**How to Submit OHF Vulnerable Sector Check (VSC)**

To be eligible for a team staff role in minor hockey, you must submit a valid Vulnerable Sector Check (VSC) to the Ontario Hockey Federation (OHF). Here's how:

**Step 1: Get Your Hockey Canada Registration (HCR) Number**

You’ll need your unique HCR number to proceed.

**If you already have an HCR number**, you can view this on your personal Spordle Account. It will be under your name.

**If you need to create your unique HCR number**, follow the instructions in the guide below”

👉 [Click here for a guide on how to create or access your HCR profile](https://5647e90c-cdn.agilitycms.cloud/HCR%203.0%20Guide%20-%20Setting%20Up%20Your%20Account%202022.pdf)

**Step 2: Register as Bench Staff**

Log in to your [**Spordle**](https://myaccount.spordle.com/login) account and register as **Bench Staff**, similar to how you would register your child for the regular season.

* Make sure to select **your own profile**, not your child’s, when completing this step.

**Step 3: Obtain a Valid VSC**

You must provide a Vulnerable Sector Check:

* Valid within **2 years** of the start of the hockey season.
	+ For the 2025–2026 season, VSCs from **2023 onward** are accepted.
* If you need to apply for a new VSC, please ensure:
	+ Your **legal name** and **date of birth** match your registration.
	+ The VSC or proof of application is submitted in **PDF format**.
	+ You use an email address that you have access to—ideally the one linked to your Spordle account.

**Step 4: Submit Your VSC to the OHF**

Once you have your VSC, upload it directly to the OHF using the secure portal:

👉 [Submit VSC Here](https://forms.office.com/pages/responsepage.aspx?id=s88_mthsgUGOi8KxPBphVRNFN0_ZyflGmReI6w2hk6NUOUowVjgyRVI5R0hMUjUzMUVLMU5WTVc2OS4u&route=shorturl)