

**Alateen Safety and Behavioral Requirements (ASBR)  
as required by the World Service Office (WSO)**

For all Alateen members and  
Al-Anon Members Involved in Alateen Service (AMIAS)  
in Florida North Area 9

*Pursuant to the Al-Anon World Service Board of Trustees' motion issued December 8, 2003, and affirmed at the 2004 World Service Conference, the following Alateen Safety and Behavioral Requirements have been put in place for the Florida North Area 9 Al-Anon Family Groups*

**I. PURPOSE:** To provide Al-Anon members who want to be involved with Alateen service the information, guidance and clarity on what is required to be directly responsible for Alateen members. To provide an environment that is safe, free from threats and personal harm, for Alateen members, Al-Anon Members Involved Alateen Service (AMIAS) and potential members who are looking for recovery in the Florida North Area.

A. All Districts in Area 9 will follow these Alateen Safety and Behavioral Requirements (ASBR) set forth within and will recognize that these requirements apply to all Alateen meetings, Alateen events, and Al-Anon and AA events with Alateen participation.

B. These requirements extend to any behavior before, during and after any Alateen meeting or Alateen activity; including transportation of Alateens to and from Alateen meetings, Alateen events, Al-Anon and AA events with Alateen participation for which Al-Anon members are sponsoring or volunteering for service.

C. In cases where Alateen members are being transported or chaperoned by adults other than their legal guardians, a notarized parental consent permission form will be required. These are one-use documents and must be resubmitted for each instance. In the event of an overnight stay (Area Assembly, Convention, Conference etc.) a Medical Form is also required for each Alateen. Forms can be found on the Area 9 website.

D. These requirements prohibit any overt or covert sexual interaction, any intimidation, or other threatening behavior between any adult and an Alateen member. All contact between Alateens and Al-Anon members is to be gender conscious; and all adult Al-Anon members will make every effort to avoid one-on-one interactions with Alateen members.

**II. AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE  
(AMIAS):**

A. All AMIAS will register with Area 9 and through the Area they will be registered with the WSO on a yearly basis. This includes Alateen group sponsors, substitute or temporary sponsors, chaperones, drivers and the like.

B. Anyone being or applying to be an AMIAS will;

1. Be an Al-Anon member in good standing, who regularly attends Al-Anon meetings.
2. Be at least 21 years of age.

3. Be a current member of at least two (2) years in Al-Anon in addition to any time as an active member of Alateen.
  4. Not have been convicted of a felony, not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems, which could result in harm to Alateen members.
  5. Attend at least one (1) Area 9 AMIAS Safety Orientation session each Panel presented by either the Area 9 Alateen Coordinator, Area 9 Area Alateen Process Person (AAPP) or an Area 9 qualified Trainer. The document needs to be signed by District Representative, the Trainer and stay on file with the AAPP.
  6. Each AMIAS will have a minimum of one (1) background check per panel.
  7. Recertifying AMIAS' will sign an annual AMIAS Certification form attesting to these requirements and current contact information.

### **III. GROUPS**

A. Area 9 encourages establishment of Alateen meetings that meet at the same time and place as Al-Anon meetings. While this is not a requirement, our Legacies and the spiritual principles of our fellowship encourage this kind of cooperation and mutual support.

B. Area 9 understands that Alateen Meetings in schools are handled differently and there may be additional requirements issued by the schools, counties or state. Area 9 encourages cooperation and collaboration between the District and these entities to bring Alateen into schools.

C. There must be at least one AMIAS present at every Alateen meeting, and Area 9 encourages a minimum of two AMIAS present at every meeting. If no AMIAS is available for the meeting then an Alateen meeting will not occur. The Alateens are welcome to attend Al-Anon meetings. If the number of Alateens is such that an unsafe situation exists, Alateens or AMIAS have the option of canceling that Alateen meeting.

### **IV. DISTRICTS**

A. The District Representative (DR), acting as the link in service between Alateen and Area 9, will review all documentation, sign the Area 9 AMIAS Certification Form, and forward all documentation to the AAPP.

B. Each Area 9 District has the option to appoint a District Alateen Trainer to facilitate AMIAS Safety Orientation training in accordance with the Trainers section of these Requirements.

## **V. AREA WORLD SERVICE COMMITTEE (AWSC):**

A. The AWSC is responsible for continued compliance with the Board of Trustees 2003 motion which was affirmed by the 2004 World Service Conference. Any changes to Area 9 ASBR will go through the Knowledge Based Decision Making (KBDM) process including Thought and Task Forces. That process is as follows:

1. A Thought Force determines if changes are needed, if so a Task Force is established, or this may go directly to a Task Force.
2. Area 9 Task Force reviews the ASBR for updates or changes.
3. Delegate submits a draft of the Task Force changes to the WSO. The WSO will review and they will either accept or make recommendations for additional changes or clarification.
4. WSO returns the ASBR with comments and the Task Force integrates the feedback from WSO and makes necessary changes.
5. Delegate submits a second draft to the WSO and so on. We keep doing this until the WSO issues its approval and returns the finalized document to the Delegate.
6. The Task Force then presents the finalized ASBR document to the AWSC.
  - a. If approved, the AWSC sends a recommendation to Assembly.
  - b. If it is not approved, Area 9 continues operating under the previously approved ASBR.
7. The recommendation will be sent to Districts and posted on Area 9 website (as DRAFT RECOMMENDATION) for Group Representatives (GRs) to discuss prior to Assembly.
  - a. If approved by Assembly the ASBR approval date will be noted in the footer of the ASBR document to be sure we are working from the last approved version. The most current approved version will be the version posted on the Area 9 website.
  - b. If not approved by Assembly Area 9 continues operating under the previously approved ASBR. It is up to the Area Officers to decide if another Task Force is needed.

B. From time to time the AWSC will hire local Legal Counsel to review this policy. When sending it to local counsel, we will include the 2003 Alateen Motion so the attorney understands how the ASBR must meet or exceed the Minimum Requirements set forth in the motion. Once it comes back from the local counsel, the Task Force will incorporate any suggestions and the Delegate will forward it to the WSO for review and either accept or make recommendations for change. Once the WSO has accepted the ASBR, it can be presented to AWSC and Assembly for vote and acceptance.

## **VI. AREA ALATEEN PROCESS PERSON (AAPP) AND AREA ALATEEN COORDINATOR**

A. Both are required to be an active AMIAS. These Coordinators will:

1. Help facilitate Safety Orientation and training to ensure the implementation of these requirements as well as implement and oversee the provisions of the Trainers section below.
2. As required, assist the Area to investigate any alleged violations of these requirements and to work with the Alateen group to resolve any violations. In cases where the requirements cannot be met, recommend to the Area that the Alateen name be removed from the group.

B. The Area Alateen Process Person (AAPP) will:

1. Maintain responsibility for required forms, documents and other information regarding certification of AMIAS for the Area.
  - a. Maintain confidential and secure storage for information
  - b. Receive and maintain training to administer background checks in accordance with the requirements of the Agency chosen by the AWSC for Background Checks
  - c. Sit on the Board of Directors of NFA AFG, Inc. and have the authority to contract with Agencies regarding Background Checks and other necessary administrative details, on behalf of NFA AFG, Inc.
  - d. Assure that all forms are available to AMIAS and Districts so that Alateens and their legal guardians can update and provide necessary forms.
  - e. Maintain records such that AAPP can recertify our Area Alateen according to the WSO guidelines and deadlines.
2. Review and forward the following documentation to WSO according to their procedures;
  - a. Al-Anon Member Involved in Alateen Service Annual Certification Form.
  - b. Alateen Registration/Group Records Change Form
  - c. Al-Anon Member Involved in Alateen Service Status Change Form.

## **VII. TRAINERS**

A. To be an AMIAS Trainer you are required to:

1. Be a certified AMIAS.
2. Give the Area 9 ASBR Safety Orientation under the supervision of the Area Alateen Coordinator or AAPP.
3. Have no gaps in Certification. If the AMIAS has a gap in Certification, they must re-train as a Trainer.