

## Vulnerable Sector Check

All Ottawa West Golden Knights (OWGK) volunteers (18+ years old) must:

- have a valid Vulnerable Sector Check (VSC).
- renew their VSC every three years.
- complete an annual online VSC declaration through the [Hockey Eastern Ontario's online submission portal](#).

### NEW - Ontario Standardized Screening Process

Hockey Eastern Ontario (HEO) has a new Vulnerable Sector Check (VSC) process, effective since the 2025-26 season.

All volunteers (18+ years old), must submit a declaration through the HEO website on an annual basis. Information on how to submit a declaration can be found on the [HEO website](#).

Please note that all 2023 or earlier VSCs will be considered invalid for the 2026-2027 season. In order for a volunteer to be rostered in the 2026-2027 season, they must have a VSC from 2024 or later and complete a declaration. If an individual is missing a valid VSC and/or their declaration, they cannot be rostered onto a team.

Questions? Contact our Registrar at [owgkregistrar@gmail.com](mailto:owgkregistrar@gmail.com).

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### How to Apply for a Vulnerable Sector Check:

1. Fill out a volunteer police check letter using [HEO's Volunteer Letter Template](#). With this letter, the fees for a VSC are waived.
2. Go to the [Ottawa Police Record Check website](#) to create an account and/or login.
3. Complete the application process. To verify your identification, the system will ask you for some personal information such as date and place of birth, your SIN number, banking information, etc.\*
4. Once verified, upload a PDF of the completed volunteer letter template that was provided by HEO (step 1).
5. Once you receive your VSC, complete a [VSC Screening Process declaration via the Hockey Eastern Ontario \(HEO\) online portal](#) and upload your VSC to the portal.

IMPORTANT: A Vulnerable Sector Check is valid for three years only. As a VSC approaches expiration, volunteers are responsible for renewing it in advance of the upcoming season to avoid delays. Again, a volunteer cannot be rostered until they've met this requirement.

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