



ONTARIO HOCKEY FEDERATION

400 Sheldon Drive, Unit 9, Cambridge, Ontario N1T 2H9
T: 226.533.9070 F: 519.620.7476
www.ohf.on.ca

Proud Branch Of



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 signing of a declaration form is not required.

On Ice Officials **18 years of age and over are required to submit** a Vulnerable Sector Verification (VSV) the first time they make a submission.

Every three (3) years On Ice Officials will be required to submit a Criminal Record Check (CRC) which must include results of the Investigative Data Bank, and Local Indices Search. (Example: Year one VSV, 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.

Submission of your record check will be as follows:

1. **Year 1 Initial Submission of VSV** - If you are a first-time official attending a clinic or Officiating School, you would submit at the clinic or Officiating School in a sealed envelope, with your full name printed on front. If you do not have your VSV at the time of your clinic or Officiating School and have initiated the process please submit the **receipt** in a sealed envelope, with your name on the front at your clinic or Officiating School.
2. **Year 2 Criminal Offence Declaration Form** – Prior to registering online for your recertification you must submit to the OHF a fully completed and signed Criminal Offence Declaration form
3. **Year 3 Criminal Offence Declaration Form** - Prior to registering online for your recertification you must submit to the OHF a fully completed and signed Criminal Offence Declaration form.
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 OHF your Criminal Record Check (CRC) by either:
 - a. Completing your Criminal Record Check through Sterling BackCheck:
<https://pages.sterlingbackcheck.ca/landing-pages/o/ohf/>
 - OR**
 - b. Obtaining your Criminal Record Check from your local police Department and submitting to the OHF.
5. Year 5 – Repeat Steps 2, 3, 4 over the next three years.
6. If you did not register during the 2020-2021 or 2021-22 season you must complete a Criminal Record Check (CRC).

Methods of submission are a scan by email or mailing of a hard copy. If the scan by email is not deemed a true copy the original will be requested to be mailed. By scan email to recordcheck@ohf.on.ca, or by Mail to address below (**no pictures will be accepted**).

OHF Members





Ontario Hockey Federation,
Unit 9, 400 Sheldon Drive,
Cambridge, Ontario N1T 2H9
Attention: Criminal Record Check Inspector

If the on-ice official is deemed **ineligible** through review of their VSV, 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 Mail for an email from HCR Hockey Canada.)
- 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 OHF office.

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CRIMINAL OFFENCE DECLARATION

The OHF Office is closed to the public until further notice; however, you can scan PDF format to recordcheck@ohf.on.ca

Print Name: _____

Date of Birth: _____
Month/Day/Year

Hockey Canada ID: _____

Telephone number: _____

Email Address: _____

Referee number: _____

Member: _____ Clinic Location _____

Failure to execute this process will be in violation of the OHF Screening Policy, this will mean that the official will be considered to be not in good standing and may be subject to further discipline.

I, _____, hereby declare that:
(Print Name)

- I have no convictions for offences under the Criminal Code of Canada as specified in the OHF Screening Policy, up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).
- I have no convictions for offences in any other country, up to and including the date of this declaration for which a pardon has not been issued or granted.

OR

- I have the following convictions for offences under the Criminal Code of Canada as specified in the OHF Screening Policy for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:
- I have the following convictions for offences in another country for which a pardon has not been issued or granted:

Supplementary Information, Including Outstanding Charges, Warrants and Order.

DATE	LOCATION	CHARGE	DISPOSITION

Signature: _____

Date: _____

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Please complete and submit in a sealed envelope with your name printed on the front, and bring to the clinic that you are attending or if completing an on-line clinic forward directly to the OHF office, either fax 519-620-7476 or mail:

**Ontario Hockey Federation
Attention: Criminal Record Check Inspector
400 Sheldon Drive, Unit 9
Cambridge, Ontario N1T 2H9**

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