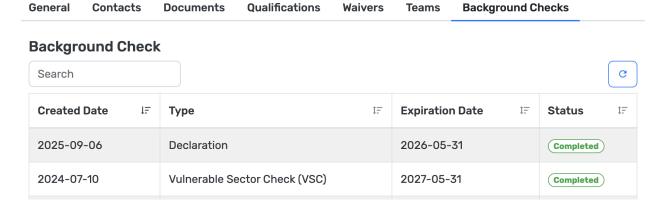
OHF Vulnerable Sector Check (VSC) Instructions



Steps for returning bench staff (you have previously completed the OHF VSC process)

- Check if your VSC is already completed (valid from previous years)
 Log into your Spordle account and confirm if your Vulnerable Sector Check (VSC) and declaration is expired
 - a. Login to your Spordle account
 - b. Click Members in the lefthand column
 - c. Click Initials to take you to your HCR profile
 - d. Click "View Profile"
 - e. Click the "Background Checks" tab
 - f. This tab will show you the status of your VSC and Declaration
 - If your VSC and Declaration are completed (see example below), take a screenshot and send to info@muskokarock.ca



- ii. If your VSC is completed and your Declaration expired, go to step 2
- iii. If your VSC is expired, go step 3

Updated: September 2025

- 2. If your VSC is completed in Sporde, <u>Submit your 2025/26 declaration here</u>
 - a. When your Spordle account shows Completed for both the VSC and Declaration, take a screenshot and send to info@muskokarock.ca
- 3. If your VSC is expired, apply for a new VSC:
 - a. Complete the OHF VSC Letter (download here)
 - b. Visit this webpage to apply for a new VSC where you will submit the letter
 - c. It will take up to 6-8 weeks to receive your VSC
 - d. Once you get your new VSC, submit it with your 2025/26 declaration here
 - e. When your Spordle account shows Completed for both the VSC and Declaration, take a screenshot and send to info@muskokarock.ca

Updated: September 2025 2