

OHF Centralized Screening Process



What's Happening?

- OHF centralized screening of all On-Ice Officials in the 2014-2015 season. Associations have historically screened Team Officials and Team Personnel.
- The process for the Vulnerable Sector Checks will be centralized and conducted by the OHF for all Team Officials and Team Personnel as of the 2024-25 season.
- 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.
- The following individuals who are associated with the OHF, Members, Senior, Junior, Minor, and Female Hockey (Associations, Teams, Clubs) must adhere to the OHF Screening Policy and submit to the OHF:
 - Team Officials (including but not limited to Head Coaches, Assistant Coaches, Trainers, Managers and overall Team volunteers);
 - On-Ice Officials; and
 - 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).

Purpose

- Individuals participate in multiple Associations and multiple roles creating potential gaps in screening or duplication of screening
- Ensure all screening is completed
- Ensure rostering is compliant with OHF regulations
- Reduces cost for team officials and personnel changing Associations
- Reduces Association time spent on VSC screening
- Safety of game to ensure players are not around ineligible participants
- Ensures third party instructors are being screened.

Eligibility to Coach and Officiate

- Team officials will not be eligible to be rostered in the HCR until screening is completed
- It is imperative that all Team Officials ensure their screening is complete to be eligible to programs on and off the ice.
- All record checks in the HCR need to be validated by submission to the OHF
- OHF Record Check Inspectors are the only individuals that can adjust the status for background checks in the HCR moving forward
- OHF will advise Members if someone is ineligible based on VSC or Declaration

Required Documents

1. Hockey Canada Registry (HCR) Number; AND
 2. Vulnerable Sector Check (PDF) AND **OHF Screening Declaration Form (PDF)**; OR
 3. Receipt of Vulnerable Sector Check (PDF) AND **OHF Screening Declaration Form(PDF)**
- *For the 2024-25 season, the OHF will be accepting copies of a Vulnerable Sector Check from 2022-23 or 2023-24 AND the OHF Screening Declaration Form*
 - *All documents must be in PDF format*

Vulnerable Sector Check and Declaration Submission Process Updates

- Year 1 – submit a Vulnerable Sector Check that has been completed in the six (6) months prior to submission and an OHF Screening Declaration Form.
- Year 2 – submit an OHF Screening Declaration Form.
- Year 3 – submit an OHF Screening Declaration Form
- Year 4 – submit a Vulnerable Sector Check that has been completed in the six (6) months prior to submission or an Enhanced Criminal Record Check subject to paragraph 1.8.3.3 (fingerprints) through Sterling Backcheck and an OHF Screening Declaration Form.
- Year 5 – submit an OHF Screening Declaration Form
- Year 6 – submit an OHF Screening Declaration Form
- Year 7 – submit a Vulnerable Sector Check that has been completed in the six (6) months prior to submission or an Enhanced Criminal Record Check subject to paragraph 1.8.3.3 (fingerprints) through Sterling Backcheck and an OHF Screening Declaration Form.
- Year 8 – continue cycle.

OHF Screening Submission Portal

- Step 1: Register in the HCR
 - https://page.spordle.com/ohf/register/1eec69eb-0696-636e-9245-062a1ab93798?context=%7B%22contextType%22%3A%22chat%22%7D%3Fid%3Ds88_mthsgUGOi8KxPBphVRNFN0_ZyflGmRel6w2hk6NUNjVZWE5IQ08zMlJKTzdRWjhOV1E3UEMzOC4u
- Step 2: Submit screening in the OHF Screening Submission Portal
 - https://forms.office.com/pages/responsepage.aspx?id=s88_mthsgUGOi8KxPBphVRNFN0_ZyflGmRel6w2hk6NUNjVZWE5IQ08zMlJKTzdRWjhOV1E3UEMzOC4u

Role of the Association

- Update your website with link to the OHF website
 - Members and Associations are asked to updated their website using the written copy included in the file you received titled “Member and Association – website written copy”
- Team Officials and Team Personnel Awareness/Communication
 - Inform Team Officials to get their documents in order once they are named as a Team Officials
 - Individuals only need to submit once per season
 - Team officials must be rostered prior to any participation
 - Send a direct email to all affiliated with your organization for the 2024-25 season using the written copy in the file titled “Team Officials and Team Personnel Awareness – email written copy”

Role of Association - Third Party Instructors

- Third Party Instructors – are any individual that is providing instruction on-ice or off-ice to Players through Team, Association, Members or OHF programming sanctioned by Hockey Canada
 - Coaches at Large – individuals that are rostered with the Association and have paid Hockey Canada Insurance and Fees.
 - Third Party Instructors – individuals that are contracted who must have their own insurance with a minimum of \$2,000,000 in General Liability Coverage and do not pay for Hockey Canada Insurance and Fees and are not covered by Hockey Canada Insurance

Role of Association - Third Party Instructors

- Associations to create a team in the HCR for Coaches at large with "Association Name – Coaches at Large"
 - Roster individuals as "Coach"
- Associations to create a team in the HCR for Third Party Instructors at large with "Association Name – Instructors at Large"
 - Roster individuals in as "Instructor"
- Further information to be shared on how these coaches to take Rowan's Law, Gender Identity and Expression Course, and Respect in Sport Activity Leader course to be shared
- When requesting insurance coverage from third party instructors, you should add the organization and team as additional insured

Resources and Help

Instruction Videos/Documents

1. Creating a Spordle Account: [Watch Video](#) | [Download Instructions](#)
2. Linking HCR Number to Spordle Account: [Watch Video](#) | [Download Instructions](#)
3. Registering for the OHF Screening Process: [Watch Video](#) | [Download Instructions](#)
4. OHF Screening Process: [Watch Video](#) | [Download Instructions](#)

Help Desk Windows

OHF Screening Process Help Desk Window

The OHF is offering live Help Desk times to walk through any issues that you are experiencing on the OHF Screening Submission Portal.

Dates:

- ✓ Tuesday, April 2 @ 12:00 PM
- ✓ Wednesday, April 10 @ 7:00 PM
- ✓ Sunday, April 14 @ 10:00 AM
- ✓ Thursday, April 18 @ 12:00 PM
- ✓ Thursday, April 25 @ 12:00 PM