



Vulnerable Sector Police Checks Submission Instructions - WMHA 2025-2026



This document provides step to step instructions on how to submit your Vulnerable Sector Police Check to the OHF Portal. Please see all instructions from the OHF at the following link:
<https://www.ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/>

If you have any questions please reach out to Sam Gerber at the email below:
memberservices@waterloominorhockey.com .

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

To be approved you must have a VSC from 2023 or newer and complete an annual declaration submitted to the OHF portal.

OHF PORTAL:

https://forms.microsoft.com/Pages/ResponsePage.aspx?id=s88_mthsgUGOi8KxPBphVRNFN0_ZyflGmRel6w2hk6NUOUowVigyRVI5R0hMUjUzMUVLMU5WTVc2OS4u

OHF Portal Step by Step Instructions:

https://scribehow.com/shared/Submitting_your_Vulnerable_Sector_Check_through_the_Screening_Submission_Portal_LHlICFb5Qti2B72ybleCfw

OHF Portal Video Instructions:

- You must click “Submitting your Vulnerable Sector Check and Declaration through the Screening Submission Portal” to find the video

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

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-vsc.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: Submit your completed VSC to the OHF Portal

Step 3: Complete your Declaration Screening questionnaire in the OHF Portal

Step 4: Click Submit

Step 5: Please confirm with your WMHA Team Staff Contact that your screening has been approved, it may take 2 business days for your screening to be approved by the OHF.

*****IMPORTANT*****

Receipts

The OHF will NOT be accepting any receipts for a VSC between the periods of **April 1 and July 30, 2025**. The police services generally take 6-8 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. They can then submit their completed VSC to the OHF and complete the online declaration once they have had it returned to them by police services.

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.