

Guidelines for your VSC and Declaration can be found below.

If your VSC is still valid you will still need to complete your declaration annually until your VSC expires.

Please read through the following.

A link to Instructional videos on how to complete each step will be provided at the bottom.

Process for Returning Individuals for the 2025-26 season

Team Officials, On-Ice Officials, or Third-Party Instructors, etc. that are returning for the 2025-26 season, and had their screening approved by the OHF this past season with a Vulnerable Sector Check (VSC) from 2023 or 2024, will only be required to complete the online declaration through the **OHF Screening Portal** for the upcoming season. The declaration from 2024-25 will expire on May 31, 2025.

Process for Returning Individuals with a 2022 VSC (expires May 31, 2025)

Team Officials, On-Ice Officials, or Third-Party Instructors, etc. that are returning for the 2025-26 season and had their screening approved by the OHF this past season with a Vulnerable Sector Check from 2022 will be required to submit a new VSC and complete the online declaration for this season. Both are done through the **OHF Screening Portal**. The screening for these individuals will expire May 31, 2025.

Process for New Individuals

New Team Officials, or Third-Party Instructors, etc. for the 2025-26 season will be required to submit a VSC and complete the online declaration for this season. New Individuals must register with their Association in the HCR prior to submitting their screening to the OHF, as they require an HCR number to complete courses and certifications. **A volunteer letter required by OPP to request a VSC is provided on our website under the Coaches Corner Tab.**

To request a VSC please have your volunteer letter filled out, ready to submit online. Requesting your VSC through the OPP can be done here:

<https://www.opp.ca/index.php?id=147&lng=en>

Once your digital PDF copy of your VSC has been returned to you via email, please submit it to the OHF Screening Portal: **OHF Screening Portal**

VSC Receipts for Coach and Bench Staff

The OHF will now be accepting receipts of VSC requests from the OPP. Your

receipt must be uploaded in PDF format. This will change your VSC status on your profile to PENDING and allow you to be rostered. The pending status will be ineligible after DEC 1ST. If you do not have your full VSC provided by the OPP uploaded to the OHF screening portal by DEC 1st at the VERY latest you will be removed from your bench and roster.

Uploading your receipt proves to OHF that you have a VSC coming, it may be delayed due to the backlog of requests experienced by the OOP at the moment.

The police services generally take 8 weeks to process an application, so anyone who is required to submit a VSC should start the process with their police service as soon as possible, if they have not already. They can then submit their receipt of VSC request to the OHF portal and complete the online declaration. Once a digital copy of the VSC has been returned via email by police services, they can then upload it to the same OHF screening portal. Your VSC status will then go from pending (if receipt was submitted) to confirmed on your profile.

You can submit your receipt to the same screening portal as your vulnerable sector check: **[OHF Screening Portal](#)**

*Please remember to go back and submit your digital copy of your VSC once it has been returned to you via email.

Here you will find helpful instructional videos that pertain to the guidelines above.

<https://www.ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/vsc-instructions/>

Videos in the above link provide step by step details on how to:

Submitting your Online Declaration through the Screening Submission Portal

Submitting your Vulnerable Sector Check and Declaration through the Screening Submission Portal

Checking the Expiration Date of your Screening

(They are the red tabs towards the bottom of the webpage)

When uploading your VSC or receipt to the OHF screening portal, please remember:

To have your Receipt and/or VSC (if you have received it) in PDF format. You may have to reformat your receipt to a pdf in order to upload it. Most phones have this capability if you take a screenshot of the email.

Have your HCR number handy. This the 10-16 digit number provided beside your name in the spreadsheet.