions of payment. Ensure that you read the disclaimer and check the box before proceeding.

Payment Terms and Conditions

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](#)

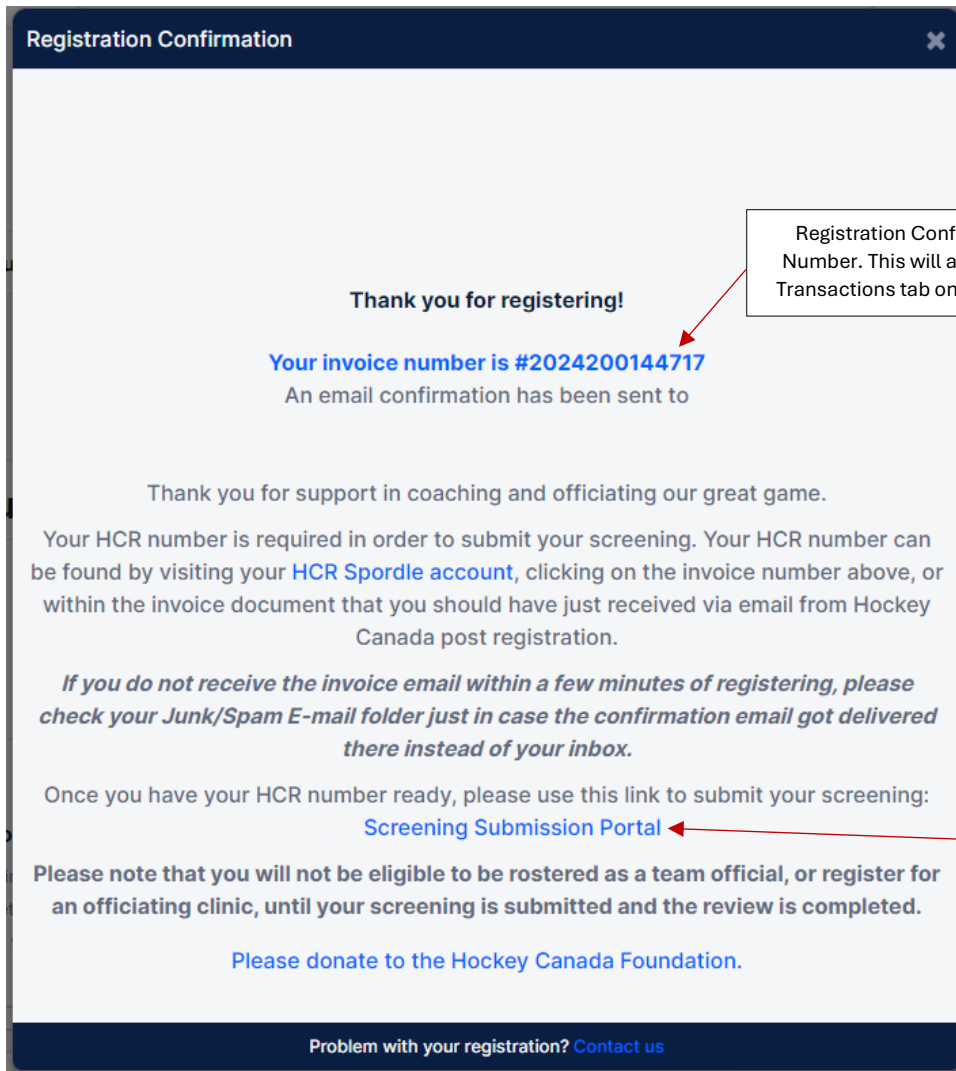
Problem with your registration? [Contact us](#)

Ensure you have read and checked this box before moving forward

Click here to move forward

9. You will then be provided with a Registration Confirmation window. This window will provide you with your invoice number and will also provide you with the link you need to submit your documents on the Submission Screening Portal.

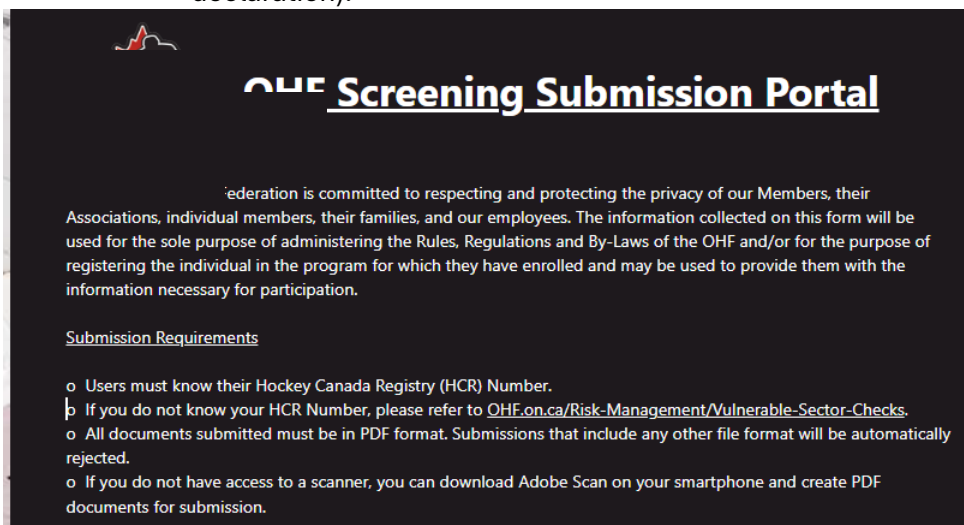
DO NOT CLOSE THIS WINDOW
It contains the link you need to use to submit your documents
(VSC and Declaration) for verification



Registration Confirmation – Invoice Number. This will also show under the Transactions tab on your HCR account.

*****IMPORTANT*****
This is the link to access the Screening Submission Portal where you will have to now use to submit your VSC and Declaration document.

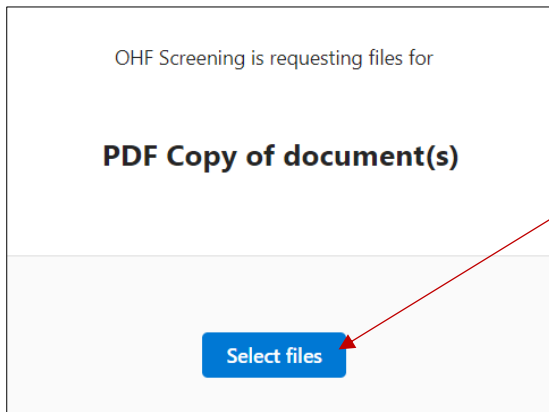
10. The image below is what you will see when you click on the Screening Submission Portal. Here is where you must follow the instructions to submit your documents (both VSS and declaration).



*****IMPORTANT*****
You will need to scroll down, to answer and complete the required questions.
#5 is where you will need to enter your HCR account number.

Once you have answered question #6, the system will then provide you with the link to upload your PDF documents. Please ensure that you read the information carefully and follow the instructions.

11. When you click on the link, you will be taken to another window, this window will request that you select the appropriate files from your computer to upload.

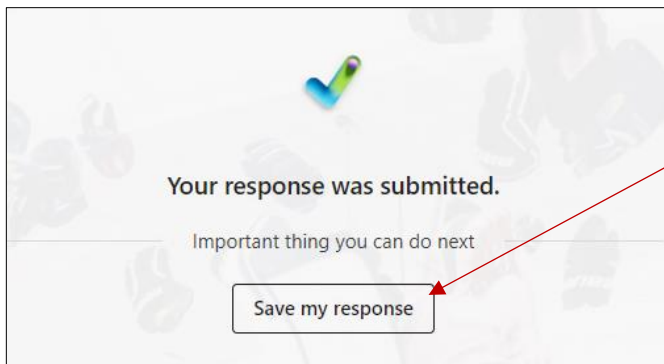


When you click on "Select Files" you will be prompted to choose the files from your computer that you wish to upload.
Ensure that you select the correct files.

12. Once you have uploaded your documents (VSS and Declaration form) you will then be taken back to question #7 so that you can identify which files you did upload.

13. Once you have made your choice, you can then select "Submit"

14. You will then see a confirmation that Your response has been submitted.



This marks the end of your VSS and Declaration Submission.
You have the option to "Save my Response" if you wish to save a copy that your responses were submitted.