

Youth Program Compliance Review

Use this checklist once a year, and any time you add a camp, class or team, to confirm your youth programs are compliant where you operate. Pair it with the CWA **Youth Operations Regulations** workbook, which cites and links the governing law for all 50 states, DC, and every province and territory in Canada.

How to use the spreadsheet find your row on the At a Glance tab in the workbook or research the laws and administrative rules in your area.

● Yes: a duty applies ● Check: depends on your program, ask the regulator ● No: no statutory duty found

1 KNOW YOUR PROGRAMS

- ☐ List every youth offering: camps, classes, after-school, birthday parties, drop-off, teams.
- ☐ Record ages, hours per day, days per week, weeks per year and whether parents leave the site.
- ☐ Note whether each program teaches one skill (climbing) or involves several activities.

2 CHILDCARE LICENSING

- ☐ Confirm whether any program counts as childcare in your jurisdiction.
- ☐ If you rely on an exemption, check every condition: single skill, hour or week caps, age limits and who may enroll. Some exemptions cover **only nonprofits or government** programs.
- ☐ Complete any exemption filing, posted notice or annual renewal your state requires.
- ☐ Where the answer is Check, send the **Ask the Regulator** letter and keep the written reply on file.

3 DAY CAMP LICENSING

- ☐ Compare your camp to the trigger in your row, such as camper count, consecutive days or number of activities.
- ☐ Check whether climbing is listed as a high-risk activity with added staffing or certification rules.
- ☐ Confirm health department permits, including food service and water if you provide them.

4 MANDATORY REPORTING

- ☐ Confirm who is a reporter: every adult, or listed professions that may or may not name coaches.
- ☐ Train staff that the duty is **personal**. Telling a manager usually does not satisfy it.
- ☐ Post the hotline, the reporting deadline and your internal steps where staff can see them.
- ☐ Make sure internal review never delays a report to authorities.

5 STAFF SCREENING

- ☐ Check whether a law requires background checks for your staff and which type, such as fingerprint, registry or vulnerable sector.
- ☐ Screen everyone who works with youth, even where no law requires it, and set a recheck cycle.
- ☐ Keep dated records of every check, reference and training completion.

6 COMPETITION TEAMS

- ☐ US teams: meet USA Climbing and SafeSport requirements, including training and 24-hour reporting.
- ☐ Canadian teams: meet Climbing Escalade Canada and provincial safe sport requirements.
- ☐ Apply your state or provincial youth athlete safety rules to coaches and volunteers.

7 CONCUSSION PROTOCOL

- ☐ Check whether your concussion law reaches private youth sport or only schools.
- ☐ Adopt removal from activity, written return-to-climb clearance and annual education for coaches, athletes and parents.

8 FLOOR PRACTICES

- ☐ Set supervision ratios and line-of-sight rules for every program and transition.
- ☐ Write bathroom, changing and pickup protocols.
Make sure intake and behavior information reaches the staff
- ☐ who supervise that child.
Train staff on all of the above before their first shift and
- ☐ document it.

9 LEGAL AND ANNUAL REVIEW

- ☐ Have an attorney experienced with youth-serving organizations review your policies and this checklist.
- ☐ Confirm insurance covers each program, including abuse and molestation coverage.
- ☐ Recheck your workbook row each year. Laws change.

Reviewed by

Date

Next review