



Vulnerable Sector Police Checks Submission Instructions - WMHA



This document provides step to step instructions on how to submit your Vulnerable Sector Police Check to the OHF Portal. If you have any questions please reach out to Sam Gerber memberservices@waterloominorhockey.com .

All WMHA Bench Staff & On-Ice Helpers must be approved on an official Hockey Canada Roster

In order to be added to a roster you must complete a Vulnerable Sector Police and submit it along with a Declaration to the OHF Portal.

Please use the following link for video Instructions:

OHF Background Check - <https://www.youtube.com/watch?v=7OE1YgzHz8I>

Instructions:

Step 1: Obtain Your Vulnerable Sector Police Check

In order to get a Vulnerable Sector Police Check you may require a **letter**, please see the link below for that letter. Please submit that letter to **your local** Police Detachment.

<https://www.ohf.on.ca/media/ofonwcwe/ohf-letter-requesting-vulnerable-sector-check.pdf>

Some members may have to confirm their identity by fingerprints at their local Detachment. Due to this it is strongly encouraged that all members request their VSC **ASAP**.

Step 2: Download and sign the OHF Declaration Form

Part of the Background check also mandates a yearly declaration form to be signed, please see the link below for that form:

Declaration Form: <https://www.ohf.on.ca/media/nohhcaym/ohf-screening-declaration-form.pdf>

Step 3: Register for the OHF Portal

The OHF (Ontario Hockey Federation) is in charge of approving every member's Vulnerable Sector Police Checks (Until it is approved you cannot be added to a roster). The OHF is using a submission portal via Spordle, you must first register for the submission portal.

OHF Portal Registration Link:

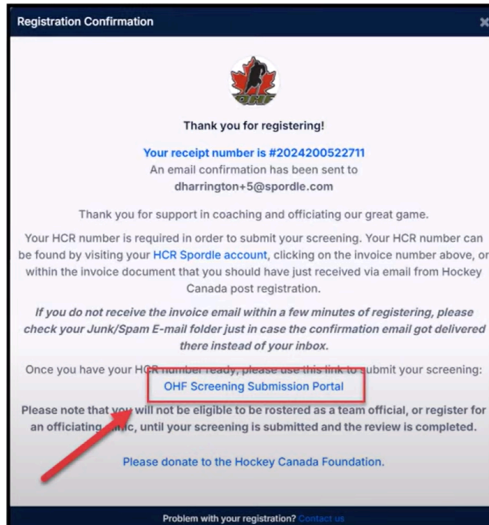
<https://page.spordle.com/ohf/register/1eec69eb-0696-636e-9245-062a1ab93798>

Step 4: Save your Documents as PDFs.

The portal will only accept your completed VSC and The Signed Declaration Document as a **PDF** file.

Step 5: Upload both documents to the OHF Submission Portal

After registering for the OHF Submission Portal you will receive an email. This email is to let you know that you have successfully registered for the OHF Portal. **You must still upload your documents.** At the bottom of that email you will see in blue “**OHF Screening Submission Portal**” (As seen below), please click that link to upload your documents.



Step 6: Uploading Your Documents:

Please upload both saved **PDF** files of your Signed Declaration and Completed VSC to the portal. For this you will need to know your HCR# from your Spordle account as well as your own individual information.

*****IMPORTANT*****

If the **wait time** for your Police Check is longer than a **week**, you must submit your signed declaration form **and** your **receipt** to the OHF portal in order to be added to your roster. **Then** submit your VSC once it is completed, failure to upload your completed VSC will have your roster status changed to ineligible. Which can lead to suspension, forfeits, team and association fines

Step 7: Confirmation Email

Once you have successfully uploaded both documents you will receive a confirmation. If you have not, please review your steps and retry. Any further issues please reach out Sam Gerber memberservices@waterloominorhockey.com

If you wish to be reimbursed the cost of obtaining your VSC please visit the WMHA website and submit your receipt to our Reimbursement request page.

WMHA Appreciates the efforts from every volunteer and would like to thank you for completing this in a timely manner.