

OHF Vulnerable Sector Check (VSC) Instructions



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'

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. [Visit this webpage to apply for a new VSC](#) 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](#)
2. When your Spordle account shows Completed for both the VSC and Declaration, take a screenshot and send to info@muskokarock.ca (it will look like the image below)

General Contacts Documents Qualifications Waivers Teams **Background Checks**

Background Check



| Created Date | Type | Expiration Date | Status |
|--------------|-------------------------------|-----------------|-----------|
| 2025-09-06 | Declaration | 2026-05-31 | Completed |
| 2024-07-10 | Vulnerable Sector Check (VSC) | 2027-05-31 | Completed |