

VSC Process for OWHA – New 2024/2025

Please note that the Association will NO longer collect VSC copies. It is your responsibility to obtain, scan and submit them to the OHF Screening Portal. Read the instructions within this document. ALSO: Your Volunteer letter to submit to the police is also from the OHF, please read further for instructions.

Step 1: Have you completed a Vulnerable Sector Check in 2022 to 2024, for Oshawa Girls Hockey?

Answered: YES > If you handed the hard copy into the into the association, you could reach out to our registrar; email to registrar@ladygens.ca , to see if she has your record on file. You must scan your vsc to pdf once obtained.

Answered NO:

- **[Complete the OHF Volunteer Screening Letter, from the OHF link below, and save to pdf](#)**

From OHF Website Link > <https://www.ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/>

- Note on this form; Member is Ontario Womens Hockey Association and Club is Oshawa Girls Hockey Association.
- Fill out an outline request to obtain a **VSC (Vulnerable Sector Check)** from your local police. Third party record check companies are NOT acceptable.
 - Durham Residents visit [Durham Regional Police VSC Request](#)
- Obtain your receipt, this will be sent to your email address. You must scan a copy of this email, or take a picture, but it has to be saved as a PDF only!

Step 2: Obtain your Hockey Canada Registration number: (spordle)

[Log in or Register to Spordle to obtain your number](#)

[Spordle Supporting Document from OWHA – instructions about creating an account](#)

Jot your number down, as you will need it for Step 3.

Step 3: [Fill out the OHF Screening Declaration](#) – download to pdf

Step 4: You are now ready to upload your documents through the OHF Screening Submission Portal.

You must have:

PDF copy of VSC (or receipt that you have applied to get it done) from Step 1

PDF copy of Declaration from Step 3

Advance to next page for instructions on uploading these documents to the OHF Screening Portal

Log into the OHF Screening Submission Portal

From this screen, click Register Now

The screenshot shows the 'OHF Screening Submission Portal' registration page. At the top, there is a navigation bar with 'Home', 'Organizations', 'Tournaments', 'Register', 'Clinics', and 'Contact'. The main heading is 'OHF Screening Submission Portal'. Under 'Registration', it states 'No registration fee available.' The 'Items' section contains a table with one item: 'OHF Screening Policy' with a price of 'Free'. To the right, a summary box shows the start date '2024-03-04' and end date '2025-05-01', with a prominent red 'Register now' button.

Items	Item info	Price
	OHF 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

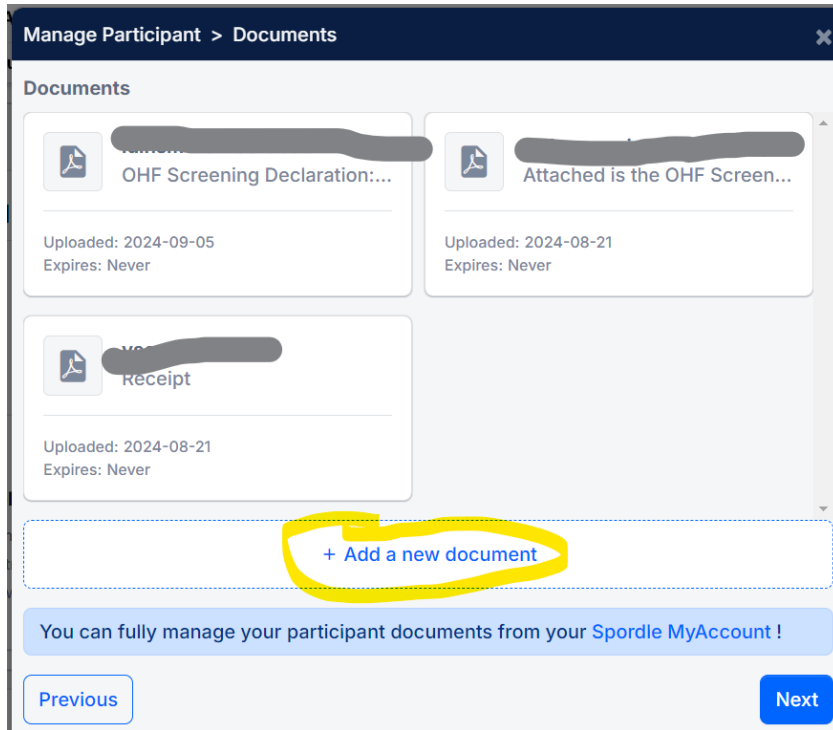
➤ Pick the participant, and click Register now

The 'Participant Selection' screen features a dark blue header with a close button. The main heading is 'Select the participant from your Spordle Account'. Below this, a participant's name 'Lyn' is partially visible, with the rest of the name and details obscured by grey bars. A blue 'Register now' button is positioned on the right side of the participant's entry.

➤ Click on Upload Documents

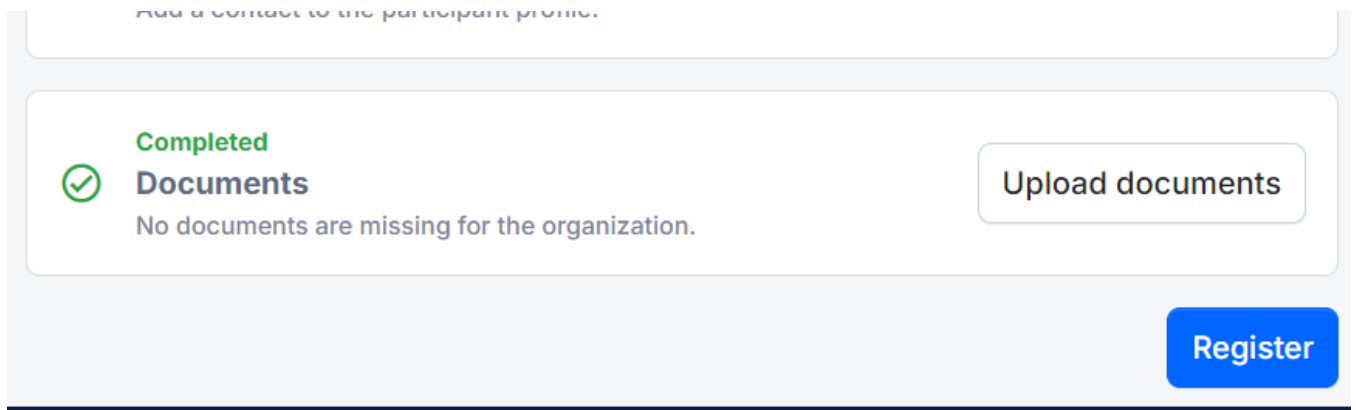
The 'Manage Participant' screen has a dark blue header with a close button and a 'Back to Participant Selection' link. It displays the participant's name 'Lyn' and three optional sections: 'Address change' with a 'Submit a request' button, 'Contacts' with an 'Add a contact' button, and 'Documents' with an 'Upload documents' button. A yellow arrow points to the 'Upload documents' button. A blue 'Register' button is at the bottom right. A footer link reads 'Problem with your registration? Contact us'.

- Add the pdf of your VSC, or receipt, and the OHF Screening Declaration.
 - Note: descriptions were not available for the Screening or VSC, so choose Other and describe what you have attached
 - Once complete click Next (or Register)



You will come back to this screen below, and click Register.

(note, as this screenshot was after member approval, it may not show as 'green Completed' at the first time)



Click :Skip this next page

Registration > Selection



There is currently no registration available based on the age and gender identity of the participant you have selected

Skip the registration selection

Previous

Next

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

Click the + sign to add the OHF Screening Policy; click Next

Registration > Items Selection



Optional Items



OHF Screening Policy

Please use this to begin the process to submit yo... [View More](#)

-

1



Free

Selected Items (1) \$0.00

Previous

Next

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

Fill out information on the next registration forms as they appear.