

# OHF Vulnerable Sector Check (VSC) Instructions



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

1. 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
    - i. If your VSC and Declaration are completed (see example below), take a screenshot and send to [info@muskokarock.ca](mailto:info@muskokarock.ca)

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

### Background Check

<input type="text" value="Search"/>			
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

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

2. If your VSC is completed in Sporde, [Submit your 2025/26 declaration here](#)
  - a. When your Spordle account shows Completed for both the VSC and Declaration, take a screenshot and send to [info@muskokarock.ca](mailto: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](mailto:info@muskokarock.ca)