



TO: OWHA Team Staff

SUBJECT: Registration for the 2024-2025 Season

The process for the Vulnerable Sector Checks will be centralized for all Team Staff for the 2024-2025 season to:

- ensure all screening is being done.
- reduce number of screenings where individuals are changing and/or participating in multiple Associations.
- provide a safe hockey environment.

Eligibility to Coach

It is imperative for all Team Staff to ensure their Vulnerable Sector Check is completed to be eligible as a Team Staff on an OWHA team and to participate in programs both on and off the ice.

This includes having a valid Vulnerable Sector Check and the Screening Declaration Form.

The following individuals who are associated with the OWHA must adhere to the OWHA Screening Policy:

- Team Staff including head coaches, assistant coaches, trainers, assistant trainers, managers, staff, skills coaches, dressing room monitors and third-party skills coaches

All VSC Documents must be submitted and verified through the [Screening Submission Portal](#)

- If the Team Staff is deemed ineligible through review of their VSC or Screening Declaration form, they will be notified.

Before entering the Screening Submission Portal, please ensure you are ready with the necessary documentation.

You will need your:

- Hockey Canada Registry (HCR) Number; AND
- Vulnerable Sector Check (PDF) AND Screening Declaration Form (PDF); OR

- A receipt from your local Police station, showing your request for your Vulnerable Sector Check (PDF) AND Screening Declaration Form (PDF)

Please Note:

1. All documents must be in PDF format to be accepted. Pictures, images and other formats are not accepted.
2. For the 2024-2025 season, copies of a Vulnerable Sector Check from 2022-23 or 2023-24 AND Screening Declaration Form (PDF) will be accepted. Both documents must be submitted.

If your VSC was validated as an on-ice official during the previous season, and you are in a Team Staff position for the upcoming season, please screening@ohf.on.ca to have your VSC validated as a team staff.

HOW TO CREATE / ACCESS YOUR HCR 3.0 PROFILE

1. Go to: <https://hcr3.hockeycanada.ca/>
2. On the log in page, click “Sign Up”
3. Sign up with the email you wish to use for your account.
4. The system will prompt you to complete your account information – please complete all the required field, then click “Sign Up”
5. The system will require a 6-digit verification code. You will receive an email with this code.
(NOTE: Please check your Junk Mail for an email from HCR Hockey Canada, if you do not see this email in your inbox)
6. Once you have completed the set up, you should be able to log into your account by entering your email address and password you created.

If you have any questions, pertaining to this information, please email screening@ohf.on.ca