



Vulnerable Sector Check (VSC) SUBMISSION

UPDATED – JUNE 2, 2025

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

**All VSC documents
MUST be submitted via this portal to be validated**

OWHA TEAM STAFF VSC SUBMISSION FOR ROSTER APPROVAL

The process for Vulnerable Sector Checks will be centralized for all Team Staff for the 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 on file.

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 ONTARIO SCREENING SUBMISSION PORTAL

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

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

Before entering the [Ontario 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)

OR

- ❖ A receipt from your local Police Station, showing your request for your Vulnerable Sector Check (VSC); AND

Please Note:

1. All documents must be in PDF format to be accepted. Pictures, images and other formats are not accepted. This document must be submitted through the [Ontario Screening Submission Portal](#).

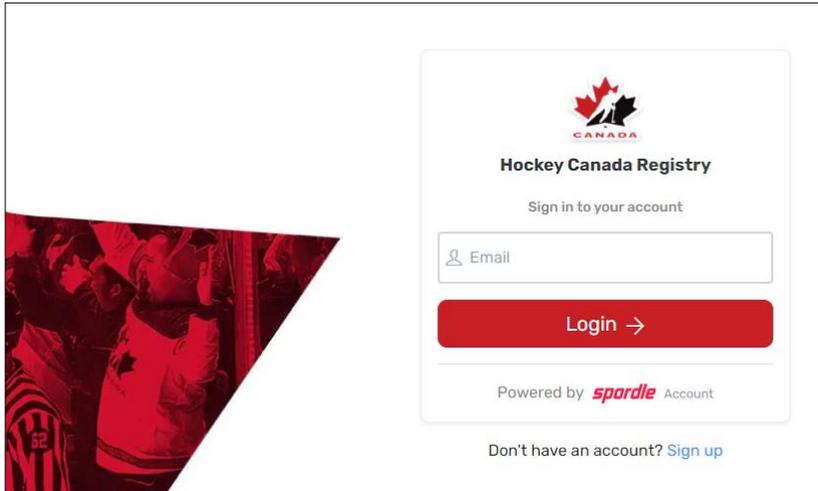
If your VSC was validated as an on-ice official during the previous season, and you are in a Team Staff position for the upcoming season, please email screening@ohf.on.ca to have your VSC document validated as a team staff.

HOW TO CREATE & ACCESS YOUR HCR 3.0 PROFILE TO GET YOUR HCR ID#

*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.

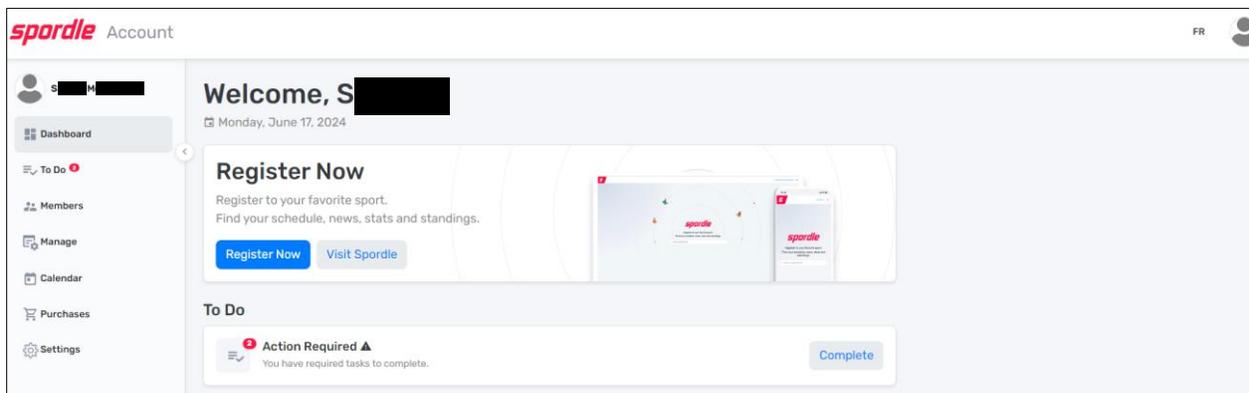
1. Enter the email address you wish to have affiliated with your profile in the box and click on login.
2. If an account does not exist with that email, the system will notify you and will request that you “Sign Up”.
3. Please click on the “Sign Up” button and proceed to enter all the requested information.
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.

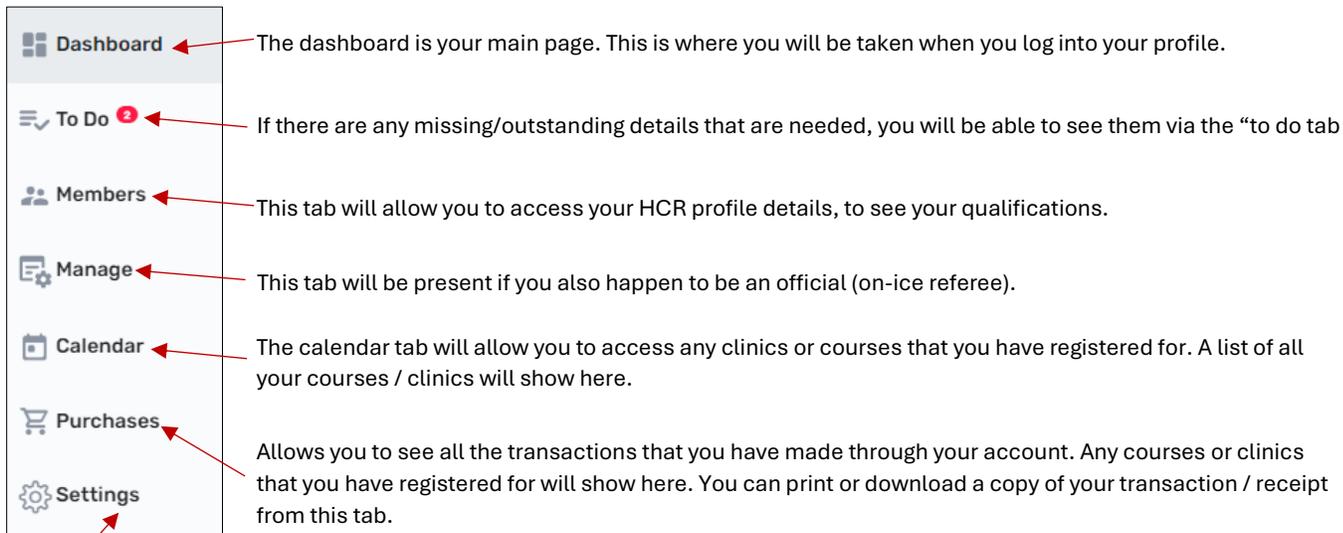
NOTE: Once you have created your account, you will be able to login to find your HCR number. **The instructions below will enable you to find your HCR number from your account.**

names and numbers are hidden for privacy purposes

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

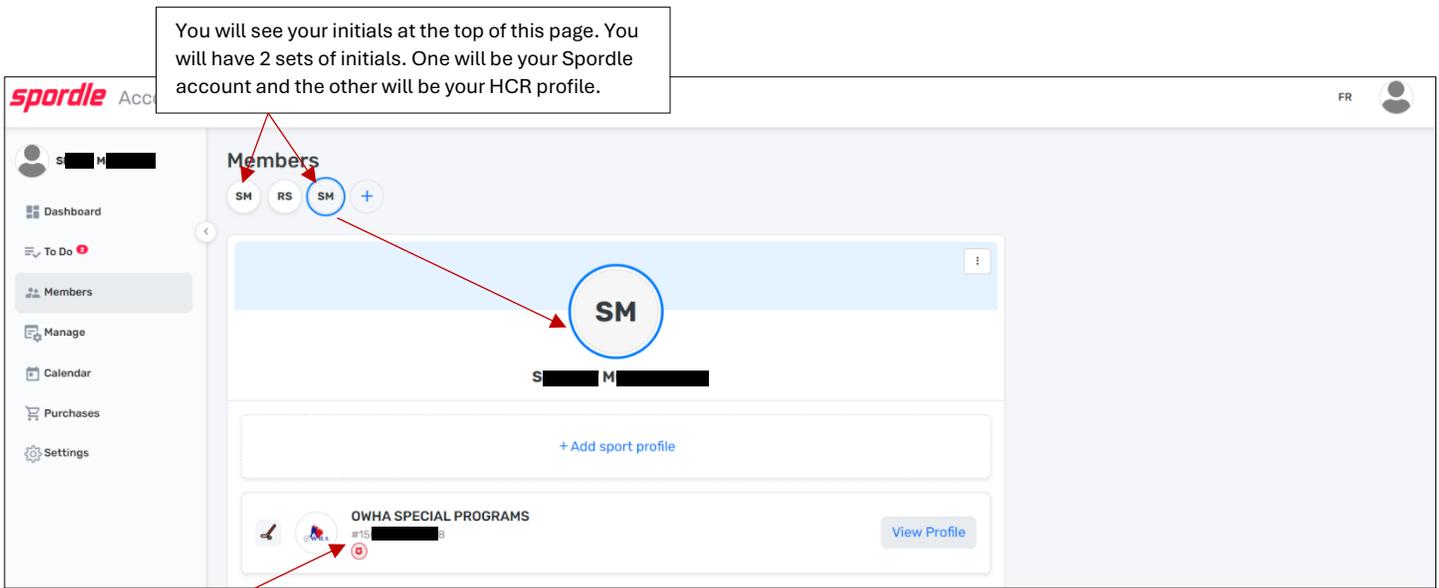


2. The left panel shows you the various tabs that you can access through your HCR profile.



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.

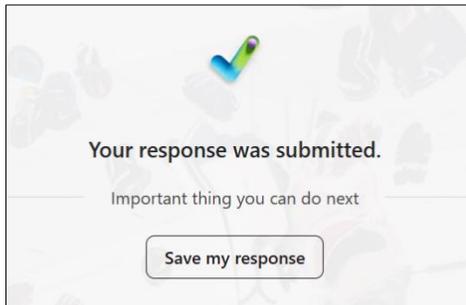
4. You will see your initials at the top of the page. As per the image below, there will be 2 sets of your initials.
 - a. One is your Spordle profile (*the platform that you need to log into in order to access your HCR profile and see your HCR number and qualifications*)
 - b. The other is your HCR 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.

HOW TO SUBMIT YOUR VSC DOCUMENT VIA THE ONTARIO SCREENING SUBMISSION PORTAL

1. Click this link to access the [Ontario Screening Submission Portal](#). Once there, follow through and answer the questions that are required.
2. Once you have answered questions 1 to 7, you will be prompted to select if you are submitting a New VSC document or if you simply need to complete the online declaration form.
3. If you are uploading a new document, you need to click on the link to be taken to “one drive” where you can then upload the document to the Ontario Screening Portal via a new tab. In the new window, click on “Select files” to select your VSC document from your computer to download.
4. You will be prompted to enter your First and Last name again. Please ensure that you enter it the same way as you did initially. Then click on “upload”. The file will then upload. Once uploaded you will see the following image.



5. You must return to the screening submission portal to complete you online declaration. You can do this by clicking on the tab from the top of your screen that is labeled as “Ontario Screening Submission”. Should be one tab to the left of OneDrive.
6. Once your are back, you need to select “I have uploaded a copy of my Vulnerable Sector Check” field. Then click on “next”.
7. You will then be prompted to complete the Declaration Section. Continue moving along and answering the questions on each page. Once completed, click on “confirm” and then “submit” to complete your document
8. The following message will appear once you have successfully uploaded your document.



This marks the end of your document submission as well as your declaration submission. It could take some time for your document to be added to your HCR Profile. Please be patient and check back in the coming days.