

# Oakville Hornets Team Staff Volunteer Registration Process

## Team Staff Registration Step-by-Step

To ensure complete and accurate information is ultimately available to allow a volunteer to be rostered to a Hornets team, follow the steps below. **If you do not complete the final step below to show proof of qualifications, you will not be added to a team roster. If you have all required certifications, you can skip directly to Step Seven below.**

**NO VOLUNTEER CAN ASSIST THE TEAM IN THE DRESSING ROOM OR ON THE BENCH/ICE UNTIL YOU HAVE COMPLETED YOUR REQUIRED CERTIFICATIONS AND POLICE CHECK/DECLARATION, HAVE BEEN ADDED TO THE TEAM ROSTER BY THE HORNETS AND APPROVED BY THE OWHA. IF IN DOUBT, YOUR HEAD COACH SHOULD CONTACT THE HORNETS ADMINISTRATIVE MANAGER AT: [INFO@OAKVILLEHORNETS.COM](mailto:INFO@OAKVILLEHORNETS.COM)**

## STEP ONE – CONFIRM OR CREATE A SPORDLE ACCOUNT

1. You must have a **SPORDLE** account to link your HCR# and your Hockey Canada profile (certifications) together in one place.
2. If you need to create a **SPORDLE** account, follow the instructions at the link below [OWHA How to Access the New HCR Platform](#)

## STEP TWO – CONFIRM OR OBTAIN HOCKEY CANADA REGISTRATION NUMBER (HCR#)

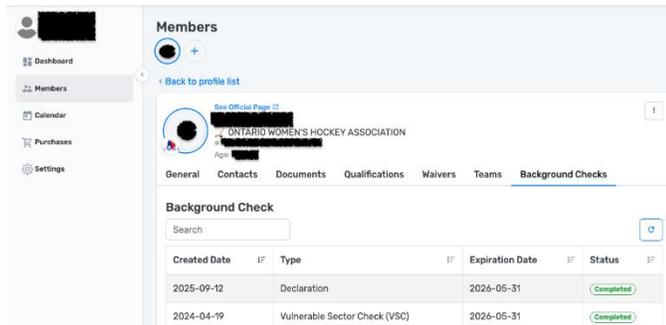
1. This is a number that is unique to yourself.
2. You cannot use your daughter's HCR#.
3. You can **check for an existing HCR#** through [SPORDLE](#)
  - a. Follow the video instructions [LOCATE YOUR HCR#](#)
4. You can **create a new HCR#** here: [Oakville Hornets Spordle Link](#)

## STEP THREE - VULNERABLE SECTOR CHECK

To check the status of a previous Vulnerable Sector Check (VSC) that you submitted for purposes of minor hockey, go to the link below and follow the instructions.

### [CHECK YOUR SCREENING STATUS IN SPORDLE](#)

[spordle](#) Account



The screenshot shows a Spordle account interface. On the left is a navigation menu with 'Members' selected. The main content area shows the profile of a member from the 'ONTARIO WOMEN'S HOCKEY ASSOCIATION'. Under the 'Background Checks' tab, there is a table with the following data:

Created Date	Type	Expiration Date	Status
2025-09-12	Declaration	2026-05-31	Completed
2024-04-19	Vulnerable Sector Check (VSC)	2026-05-31	Completed

**A valid VSC will be indicated with the green “Completed” status. If you see this, you can proceed to STEP FOUR. This is the only place that a VSC can be considered approved and valid. A VSC uploaded to RAMP is NOT an approved VSC.**

**Any other status in SPORDLE requires a VSC to be submitted. Follow the steps below.**

1. If you have a previously issued VSC that is dated May 1, 2024 or later, that VSS is valid and can be submitted for approval. Make a PDF copy of this document.
2. If you have no VSC or if your VSS is dated before May 1, 2024, you need to apply ONLINE for a new VSC from your local police authority
  - a. [HALTON REGIONAL POLICE RECORD CHECKS](#)
  - b. [HAMILTON POLICE SERVICES POLICE BACKGROUND CHECKS](#)
  - c. [PEEL REGIONAL POLICE RECORD CHECK](#)
  - d. If a letter is requested from your local police authority, contact our administrative manager at [info@OakvilleHornets.com](mailto:info@OakvilleHornets.com).
3. If you applied for a new VSC, download and keep a **PDF file** with the **payment receipt** for your VSC.
4. When you receive your new VSC, create a PDF version of the entire document.

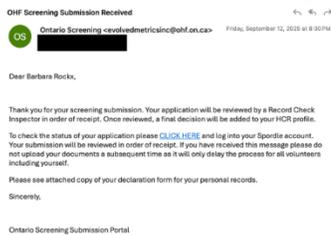
**NOTE: YOU MUST HAVE PDF VERSIONS OF YOUR VSC AND/OR PURCHASE RECEIPT. NO OTHER FORMAT WILL PASS THE ONTARIO SCREENING IN STEP FOUR.**

## **STEP FOUR – ONTARIO SCREENING PORTAL FOR VULNERABLE SECTOR CHECK**

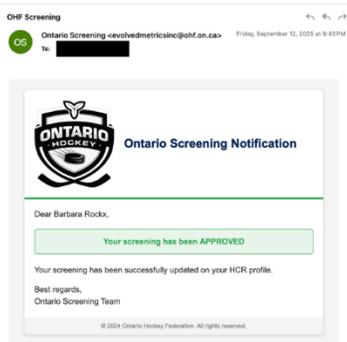
- 1) Go to the Ontario screening portal.

### ONTARIO SCREENING SUBMISSION PORTAL

- 2) For question #1 - The Ontario Member with which you will be registered is the **Ontario Hockey Federation**.
- 3) Complete Questions #2 thru #7.
- 4) For Question #8, if you confirmed that you have a valid VSC already on file in your SPORDLE account, check “No”. Otherwise check “yes”.
- 5) Upload your document. Again – take note. The system may accept a document that is not in PDF format, but it will not be approved. Therefore, **ONLY UPLOAD PDF** format documents.
- 6) **Complete Questions #9 thru #15. This is required every season, including at the time you upload a NEW VSC.**
- 7) **SUBMIT**
- 8) If your submission was successful, you will receive an email from Ontario Screening with the subject line “Ontario Screening Submission Received”. This is a confirmation email only – it is not an approval.



- 9) If your submission is Approved, you will receive a second email from Ontario Screening that will clearly indicate that your submission was approved. At this point you should also see the Background Check status show up in your SPORDLE account as “Completed”.



## STEP FIVE – CONFIRM OR OBTAIN NECESSARY OWHA STAFF CERTIFICATIONS

- 1) Necessary certifications can be confirmed from the OWHA website at the link below [OWHA TEAM STAFF QUALIFICATION REQUIREMENTS 2025-26](#)
- 2) Any necessary certifications are obtained online.
- 3) To register for a course you MUST have a SPORDLE account (see above).
- 4) Links to all online courses, except trainer courses can be accessed through the OWHA website Coaching Clinics & Courses Page. [OWHA Coaching Clinics & Courses](#)
- 5) Links to Trainer courses can be accessed through the OWHA Trainer’s Program and Resources Page [OWHA Trainer’s Program and Resources](#)

People who have played or coached in another OHF member (Alliance, OMHA, GTHL) or another Hockey Canada member (HEO, HNO, or another province) but never for the OWHA may not be able to access OWHA courses. If they are unable to do so, they have two choices:

- take the course through their previous organization or
- email [clinics@owha.on.ca](mailto:clinics@owha.on.ca) and ask them to perform the necessary transfer.

## STEP SIX - REGISTER AS STAFF WITH THE BGHC VIA RAMP

- 1) LOGIN to the [RAMP](#) staff registration. This is the same link you used to register your daughter.
- 2) Select COACH/Staff registration.

### [Oakville Hornets GHA](#)



- 3) On the Coach/Staff Registration page, select yourself under “Choose Account Member to Register as a Coach/Staff.
- 4) Your information will populate
- 5) Verify that you have an HCR# showing up in the HCR# box.
- 6) Scroll down and select **ONE age category ONLY and choose ONE role only**, regardless of how many roles or how many teams you may be assisting for the year.
- 7) Scroll down and click CONTINUE.

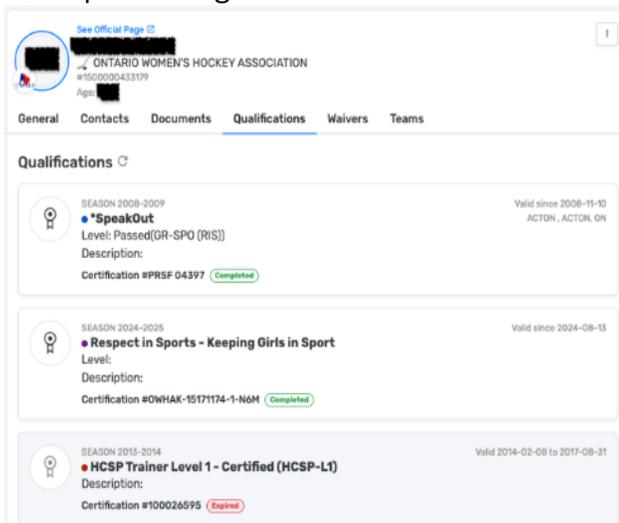
- 8) If you previously uploaded a VSC to RAMP, you may see that on an “Uploads” page. This however is NOT a valid VSC . Complete any fields necessary to CONTINUE.
- 9) Click CONTINUE
- 10) On the **Qualifications** page, select and enter the necessary information for all of your qualifications. Use the exact same information that is in your SPORDLE account.
- 11) Click CONTINUE
- 12) On the **Questions** page(s), note the following:
  - i) Name of association last registered – enter Oakville Hornets in here if you were last registered with us, otherwise put in the name of the correct hockey association.
  - ii) Continue through all questions until complete.
  - iii) If this is your first time registering as Staff in RAMP there will be a lengthy series of questions.
- 13) Click CONTINUE
- 14) On the **Confirm Details and Submit Registration** page, confirm all details and click Submit Registration.

## STEP SEVEN – QUALIFICATIONS CONFIRMATION TO OAKVILLE HORNETS REGISTRAR

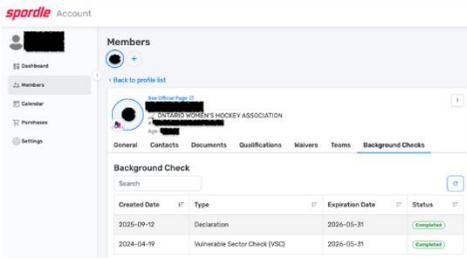
**This step is mandatory before the Oakville Hornets will add your name to a team roster.**

Take a screenshot of each of the following

- 1) Spordle Account **Qualifications** page
  - a) In your Spordle Account, click **Members**, click on your initials and beside your name select **View Profile**
  - b) Select **Qualifications**
  - c) Take a screen shot to prove that all necessary qualifications are complete and up to date – screen shot should show your name, HCR# and each qualification with the necessary ones having a green “Completed” sign.



- 2) Spordle Account **Background Check** page
  - a) In your Spordle Account, click **Members**, click on your initials and beside your name select **View Profile**
  - b) Select **Background Check**
  - c) Take a screen shot to prove that you have an approved VSC on file.



Submit both of the above screenshots to the Oakville Hornets Administrative Manager – email [Info@oakvillehornets.com](mailto:Info@oakvillehornets.com)