



**ONTARIO HOCKEY ASSOCIATION**

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## VULNERABLE SECTOR CHECK

It is the policy of the Ontario Hockey Association that all coaches, trainers, managers, equipment managers, bench staff, officials and anyone else determined by the OHF Risk Assessment Tool (see link), shall be subject to certain Criminal Record Checks which includes Vulnerable Sector and Sex Offender Checks.

Individuals with outstanding Criminal Code convictions or charges pending for certain offences shall not be eligible to hold the above positions or those association positions determined by the OHF Risk Assessment Tool.

An individual may wish to use their local police services to obtain a Vulnerable Sector Check should go to local Police Service in the community in which they live.

The local police service may require you to produce two pieces of identification and ask you to sign a consent form to complete the check, you may also be required to produce a letter explaining you are a volunteer with a Junior Hockey team and are required to obtain a **Vulnerable Sector Check**.

Depending on the volume of Vulnerable Sector Checks being processed, your local police service may take anywhere from 1 day to 3 months to complete. A fee may also be charged by your local police service.

You may be required to pick up your Vulnerable Sector Check at your local police services once the search has been completed.

Upon receipt of your Vulnerable Sector Check you will forward it to your respective League office communication designate, who will then direct it to the OHA. Upon receipt of the information, the OHA designate will record the name of the person identified in the documentation, and following initial review, forward the information to the OHA Screening Officer for final approval.

Please maintain a copy of your VSC and ensure all forwarded documents are in PDF format.