

April 5, 2013

**Memorandum to Al-Anon and Alateen GR's**

The Amendments Task Force met weekly during the period of August 30, 2012 to April 4, 2013 for a total of 26 meetings. Their task was to review the SCWS Area Alateen Safety and Behavioral Requirements adopted on May 19th, 2012 and


- (a) suggest amendments incorporating the comments received from the fellowship
- (b) clarify, streamline, or remove inconsistencies
- (c) otherwise improve the Requirements, keeping in mind the ultimate goal of Alateen safety.

The Resources used while reviewing the document include the following:

- 1) World Service Conference Summary 2004, page 80 "*Alateen Motion 2003*"
- 2) Al-Anon/Alateen Service Manual 2010-2013
- 3) Guideline G-34 "*Alateen Safety Guidelines*"
- 4) Guideline G-24 "*Area Alateen Coordinators*"

The fellowship comments were taken into consideration and attached are the proposed revisions to the Area Safety and Behavioral Requirements for your review.

**SOUTHERN CALIFORNIA WORLD SERVICE, INC.  
AL-ANON FAMILY GROUPS, INC.**



**SCWS Area  
Alateen  
Safety and Behavioral  
Requirements**

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## **INTRODUCTION**

Each Al-Anon Area in the World Service Conference Structure has Area Alateen Safety and Behavioral Requirements in place which meet or exceed the minimum requirements set by the 2003 Alateen Motion from the Board of Trustees (available from the WSO). The Area's Requirements include minimum requirements for Al-Anon Members Involved In Alateen Service (AMIAS), Alateen meetings, and Alateen participation in conferences, conventions, and other events. In order to use the Alateen name, the Area, all Al-Anon Members Involved in Alateen Service, all Alateen members, and all meetings and events with Alateen participation must be in compliance with the Area's Alateen Safety and Behavioral Requirements. Each Area's Alateen process details the steps that must be taken to meet its requirements.

## **ELIGIBILITY REQUIREMENTS**

Any Al-Anon member requesting to be involved in Alateen service must meet the following Area requirements.

1. Be an Al-Anon member attending regular Al-Anon meetings, at least one meeting a week.
2. Be at least 25 years of age.
3. Have at least two consecutive years in Al-Anon *in addition to any time spent in Alateen*.
4. Have not been convicted of a felony, or have been charged with child abuse or inappropriate sexual behavior, and have not demonstrated emotional problems which could result in harm to Alateen members
5. Be able to complete and pass an SCWS background check.
6. Be willing and able to attend the 90 minute SCWS AMIAS Certificate Training.  
(see [www.scws-al-anon.org](http://www.scws-al-anon.org) >Alateen Sponsorship for dates, times, & locations)
7. Be willing to immediately step down if there is a controversy that interferes with the AMIAS's objective of serving Alateen members.  
(Further information can be found in the Complaints & Appeals section)

## **CERTIFICATION PROCESS**

In order to become certified as an Al-Anon Member Involved in Alateen Service (AMIAS), all of the steps must be followed and the requirements met.

Applicants who are planning to sponsor an Alateen meeting are to be certified in the same district as the Alateen meeting. All other applicants are to be certified in the district in which they attend Al-Anon meetings.

1. An Al-Anon member who meets the eligibility requirements of an AMIAS and is willing to be of service to Alateen should contact the appropriate District Representative (DR) or District Alateen Liaison (DAL) and communicate their desire to be of service.
2. A prospective AMIAS must complete a 90 minute SCWS AMIAS Certificate Training. *see [www.scws-al-anon.org](http://www.scws-al-anon.org) > Alateen Sponsorship for dates, times, & locations*
3. A prospective AMIAS is required to read, agree to, and fill out:
  - a. Form One\* - Agreement and Signature Page
  - b. Form Two\*\* - Authorization To Release Information for Background Check
  - c. Form Three - Al-Anon Members Involved in Alateen Service

*\* The DR/DAL may request a reference before agreeing to sign Form One*

*\*\* SCWS requires a background check on prospective AMIAS's. SCWS reserves the right to investigate sex offender registries, child abuse and criminal history records. A prospective AMIAS agrees to hold SCWS harmless from any liability from such reviews*

4. Forms One, Two, and Three must be submitted to the appropriate DR or DAL for final signature.
5. A prospective AMIAS must pass the SCWS background check.
6. A prospective AMIAS is not eligible to perform AMIAS services until he/she receives notification of AMIAS certification from the SCWS Area Alateen Process Person (AAPP).

*See Appeals section if certification is not approved.*

### **RECERTIFICATION PROCESS**

This section describes the steps that must be completed annually in order for AMIAS's to maintain their certified status. Any current AMIAS not in compliance with this process by May 31, will automatically lose their certified status on July 1 and will have to reapply as a new applicant. Alateen meetings whose sponsors are not in compliance with this recertification process will lose their registered status and forfeit the use of the Alateen name.

*See Non-Compliance section for further details.*

1. Each AMIAS must attend at least one SCWS Area Alateen Sponsor Recertification Workshop each year between June 1 and May 31 (*e.g. June 1, 2000 - May 31, 2001*).
2. Each AMIAS must complete and submit Form Three (*Al-Anon Members Involved in Alateen Service*) when in attendance at an SCWS Area Alateen Sponsor Recertification Workshop.
3. Each DR/DAL will reach out to the AMIAS's in their district regarding the recertification process. It is the responsibility of each AMIAS to confirm his/her desire to be recertified (*between March 1 and May 31*).
4. Must remain in compliance with the following eligibility requirements:
  - a. Be an Al-Anon member attending regular Al-Anon meetings, at least one meeting a week. (*Being of service to an Alateen meeting does not fulfill this requirement.*)
  - b. Have not been convicted of a felony, or have been charged with child abuse or other inappropriate sexual behavior, and have not demonstrated emotional problems which could result in harm to Alateen members.
  - c. Be willing to immediately step down if there is a controversy that interferes with the AMIAS's objective of serving Alateen members.

### **AMIAS REQUIREMENTS AND RESPONSIBILITIES**

The Al-Anon Member Involved in Alateen Service (AMIAS) requirements and responsibilities include, but are not limited to the following:

1. Comply with the Recertification process on page 3 to maintain certification status.
2. Report any change of personal information (i.e. name, address, phone number, e-mail) to the District Representative (DR) or District Alateen Liaison (DAL).
3. Have read the following:
  - Al-Anon Family Groups (AFG) Guideline G-34 “Alateen Safety Guidelines”
  - the Alateen Policy as written in the current *Al-Anon/Alateen Service Manual*
  - the current Southern California World Service (SCWS) Area Safety and Behavioral Requirements.
4. Ensure that SCWS Travel & Treatment Authorization forms are completed and in their possession before transporting Alateen members.

### **SPONSOR REQUIREMENTS AND RESPONSIBILITIES**

In addition to the above stated requirements, Alateen Group Sponsor and Alateen Event Sponsor requirements and responsibilities include, but are not limited to the following:

1. Find another AMIAS to substitute, when absent from the Alateen meeting/event.
2. Arrive early and remain until all Alateens leave the meeting place/event location or are in the company of a parent or guardian.
3. Ensure that the Alateens and the Alateen meetings/events are safe.
4. Respect and protect all Alateen’s anonymity *in accordance with Tradition Twelve*.
5. Inform the Alateen meeting or committee of whom to contact when questions and/or concerns arise.
6. An Alateen Group Sponsor may resign by giving notice to the Alateen meeting and the appropriate DR/DAL. An Alateen Event Sponsor may resign by giving notice to the Alateen Committee and the Event Chair (if applicable).

Alateen Group Sponsors must complete the “Alateen Registration/Group Records Change Form” (GR3) to update the group information whenever there is a change to the meeting (date, time, location, address, Contact, Sponsor, GR) or to its status (e.g. disbanded). The GR3 form is to be submitted to the DR/DAL.

## **DISTRICT RESPONSIBILITIES**

It is suggested that each district have a District Alateen Liaison (DAL) to assist the District Representative (DR) with the following responsibilities:

1. Meet with the prospective Al-Anon Member Involved in Alateen Service (AMIAS) and provide a list of contacts to the applicant.  
*Contacts to include DR, DAL, Area Alateen Coordinator, Area Alateen Sponsor Coordinator, Area Alateen Process Person, Area Chair, and SCWS website.*
2. Visit each Alateen meeting in the district at least once annually.
3. The DR/DAL or authorized district signatory is responsible for the final signature on the certification documents stating the applicant is known to them\*. The DR/DAL is responsible for sending the completed AMIAS packet to the Southern California World Service (SCWS) Area Alateen Process Person (AAPP). Any incomplete packets received by the SCWS AAPP will be returned to the sender for completion.

\*Each DR/DAL may use discretion when deciding whether or not to sign the application per their District process. The Authorized Signature role validates that the Al-Anon Member Involved in Alateen Service (AMIAS) has met the Area requirements to the best of their knowledge. It is NOT verifying or taking responsibility for the behavior of the Al-Anon Member Involved in Alateen Service.

4. It is the DR/DAL's responsibility to maintain regular contact with the Alateen meetings and AMIAS's in their district.
5. The DR will keep the SCWS AAPP apprised of the contact information for the current authorized signatory for that district.
6. The DR/DAL will confirm the list of all Alateen meetings and AMIAS's within their district as provided by the SCWS AAPP.
7. Each DR/DAL will keep all information relating to the AMIAS confidential, except when disclosure is authorized by the Area's Alateen Safety and Behavioral Requirements.
8. Each district is required to host or partner an SCWS Alateen Sponsor Workshop at least once during an SCWS panel.
9. The DR/DAL is responsible for notifying the AMIAS and the corresponding Alateen meeting of any Alateen sponsor whose certification status is no longer active.
10. The DR/DAL is responsible for attempting to resolve Alateen issues in their district and notifying the Area Alateen Sponsor Coordinator of unresolved issues.  
*See Complaints & Appeals section for further information*



## **ALATEEN MEETINGS REQUIREMENTS & RESPONSIBILITIES**

1. There must be at least one certified Alateen sponsor at every Alateen meeting. It is recommended that a minimum of two certified Alateen sponsors are at every Alateen meeting. Al-Anon members who are also members of Alcoholics Anonymous (A.A.) may serve as sponsors by virtue of their Al-Anon membership and must abide by the same certification process.
2. Overt or covert sexual interaction (whether consensual or not) between any adult and any Alateen member is prohibited. This behavior includes but is not limited to:
  - A. touching an Alateen member inappropriately
  - B. dating an Alateen member
  - C. holding or hugging an Alateen member in an inappropriate manner
  - D. having any inappropriate communication in person, by phone or electronically
3. Conduct contrary to applicable laws is prohibited.
4. In order to use the Alateen name, the Area, all AMIAS's, all Alateen members, and all meetings and events with Alateen participation must be in compliance with the SCWS Area's Alateen Safety and Behavioral Requirements. Non-compliance could result in removal from local and World Service meeting directories.
5. It is the responsibility of the registered meeting Sponsor to find a replacement in his/her absence. If necessary, another Al-Anon member who is certified through the SCWS Alateen process can serve as the Alateen group sponsor.
6. The following requirements apply to all Alateen meetings:
  - A. Alcohol or illegal drug use by any participant is prohibited.
  - B. Weapons including but not limited to knives and firearms are prohibited.
  - C. Behavior that is harmful to the Alateens or others will be not tolerated.

Should any of the above situations occur it is the responsibility of the Alateen sponsor to refuse participation in the Alateen meeting by any offending individual.

7. Each member of the Alateen meeting is responsible for his/her own behavior.

## **ALATEEN EVENTS REQUIREMENTS & RESPONSIBILITIES**

An Alateen Event is defined as any Alateen activity other than a registered meeting.

1. There must be at least two certified AMIAS's who serve as the Alateen Event Sponsors. Overnight events must have at least one male and one female Alateen Event Sponsor.
2. Overt or covert sexual interaction (whether consensual or not) between any adult and any Alateen member is prohibited. This behavior includes but is not limited to:
  - A. touching an Alateen member inappropriately
  - B. dating an Alateen member
  - C. holding or hugging an Alateen member in an inappropriate manner
  - D. having any inappropriate communication in person, by phone or electronically
3. Each Alateen member attending an Alateen Event is required to provide an Event Permission/Medical Consent form signed by their parent or guardian. In addition, an SCWS Travel & Treatment Authorization form is always required when transporting an Alateen, including Alateen meetings.
4. In order to use the Alateen name, the event must be in compliance with the SCWS Area Alateen Safety and Behavioral Requirements.
5. Any Alateen minor asked to participate as a representative of Alateen must be accompanied by a parent, guardian, or AMIAS.
6. The following requirements apply to all Alateen events:
  - A. Alcohol or illegal drug use by any participant is prohibited.
  - B. Weapons including but not limited to knives and firearms are prohibited.
  - C. Behavior that is harmful to the Alateens or others will be not tolerated.

Should any of the above situations occur it is the responsibility of the Alateen Event Sponsor to refuse participation in the Alateen event by any offending individual.

7. The Event Chair *or other responsible party* must submit a completed Alateen Event Plan to the Area Alateen Sponsor Coordinator at least 30 days before the event (*60 days before overnight events*) for approval.

Any event without an approved Event Plan will not be able to use the Alateen name in conjunction with the event.

## **COMPLAINTS and APPEALS**

The Area Alateen Resolution Committee is the decision making entity for issues pertaining to Alateen. This five-person committee is comprised of the following Al-Anon and Alateen members:

- (1) Area Alateen Sponsor Coordinator
- (2) Area Alateen Process Person
- (3) Area Alateen Coordinator
- (4) elected Area Officer *appointed by the Area Chair*
- (5) an AMIAS *appointed by the Area Chair*

### **Complaint Process**

Any Alateen member, parent of an Alateen member, or Al-Anon member has the right to file a complaint if the SCWS Area Safety & Behavioral Requirements have been violated or if the safety and well-being of an Alateen member, Alateen meeting, or the Alateen program is in jeopardy. The party filing the complaint will be kept anonymous. Any incident reported must be detailed and not be punitive (*per Warranty Four*).

1. Contact the Alateen Group/Event Sponsor or the appropriate DR/DAL to report a complaint.
2. Any complaint not resolved by the Alateen meeting or the District Representative (DR)/District Alateen Liaison (DAL) will be submitted to the SCWS Area Alateen Sponsor Coordinator.
3. The SCWS Area Alateen Sponsor Coordinator will contact the party(s) involved to investigate the incident in an attempt to resolve the situation. If a resolution is not reached, the incident will be presented to the SCWS Area Alateen Resolution Committee for review and decision. The Area Alateen Resolution Committee serves as the decision making entity.
4. The Area Alateen Sponsor Coordinator will maintain an Incident Report log which will describe the complaint, state the steps taken to resolve the issue, and note the final outcome. The log will be confidential.

### **Appeals**

If you disagree with a decision, you may submit your appeal to the appropriate entity as stated below.

#### **District decision:**

Submit a written appeal to the Area Alateen Sponsor Coordinator for review by the Area Alateen Resolution Committee

#### **Certification/Recertification decision:**

Submit a written appeal to the Area Alateen Process Person

#### **Area Alateen Resolution Committee decision:**

Submit a written appeal to the Area Delegate

## **NON-COMPLIANCE PROCEDURE**

Al-Anon Members Involved in Alateen Service (AMIAS's), Alateen members, Alateen meetings, and Alateen events must adhere to the Southern California World Service (SCWS) Area Safety and Behavioral Requirements. It is the responsibility of the Area Alateen Resolution Committee to maintain administrative oversight of these requirements.

### **Non-Compliance of AMIAS**

If an AMIAS fails to comply with the SCWS Area Safety & Behavioral Requirements and/or places the safety of any Alateen member, Alateen meeting, Alateen event, or the Alateen program in jeopardy, the Area Alateen Resolution Committee will decide if the AMIAS's certification should be revoked.

Upon revocation:

1. The SCWS Area Chair will send formal notification to the AMIAS informing them that they no longer have Active AMIAS status. This means that they no longer have the privilege to be of service to Alateen and will not be allowed to attend or participate in any Alateen events in Southern California.
2. The Area Alateen Process Person (AAPP) will notify the District Representative (DR) and District Alateen Liaison (DAL) of the change in status of the AMIAS.
3. The DR/DAL will be responsible for notifying the Alateen meeting, *if applicable*.
4. The AAPP will notify World Service Office (WSO) of the change in status of the AMIAS.

### **Non-Compliance of Alateen Meeting**

If an Alateen meeting fails to comply with the SCWS Area Safety & Behavioral Requirements; the District, Area Alateen Sponsor Coordinator, and the Area Alateen Resolution Committee will attempt to work with the Alateen meeting to resolve compliance issues. Continued non-compliance will result in the meeting's registration being revoked.

Upon revocation:

1. The AAPP will notify the appropriate DR and DAL
2. The DR/DAL will notify the Alateen Group Sponsor(s) that the meeting registration has been revoked and that the meeting will not be allowed to use the Alateen name.
3. The AAPP will notify World Service Office (WSO) of the change in status of the meeting.

### **Non-Compliance of Alateen Event**

If an Alateen event fails to comply with the SCWS Area Alateen Safety & Behavioral Requirements, the Area Alateen Sponsor Coordinator will attempt to work with the Alateen event to resolve compliance issues. Continued non-compliance, prior to the event, will result in the event's inability to use the Alateen name. Failure to comply with the SCWS approved Event Plan during the event could result in the loss of the Alateen name for subsequent events. Attendees who are not in compliance with the SCWS approved Event Plan are subject to removal from the event.

If the Area Alateen Resolution Committee determines that the Alateen Event will not be allowed to use the Alateen name:

1. The SCWS Area Alateen Sponsor Coordinator will notify the Alateen Event Chair (if applicable) and the Event Sponsors that the event will not be allowed to use the Alateen name.
2. The event cannot be promoted by the distribution of flyers at Al-Anon or Alateen meetings or publicized in Al-Anon or Alateen newsletters, bulletins, or websites.
3. Al-Anon and Alateen funds may not be solicited or used for the event.