# OHF Vulnerable Sector Check (VSC) Instructions



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# Steps for New bench staff (without a Spordle account linked to their HCR)

## Step 1: Connect your Spordle account and HCR (Hockey Canada Registration number)

#### A. I have a spordle account

Use Spordle to link your account with your HCR profile so all your hockey credentials and records are visible.

- 1. Login to your account
- 2. Click Members in the lefthand column
- 3. Click the "+" button
- 4. Type in first name, last name, and birth date
- 5. Click the search field
- 6. Click "Myself"
- 7. Click "Link Profile"
- 8. Click "Let's Validate"
- 9. Click "Close"
- 10. Your HCR profile has now been linked to your Spordle Account

#### B. I do not have a spordle account

Create a Spordle account using these instructions:

- 1. Navigate to Spordle
- 2. Enter your email and Click 'Next'
- 3. Fill in all fields (email, name, password). Click 'Next'
- 4. Complete phone and address fields. Click 'Sign Up'
- 5. You will be emailed a confirmation code. Retrieve the code and enter it into the site to confirm your email address. Click 'Verify'
- 6. Click 'Login'. Review terms and conditions. Click 'Agree'

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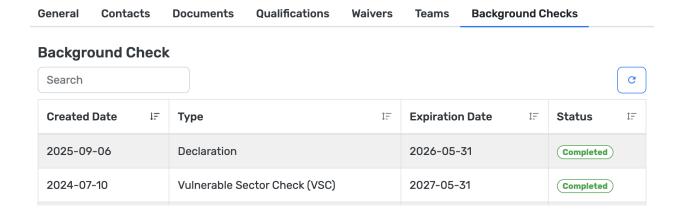
- 7. Click Members in the lefthand column
- 8. Click the "+" button
- 9. Type in first name, last name, and birth date
- 10. Click the search field
- 11. Click "Myself"
- 12. Click "Link Profile"
- 13. Click "Let's Validate"
- 14. Click "Close"
- 15. Your HCR profile has now been linked to your Spordle Account

### Step 2: Apply for a VSC

- 1. Complete the OHF VSC Letter (download here)
- 2. <u>Visit this webpage to apply for a new VSC</u> where you will submit the letter
- 3. It will take up to 6-8 weeks to receive your VSC

### Step 3: Submit your VSC with your Declaration:

- 1. Once you get your new VSC, submit it with your 2025/26 declaration here
- When your Spordle account shows Completed for both the VSC and Declaration, take a screenshot and send to <a href="mailto:info@muskokarock.ca">info@muskokarock.ca</a> (it will look like the image below)



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