

Vulnerable Sector Checks (VSC) for Team Officials / Volunteers

The centralization of all Vulnerable Sector Checks will be conducted by the Ontario Hockey Federation (OHF) through the [OHF Screening Policy](#) for all Team Officials and Team Personnel.

The following individuals must adhere to the OHF Screening Policy and submit to the Ontario Hockey Federation:

- * Team officials (including but not limited to head coaches, assistant coaches, trainers, managers and at large team officials);
- * On-ice officials; and
- * Anyone else who, through their duties on behalf of the OHF, a Member, a hockey Club or Association, may work with children (included but not limited to on-ice volunteer, skills coaches, third party skills coaches and dressing room supervisors).

Steps to Complete VSC and Submit to OHF

1. Complete OHF Letter – Please complete the following information and **save the PDF** to be uploaded later in the process:
 - Full Name –
 - Date of Birth -
 - Member - **Alliance Hockey**
 - Association/Club - **Kitchener Minor Hockey**
 - Age Group and Level (ex. U14 AA) - **U4 and above – Inclusive Hockey**
 - Team Official/ Volunteer Position – ie Coach / Trainer / Manager / On Ice Helper

[Click Here](#)

2. Request a Vulnerable Sector Police Records check – Choose “BEGIN RECORD CHECK” and follow the instructions. [CLICK HERE](#)
Once the check is complete, an electronic record check is sent to the applicant's email address as a PDF attachment.

Please review as follows using a PDF reader (e.g. Adobe Acrobat), open the PDF.

- a. Confirm all information is accurate.
- b. Depending on the software you are using, at the top of the PDF's first page, you will see:



- c. In the result portion, there will be a box selected with an 'X' inside indicating your record results.

- d. At the bottom of the second page, you will find the digital signature from Waterloo Regional Police Service.



- e. Select "Click here to verify Digital Signature". This will open a 'Signature Validation Status' box as shown. You will be able to see here that the document has not been modified since it was certified. This certifies the record check is authentic.



3. Now ready to submit to the OHF. Please follow the following instructions for upload.

- a) Contact the office for their Hockey Canada ID, if you don't know it, as you will need this to submit the check.
Andrea Joncas- andrea.j@kitchenerminorhockey.com 519-579-2229 ext 203
- b) Use this link to submit the vulnerable sector check and answer declaration questions
 - i) [OHF Screening Submission Portal \(office.com\)](#)
- c) Let the office know when complete, so we can follow up in Hockey Canada

4. Submit to KMHA the VSC receipt payment for reimbursement. Please put your name as stated on your bank account when completing this document

https://kitchenerminorhockey.com/Forms/46511/Volunteer_Reimbursement_Form/

5. The VSC is valid for 3 years. You will be required to submit a Declaration for the 2nd and 3rd year of the VSC through OHF under the same link as #3.b)i)