

# ONTARIO HOCKEY FEDERATION

400 Sheldon Drive, Unit 9  
Cambridge, ON N1T 2H9  
T: 226-533-9070 F: 519-620-7476  
www.ohf.on.ca



## The Ontario Hockey Federation Centralized Screening Process

### General

1. Will this be for House league coaches as well or just rep?  
Anyone else who, through their duties on behalf of the OHF, a Member, Senior, Junior, Minor and Female Hockey (Associations, Teams, Clubs) may work with children (included but not limited to on-ice volunteer, skills coaches, third party skills coaches and dressing room supervisors).
2. How do we manage our organization's staff and board members?  
All Members and Senior, Junior, Minor and Female Hockey (Associations, Teams, Clubs) will continue to screen Staff and Board members that are not involved in on-ice programming.
3. What is the minimum age?  
18. Under the age of 18, that individual will still need to take the courses required to be on the bench.
4. Is this only for next season not the tryouts or exhibition games during tryouts?  
Effective April 1, 2024 for the for the 2024-25 hockey season
5. What offences would disqualify an individual?  
The details are in the [OHF Screening Policy](#)
6. What is the contact information for help or questions?  
[screening@ohf.on.ca](mailto:screening@ohf.on.ca)

#### OHF Members



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## The Process

1. What is the turnaround time?  
3 business days.
2. Can we give the coaches their HCR # so they don't make duplicate accounts, or do they have to register themselves?  
Sure, you can provide them their HCR # but from there, the process needs to be followed on their own.
3. Will you decline an application if there are errors, or will you email the individual with instructions on what to rectify? If you just decline, how will the association know there is an issue?  
Yes, approved or declined, the OHF will follow up.
4. Will HCR profiles show that an individual has submitted their VSC within the OHF portal and that it is pending?  
No, the HCR profile will not show whether their screening is within the OHF portal and is pending. An individual would need to check the HCR after they have submitted their screening to the OHF and the HCR will be updated once a decision is made.
5. Is this starting from this year on, or does it go back 2021?  
For the 2024-25 season, the OHF will accept copies of a VSC from the 2022-23 or 2023-24 season. Individuals would be required to get a new VSC if they completed one prior to these seasons.
6. If someone disagrees with a decision, is there an appeal process or further review?  
Yes, there is an appeal process.
7. How does an Association or the individual know the process is complete?  
The Association will need to check an individual's HCR profile once the process is complete.
8. Will we be able to see the documents on HCR or expiry date to follow up with coaches?  
You will be able to check the HCR for expiry dates but will not have access to documents.
9. Coaches sign off on certain waivers. Can they continue to do so, or must they use your portal?  
This is just for Vulnerable Sector Checks. Other document you need remains with your Association.

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## Documents

1. Can individuals use their workplace police checks if it is a vulnerable sector one?  
No, individual checks must be done for each organization or workplace.
2. Does the association or OHF provide a letter for VSC?  
Yes – Here is a link to the [letter](#)
3. What is the Toronto Police online code?  
TPS OHF Agency Code: 202309TPSON6BCE7
4. Do we need to keep old records in the office moving forward?  
No
5. Is a digital signature for the OHF Screening Declaration Form acceptable?  
Yes

## Coach and Official Eligibility

1. We have a third party that comes in for Player Evaluations. Would everyone need to do a screening before getting on the ice?  
Anyone else who, through their duties on behalf of the OHF, a Member, Senior, Junior, Minor and Female Hockey (Associations, Teams, Clubs) may work with children (included but not limited to on-ice volunteer, skills coaches, **third party skills coaches** and dressing room supervisors).
2. If a team hires a third party instructor without the Association's knowledge, how do we know that they have been screened?  
Please make your teams aware of the process that third party instructors are properly screened.
3. How will registrars know if an individual has been approved?  
Associations will be able to see on an individual's HCR profile whether their VSC or Declaration has been approved.
4. Who is uploading the past years' checks?

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The coaches still need to sign the Declaration Form so they will need to upload it. For the 2024-25 season, the OHF will accept copies of a VSC from the 2022-23 or 2023-24 season. Individuals would need to get a new VSC if they completed one prior to these seasons.

5. Will the OHF contact the organization if they reject a volunteer (for whatever reason)?  
We will let the Individual and the Association know of the rejection.
6. Someone requests a VSC, and they are flagged for fingerprints with RCMP. Process could take up to three months. Can individuals still help during that time?  
Yes, they can submit a receipt of the Vulnerable Sector Check (PDF) AND OHF Screening Declaration Form (PDF) in the meantime.

OHF Members

