

# ONTARIO HOCKEY FEDERATION

400 Sheldon Drive, Unit 9  
Cambridge, ON N1T 2H9  
T: 226-533-9070 F: 519-620-7476  
www.ohf.on.ca



## OHF Bulletin

To: OHF Members, Associations, Teams, Clubs  
From: Zack Millington – Manager, Risk, Registration, and Insurance  
Date: May 24, 2024  
Re: Registration and Rostering of Third-Party Instructors  
Bulletin ID: 24-024

---

The following addendum to OHF Bulletin **24-010 New OHF Centralized Screening Process** sent on March 1, 2024, is intended to provide additional clarity pertaining to the registration in the Hockey Canada Registry (HCR) of individuals that are providing skill instruction on-ice and off-ice that are not actively rostered Team Officials.

### **OHF Regulation: Third-Party Instructors**

Any individual that is providing instruction on-ice or off-ice to Players through Team, Association, Members or OHF programming sanctioned by Hockey Canada.

### **Registration and Rostering of Third-Party Instructors Process**

The process of registering and rostering an OHF Third-Party Instructor is to remove the need for Associations to validate screening and insurance coverage requirement of those individuals. The process will open on June 1, 2024.

All Third-Party Instructors must be rostered to a “**Insert Association Name – At Large - Third-Party Instructor**” team in the HCR (this does not apply to rostered Team Officials). These individuals must be designated by the Association as a “Third-Party Instructor” option in the HCR.

To be rostered, completion of the screening must be done through the [OHF Vulnerable Screening Submission Portal](#). In addition, individuals will also be required to complete both the *Gender Identity and Expression* and *Respect in Sport -Activity Leader* courses. Once these prerequisites have been completed, they will register as an OHF Third-Party Instructor and be insured for Hockey Canada sanctioned activities.

Associations do not have to pay for Hockey Canada Insurance fees for these Third-Party Instructors.

### **Process of Registration for Third-Party Instructors:**

1. Complete screening through [OHF Third-Party Instructor Screening Submission Portal](#).
2. Complete [Gender Identity and Expression](#) Course and [Respect in Sport – Activity Leader](#) Course



3. Register as an [OHF Third-Party Instructor](#) and pay for Hockey Canada insurance. Registration will include the Rowan's Law waiver is completed in the HCR through this registration.

#### **Role of the Association**

1. Create a 'Senior Mixed' team named "**Insert Association Name – At Large - Third-Party Instructor**"
2. Assign Third-Party Instructor to the above roster, ensuring their position states Third-Party Instructor.

The Third-Party Instructor qualification is a new qualification in the HCR which indicates that the individual has completed their screening through the OHF, paid for Hockey Canada insurance, and completed the required Gender Identity and Expression Course, Respect in Sport – Activity Leader, and Rowan's Law Waiver.

It is very likely that Third-Party Instructors will be providing services to several Associations. Associations are instructed to share that individual's profile rather than changing the primary Association. This will ensure that the Third-Party Instructor can easily be rostered, and therefore provide services within several Associations throughout the year. There is no limit to the number of rosters a Third-Party Instructor can be added to.

Should you have any questions or concerns pertaining to the OHF Centralized Screening Process, email [Screening@ohf.on.ca](mailto:Screening@ohf.on.ca).