



## INSTRUCTIONS FOR ALL VOLUNTEERS REQUIRED TO HAVE VULNERABLE SECTOR POLICE RECORDS CHECK.

This includes:

- 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).

### STEP 1

- You must have a *CURRENT AND VALID* Vulnerable Sector Records Check (VSC)
  - If you have a current check completed in the 2022-2023 or 2023-2024 season, you DO NOT have to obtain a new one for the 2024-2025 season. Locate and ensure you have an electronic copy of your completed Vulnerable Sector check saved as a PDF as you will need to upload this later. **PROCEED TO STEP 2**
  - If you NEED a new VSC, please follow these steps:
    - Fill out the OHF Volunteer letter [HERE](#) and save a PDF copy on your computer.
      - You will need this form when applying for a VSC
    - Apply for a new VSC with either the [Brantford Police Department](#) or the [County of Brant](#)
      - When asked the purpose of obtaining a VSC, “select Volunteer”
  - BCHL will reimburse you for the cost. Once your approved VSC has been received, please send the receipt to [registrar@bchl.net](mailto:registrar@bchl.net). **PROCEED TO STEP 2**

### STEP 2

- Everyone must complete an OHF SCREENING DECLARATION FORM
  - Click [HERE](#) for the form
    - Fill out form online and then you will need to print it off to sign it – IT WILL NOT LET YOU SIGN IT ONLINE.
    - Print off a copy, sign it, then scan it and save a PDF copy as you will need to upload this later.
  - **PROCEED TO STEP 3**

## STEP 3

**\*\*\*PLEASE NOTE, NAMES MUST MATCH. IE - YOUR NAME MUST BE THE SAME ON ALL PLATFORMS AND DOCUMENTS – NO SHORT FORMS, NICKNAMES OR ABBREVIATIONS CAN BE ACCEPTED AS THIS WILL CREATE A NEW IDENTITY IN EACH PLATFORM AND THEY WILL NOT LINK UP\*\*\***

- LOCATE YOUR HCR #  
**\*\*\*IF YOU ARE UNSURE IF YOU HAVE AN HCR #, PLEASE CONTACT [REGISTRATION@BCHL.NET](mailto:REGISTRATION@BCHL.NET)  
*PLEASE DO NOT CREATE A NEW PROFILE AND/OR ACCOUNT!!!***

**COACH WITH A SPORDLE/HCR ACCOUNT, FOLLOW THESE STEPS** (If you have been previously rostered to a team, you will have an account). Please DO NOT create a new one!

- Log in [HERE](#)
- Follow this document for step by step instructions – [CLICK HERE](#)
- **PROCEED TO STEP 4**

**NEW COACH WITHOUT A SPORDLE/HCR ACCOUNT, FOLLOW THESE STEPS**

- Log in [HERE](#)
- Follow this document for step by step instructions – [CLICK HERE](#)
- **Once complete, RECORD YOUR HCR # FOR FUTURE USE. PROCEED TO STEP 4**

## STEP 4

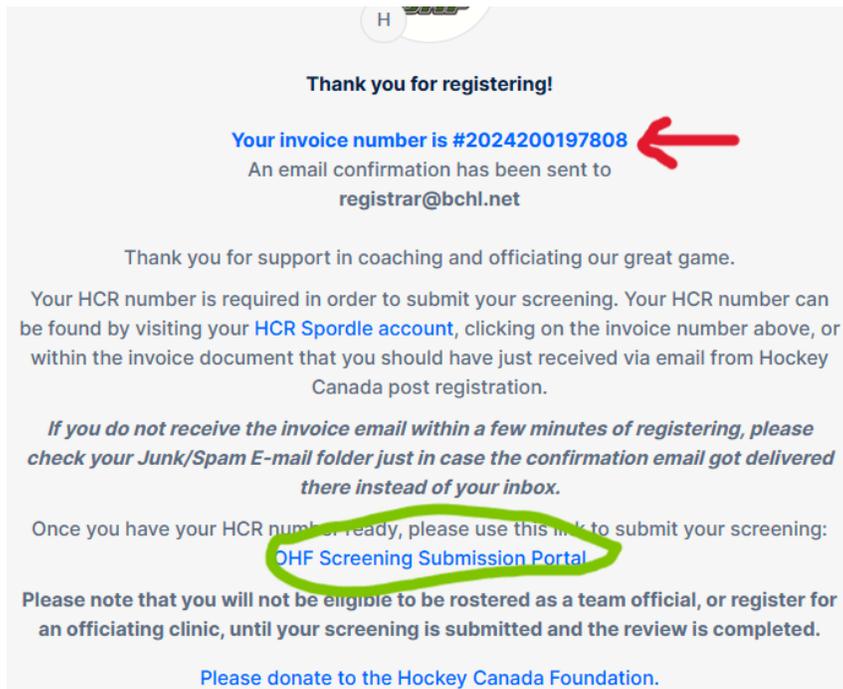
- LINK YOUR SPORDLE AND HCR ACCOUNTS
  - Log in [HERE](#)
  - Follow this document for step by step instructions = [CLICK HERE](#)
  - **PROCEED TO STEP 5**

## STEP 5

- START THE OHF SCREENING PROCESS – THIS STEP IS REQUIRED TO VOLUNTEER IN ANY CAPACITY THIS SEASON!

**\*\*\*Please note – our registration team CAN NOT complete this for you.**

- Log in [HERE](#)
- Follow the on-screen prompts to register and upload your VSC and completed declaration form.
- Once you have completed your registration, the following pop-up will appear:



**RED ARROW** – If you click on your invoice number, you will see your HC# on your invoice.

**GREEN CIRCLE** – Click on here to submit your documents to the OHF Portal.

## STEP 6

- Please watch your inbox for emails from the OHF Screening committee to ensure there are no issues.
- Please proceed with any coaching/bench staff/volunteer qualifications that you need to complete to be rostered to a team this season. Click [HERE](#) for details.

Thank you for your understanding and patience as we navigate this new process! Please reach out to us if you have any questions or concerns at [registration@bchl.net](mailto:registration@bchl.net).