



ONTARIO WOMEN'S HOCKEY ASSOCIATION

225 Watline Avenue, Mississauga, Ontario L4Z 1P3

Email: clinics@owha.on.ca

Website: www.owha.on.ca



VSS/CRC REQUIREMENTS

ELIGIBILITY TO OFFICIATE:

With the 2022-2023 officiating season approaching it is imperative for Officials to ensure their eligibility to access the program.

ON-ICE OFFICIALS UNDER THE AGE OF 18

Due to changes imposed by the new Police Record Checks Reform Act (PRCRA) legislation, effective November 1st, 2018, a police check for persons under 18 years of age UNLESS applying for a position with a government agency (federal, provincial or municipal), will not be processed.

Therefore, applicants under the age of 18 will not be required to obtain a Police Record Check OR sign a declaration form.

On Ice Officials 18 years of age and over are required to submit a Vulnerable Sector Search document (VSS/VSC) the first time they make a submission.

For officials 18 years and over - Every three (3) years On Ice Officials will be required to submit a Criminal Record Check (CRC). (Example: Year one VSS/VSC, year two Criminal Offence Declaration Form, year three Criminal Offence Declaration Form and year four CRC)
All On Ice Officials must adhere to this Policy.

The Criminal Offence Declaration Form will be available as part of the OWHA Officials Registration Documents and will be posted on the OWHA website in the coming weeks.

Submission of your record check will be as follows:

1. **Year 1 Initial Submission of VSS/VSC** - If you are a first-time official attending a clinic, you must provide us with a PDF copy of your VSS/VSC document prior to registering for the clinic. If you do not have your document but you have initiated the process, please email us a copy of the **receipt** you received when you initiated the request. Documents must be emailed to clinics@owha.on.ca in PDF format.
2. **Year 2 Criminal Offence Declaration Form** – Prior to registering online for your recertification you must submit to the OWHA a fully completed and signed Criminal Offence Declaration form to clinics@owha.on.ca
3. **Year 3 Criminal Offence Declaration Form** - Prior to registering online for your recertification you must submit to the OWHA a fully completed and signed Criminal Offence Declaration form to clinics@owha.on.ca

4. **Year 4 Criminal Record Check (CRC) – which must include Investigative Data Bank, and Local Indices Search.** - Prior to registering online for your recertification you must submit to the OWHA your Criminal Record Check (CRC) by either:

- a. Completing your Criminal Record Check through Sterling Back Check:
<https://pages.sterlingbackcheck.ca/landing-pages/o/ohf/>

OR

- b. Obtaining your Criminal Record Check from your local police Department and submitting to the OWHA via email to clinics@owha.on.ca

5. Year 5 – Repeat Steps 2, 3, 4 over the next three years.

6. If you did not register during the 2020-2021 or the 2021-2022 season you must complete a Criminal Record Check (CRC).

Methods of submission are a scan by email in PDF format or the mailing of a hard copy. If the scan by email is not deemed a true copy the original will be requested to be mailed. Email scanned documents to clinics@owha.on.ca (**no images or pictures will be accepted**).

If the on-ice official is deemed **ineligible** through review of their VSS/VSC, CRC or Criminal Offence Declaration Form they will be notified.

Officials are encouraged to create an account through the new HCR 3.0 platform.

How to create HCR 3.0 Account:

1. Go to: <https://hcr3.hockeycanada.ca>
2. On the log in page, click “Sign Up”.
3. Sign up with the email you wish to use for your account.
4. The system will prompt you to complete your account information – please complete all required fields, then click “Sign Up”
5. The system will require a 6-digit verification code. You will receive an email with this code. (Note: Please Check your Junk/Spam folder for an email from HCR Hockey Canada if it not showing in your Inbox)
6. Once you have completed the set up, you should be able to log into your account by entering your email and password.

Any questions can be directed to the OWHA Office via email – clinics@owha.on.ca