



## **VULNERABLE SECTOR SEARCH**

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 Risk Assessment Tool.

Link to OHF Screening Policy and Risk Assessment tool: [OHF Screening Policy](#)

An individual may wish to use their local police services to obtain a Vulnerable Sector Search 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 Search.

Depending on the volume of Vulnerable Sector Searches 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 Search at your local police services once the search has been completed.

Upon receipt of your Vulnerable Sector Search you should place the completed forms in a sealed envelope identifying your name on the outside of the envelope and mark the outside of the envelope "Vulnerable Sector Search". It should then be sent to the OHA office, via your respective league communication designate. Upon receipt of the sealed envelope the OHA will record the name on the outside of the envelope and forward it for review. Following initial review, the OHA designate will forward the information to the OHF Screening Officer for final approval.