



REQUIREMENT FOR ALATEEN MEMBER SAFETY

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INTRODUCTION

"The World Service Office (WSO) has certified that this Requirement has met the minimum requirements of the Board Motion". This revision was approved by the WSO of Al-Anon Family Groups, Inc. on August 30, 2013.

Assembly motion 0709.9, "That the Assembly approve the Northern California World Service Area (NCWSA) Requirement for Alateen Member Safety (Requirement) as presented" and Assembly motion 0709.10, "That revisions to the NCWSA Requirement for Alateen Member Safety require approval only from Northern California World Service Committee (NCWSC)" were approved on September 16, 2007. This revision was approved by the NCWSC on August 24, 2013.

A. GENERAL

1. Statement of principles

In establishing this NCWSA Requirement for Alateen Member Safety, NCWSA recognizes as an integral part of the Al-Anon/Alateen program that we must exercise care:

- a. In selecting Al-Anon Members Involved in Alateen Service (AMIAS);
- b. In supervising AMIAS;
- c. In preventing abusers from serving or continuing to serve as AMIAS or group sponsors; and
- d. In assuring Alateen member safety at Alateen Group meetings and events with Alateen participation.

2. Implementation of principles

The Assembly approved the NCWSA Requirement for Alateen Member Safety on September 16, 2007 in order to comply with the requirements of the Board Motion regarding Minimum Requirements, prepared by the AFG Board of Trustees dated December 8, 2003 for a three-year trial in 2004. This document is intended to set the minimum requirements that will:

- a. Assure the safety of Alateen members who attend an Alateen Group, an Alateen Conference and/or any function that includes Alateen member participation within the Area's boundaries;
- b. Assure Alateen members, sponsors, parents and the public that Al-Anon and Alateen functions are a safe environment for Alateen members; and
- c. Meet or exceed the minimum requirements of the Board Motion regarding Minimum Requirements.

3. Review of Requirement

This Requirement has been reviewed by an attorney familiar with California law concerning care of children at events and groups. Should there be any conflict between this Requirement and that of WSO requirements, this Requirement will be updated to agree with WSO's.



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B. DEFINITION OF TERMS

AA Conference or Convention with Al-Anon and Alateen Participation:	A weekend event sponsored by Alcoholics Anonymous where Al-Anon and Alateen members have been asked to participate.
AA Member as Sponsor:	Al-Anon members who are also members of AA are eligible to become AMIAS by virtue of their Al-Anon membership. An AA member who is not an Al-Anon member may not serve as an AMIAS.
Al-Anon Conference or Convention with Alateen Member participation:	A weekend event, such as a conference or convention, sponsored by an entity in the Al-Anon service structure, such as the Assembly or any District, which has separate participation by Alateen members.
Al-Anon Member Involved in Alateen Service (AMIAS):	An Al-Anon member who has been certified through our Area process and is on file with the World Service Office of AFG (WSO) (Annual recertification is required). AMIAS may have direct contact and responsibility for the care of Alateen members in any capacity including but not limited to: a) sponsoring an Alateen Group, b) attending an Alateen conference, c) being responsible for the Alateen portion of a District or Area function such as a Day In Al-Anon or Convention, d) being responsible for the implementation of Event Safety Plans, e) providing transportation and traveling with Alateen members to or from an Al-Anon or Alateen function, f) administering Alateen safety procedures and processes.
Alateen Conference or Convention:	A weekend event where the Alateen members structure a gathering under the supervision of at least two AMIAS. Any adult who attends an Al-Anon Conference or Convention must be on the AMIAS List unless they do not serve in any capacity that allows them to supervise Alateen members.
Alateen Group Sponsor:	A person who is a currently certified AMIAS and who serves as a sponsor of an Alateen Group.



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Alateen Group:	As defined in the Service Manual. In addition, a group that: 1) has one or more Alateen Group Sponsors; and 2) has completed the registration process defined in this Requirement and updates registration annually.
Alateen Member:	A person under the age of 21 who attends an Alateen Group meeting and who meets the requirements for membership listed in the current revision of the AI-Anon/Alateen Service Manual. For purposes of the NCWSA Requirement For Alateen Member Safety, this definition applies to any person under the age of 21 who is present at an Alateen meeting or function, whether or not the person has previously attended an Alateen meeting.
Alateen Process Person:	Currently certified AMIAS who provides administrative services regarding AMIAS certification and Alateen Group Registration.
AMIAS applicant:	An AI-Anon who wishes to serve Alateen and is going through the Area certification process.
Area	A geographically defined area served by a Delegate to the World Service Conference. NCWSA is the Northern California World Service Area.
Area Alateen Coordinator	A currently certified AMIAS elected by the Northern California World Service Committee to coordinate Alateen activities and events throughout the Area.
Area Alateen Process Person (AAPP):	A currently certified AMIAS elected by the Northern California World Service Assembly to be the Custodian of Records with the California Department of Justice, to process applications of AMIAS and Alateen Group Registrations, correspond with the WSO and districts of NCWSA, and to maintain records in accordance with AI-Anon principles as well as state and federal laws.
Area Sponsor Candidate List or AMIAS list:	A list of AI-Anon members who have been certified through the District and Area Process to work with Alateens. This list is updated through the Area Alateen Process Person continuously as new applicants become certified, and as a result of the annual recertification process for continuing AMIAS.
Convention Attendee:	A person who attends an AI-Anon Conference, Convention, Assembly, whether at the District or Area level is not considered an AMIAS unless that person performs one or more of the functions listed in these definitions.
Current Mailing Address (CMA)	For Alateen Groups, an individual designated as CMA must be a currently certified AMIAS. A PO Box with no person's name is also acceptable. CMA's must file group registration/change forms when moving.
District	A division within the Area, consisting of several groups who elect a District Representative to serve on the NCWSC.
District Alateen Process Person (DAPP):	The currently certified AMIAS designated by a district or intergroup to initiate certification of AMIAS, keep a list of the certified AMIAS within the district, keep current Alateen Group information, and work with the AAPP and Alateen Coordinators to assure that AMIAS are trained and are ensuring safety of our Alateen members.
District Alateen Coordinator:	A person who is a currently certified AMIAS and who serves as an Alateen Coordinator at the District or Intergroup.
District, Area function:	The term "District" refers to any local function whether it is District, Intergroup or AIS; the term Area refers to non-local functions within the geographic boundary of NCWSA.



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Group Update Sheet	A form sent by the World Service Office to each Alateen Group CMA (current mailing address) in order to update group information. Groups are to return the form to the AAPP by the same deadline as AMIAS recertification.
NCWSA AI-Anon Member Involved Alateen Service New Candidate Profile, New Candidate Only A22.1a:	A form to be filled out by an Applicant, a copy of which is part of this requirement.
Parent or Guardian:	A parent or guardian has the primary responsibility for their children and as such is not required to meet this NCWSA Requirement for Alateen member Safety as long as their children are under the supervision of the parent or guardian. Should an AI-Anon parent or guardian supervise other Alateen members, the parent or guardian must be a currently certified AMIAS. A parent or guardian whether or not in AI-Anon must have a signed Travel and Treatment Form from the parent or guardian of other Alateen members to assure the safety of the parent, guardian and the Alateen member.
Recertification:	Each spring, each AMIAS who wishes to remain certified until June 30 of the following year must recertify through their DAPP. Inactive AMIAS may not serve until they have gone through a process to become recertified.
Sponsor Candidate for a Group or Event:	A currently certified AMIAS. Currently certified means that the AMIAS is newly certified or was initially certified through our Area process and continues to be recertified for each current period in accordance with the schedule set by the WSO.



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C. SELECTING AND APPROVING ADULTS WHO WORK WITH ALATEEN MEMBERS IN AN ALATEEN ENVIRONMENT

1. Selection of Al-Anon Members Involved in Alateen Service (AMIAS) Applicants:

- a. **Finding AMIAS Applicants:** AMIAS applicants can be found in several ways: by Alateen members themselves, by a current Alateen Group Sponsor or other AMIAS who knows other people in the program who may make a good Alateen Sponsor, or by district trusted servants making regular announcements about the need for AMIAS Candidates. AMIAS Applicants are then referred to the District Alateen Process Person (DAPP) or Area Alateen Process Person (AAPP).
- b. **Information at the District Level:** The AMIAS Applicant (Applicant) first meets with the DAPP. If the District holds regular Sponsors' Workshops, the Applicant should also visit at least one of these workshops. Every Applicant will be given a packet of Conference-Approved Literature (CAL.) explaining the Alateen Program and the responsibilities of Sponsorship. In addition, each Applicant receives the A22.1a NCWSA Al-Anon Member Involved in Alateen Service Candidate Profile, New Candidate Only, the A22.2 Al-Anon Member Involved in Alateen Service Form (WSO form) and the A22.3 Letter to Alateen Sponsor Applicant, that explains the process of being interviewed to become an AMIAS Candidate and the reasons why this is now taking place. (In districts where there is no Process Person, it is recommended that the District Representative (DR) provide this information). The AMIAS Candidate should return the completed forms to the DAPP and keep a copy for their own records. The DAPP will send the forms to the AAPP who will complete the certification process and add successful Applicants to the AMIAS List. If the Applicant has indicated a preference of an Alateen Group to sponsor, the Process Person would inform the DAPP, District Alateen Coordinator (or District Representative), who will then arrange for the AMIAS to visit the group.

2. Evaluation of an AMIAS Applicant:

A person who applies to become an AMIAS must agree to adhere to the following minimum safety and behavioral requirements, including signing the completed A22.1a NCWSA Al-Anon Member Involved in Alateen Service Candidate Profile, New Candidate Only and the A22.2 Al-Anon Member Involved in Alateen Service Form (WSO form).

- a. Minimum Safety and Behavioral Requirements for an AMIAS: Every Al-Anon member Involved in Alateen service must:
 - 1) Be an Al-Anon member regularly attending Al-Anon meetings;
 - 2) Be at least 21 years old;
 - 3) Have at least two years in Al-Anon in addition to any time spent in Alateen;
 - 4) Not have been convicted of a felony;
 - 5) Not have been charged with child abuse or any other inappropriate sexual behavior;
 - 6) Not have demonstrated emotional problems, which could result in harm to Alateen members;
 - 7) Disclose any involvement in an investigation by a child-welfare or other similar government agency.
- b. In addition, every Al-Anon Member Involved in Alateen Service must:
 - 1) Agree not to have overt or covert sexual interaction (whether consensual or not) with an Alateen member, including but not limited to:
 - (a) Touching an Alateen member inappropriately;
 - (b) Dating a person who is an Alateen member;
 - (c) Holding or hugging in an inappropriate manner;
 - (d) Having any inappropriate communication in person, by phone, or electronically.
 - 2) Agree not to conduct him/herself in a manner contrary to applicable laws;
 - 3) Agree to a criminal background check by the California Department of Justice and Federal Bureau of Investigation.
 - 4) Agree to allow the DAPP and/or AAPP to independently verify the information on the A22.1a or b NCWSA Al-Anon Member Involved in Alateen Service Candidate Profile;
 - 5) Agree to promptly notify the AAPP if, after certification the AMIAS is charged with child abuse, a crime, or inappropriate sexual behavior;



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- 6) Agree not to carry Alateen members under the age of 18 in an auto to or from an Alateen or Al-Anon function unless the Alateen member has an NCWSA (or similar) permission slip signed by a parent or guardian and the driver has appropriate automobile insurance.
- 7) Agree to participate in educational training and awareness programs. The Alateen Safety Committee recommend that Districts, Intergroups, AIS's and Conferences who have Alateen Groups, hold regular meetings with AMIAS to discuss issues that come up, utilizing the tools provided by the Al-Anon Family Group Headquarters and the NCWSA and other documents etc. which might be appropriate.

3. Resignation and Removal:

We recognize that circumstances change and a person may not be willing or able to continue as an AMIAS. In addition, information received after appointment as an AMIAS or Alateen Group Sponsor may require a review of the original application.

- a. Any AMIAS may resign at any time by giving notice to the DAPP or AAPP. A resignation will take effect upon the date of receipt of the notice or the date specified, whichever is later. Notice may be given in writing or verbally, but a group registration/change form is required if the person has been actively sponsoring or serving as CMA for a group. Acceptance of the resignation is not necessary to make it effective. A voluntary resignation will not alone be used as a reason to prevent that person from serving as an AMIAS or Group Sponsor Candidate in the future.
- b. The applications of all AMIAS and Alateen Group Sponsors will be periodically reviewed. Should the person not return a new completed application in a timely manner, that person may be removed from the list of pending AMIAS. Not returning a recertification request will not alone be used as a reason to prevent that person from serving as an AMIAS in the future.
- c. Should there be changes to the information supplied at the time of certification that would have prevented the AMIAS Applicant, Sponsor Candidate or Alateen Group Sponsor from having been selected as an AMIAS, the local or area Alateen Safety Process Person may require that the person step down from the position.
- d. An Alateen Group may request that a sponsor resign as group sponsor, but in order to meet as an Alateen Group, they must find a currently certified AMIAS to replace that sponsor and file a Group Registration/change form reflecting the change.

4. Background Checks:

- a. The Northern California World Service Area has:
 - 1) Become an Applicant Agency for the State of California;
 - 2) Certified the Area Alateen Process Person who will receive the approval or disapproval results from the State of California for both the state and Federal background checks and notice of any subsequent arrests of those who have been approved through the process; (The NCWSA may at any time elect another person to fill this office.);
 - 3) Found a secure location to place confidential records in accordance with State Law;
 - 4) Certified all those on the AMIAS List through the state and federal background check procedures.
- b. Procedures for an AMIAS Applicant to complete a background check.
 - 1) The AMIAS Applicant obtains the forms required from the DAPP, including the State form for fingerprinting.
 - 2) The applicant applies to an authorized location to have his fingerprints taken. (Some districts will reimburse the expense. If not, the area may do so. The Area reimburses the fee for FBI processing).
 - 3) The applicant receives a copy of his fingerprint request.
 - 4) After completing the required forms, and reading the materials provided, the applicant returns the completed forms to the DAPP.
 - 5) An AMIAS Applicant may make a copy of the required forms A22.1a, A22.2 and the California Department of Justice form Request For Live Scan Service (completed by the Scanning Agent)] to keep on file for future reference.
- c. Duties of the District Alateen Process Person (DAPP)
 - 1) The DAPP meets with the applicant to provide the fingerprint form, instructions, and to sign off on the A22.1a application form.



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- 2) The DAPP maintains a list of AMIAS Applicants.
 - 3) The DAPP checks to see if the forms are fully filled out and verifies the information. The DAPP also signs the request for Area reimbursement of the FBI investigation fee to the applicant.
 - 4) The DAPP mails (or transmits) the forms to the Area Alateen Process Person who will complete the registration process.
 - 5) The DAPP keeps a list of district AMIAS in a manner protective of sensitive information.
- d. Duties of the Area Alateen Process Person (AAPP)
- 1) Upon receipt of forms from the DAPP, the AAPP files the forms, updates the area database and correlates the form with the report from the State of California.
 - 2) If the background check is good, the AAPP signs and forwards the A22.2 form to the World Service Office for processing. If the background check indicates the applicant is not suited for service to Alateen, the relevant report MUST be sent to the applicant. The AAPP also informs the DAPP that the application is not to proceed.
 - 3) Following the notification, the AAPP handles such information as stipulated by the State of California with regard to security of storage, length of time before it must be destroyed, etc. The AAPP maintains a data base of Pending AMIAS; certified AMIAS; past AMIAS; and another list of those AMIAS applicants ineligible to serve and others who, for some reason, are removed from the Department of Justice subsequent arrest notification system.
 - 4) The AAPP correlates AMIAS with Group Records/Change forms regarding group registration and changes, including verifying AMIAS status of CMA and sponsors for each group.

5. Interviewing AMIAS at the Alateen Group:

- a. Alateen Groups have the autonomy to select their group sponsors. However, they are restricted in their choices of sponsor to those who are on the AMIAS List. Being on the AMIAS List does not guarantee that an Alateen Group must or will accept the AMIAS as a Group Sponsor.
- b. All Northern California Alateen Groups will be provided with A22.4 Letter to Alateen Groups from NCWSA outlining the seriousness of selecting their Alateen Group Sponsor and providing suggestions for going about that process. Each person should be aware that each Alateen member has the right to say "no"- even if based simply on gut instinct. To prevent peer pressure from swaying opinion, voting should be conducted by secret written ballot. When a Group Sponsor Candidate visits the Alateen Group for the first time, the group will interview the Group Sponsor Candidate. The Alateen members are encouraged to ask any questions they feel would help them to get to know the Group Sponsor Candidate better. The Group Sponsor Candidate may also be asked to share with the group. Alateen members make the ultimate decision about selecting their group sponsor. The decision about their Alateen Group Sponsor does not have to be made during their first meeting with the Group Sponsor Candidate.
- c. The group conscience could be taken the following week (usually with the candidate not present). We recommend that a Group Sponsor Candidate be accepted for a trial period of approximately 4 weeks; then, after the group and the Group Sponsor Candidate have more experience together, the Alateen members may vote again to accept the Group Sponsor Candidate as a permanent Alateen Group Sponsor. Should a candidate be rejected at the group level or if a temporary or permanent Alateen Group Sponsor is voted out, the Alateen Group's Representative must notify the District Process Person (DAPP) and/or the District Alateen Coordinator or the District Representative. Any change of a sponsor (or AMIAS acting as CMA or Group contact) requires filing registration/change forms through the Area Alateen Process Person.

D. ALATEEN GROUP REGISTRATION AND MEETING

1. Alateen Group registration must be complete before a group may meet as Alateen in order to assure Alateen Member safety.
2. Registering an Alateen Group requires a special World Service Office (WSO) form which is not available on open websites, but must be obtained from the District Alateen Process Person (DAPP). [The Area Alateen Process Person (AAPP) and Area Alateen Coordinator have access to the form



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through the World Service Office]. The form must be processed through the AAPP or it will be rejected by the WSO. Each year the group will receive a Group Update Sheet from WSO that must be returned to the AAPP to assure that the group information is accurate.

- a. If the Current Mailing Address (CMA) is an individual, that individual must be a currently certified AMIAS. It is important that any change in address of the CMA be reported using the Group Records/Change form available from the DAPP.
- b. Best practice is to list two currently certified AMIAS as Group Sponsors when registering or updating an Alateen Group. If only one AMIAS is available when registering a group, a safety plan to cover emergencies needs to be on file with the DAPP and AAPP, and every effort must be made to certify and register a second AMIAS as co-sponsor. It is recommended that there be one male and one female sponsor and that sponsors not be parents of Alateen members of the same group.
- c. The Alateen Safety Committee suggests that Alateen Groups meet at the same time and place as an Al-Anon Family Group, the Alateen Group obtain an Al-Anon Family Group, District, or AIS to be supportive of the Alateen Group. Groups may also meet at schools, institutions or other places at times convenient for the Alateens and AMIAS (also see WSO Guideline G-19).

3. Sponsors at Group Meetings

Two AMIAS, one male and one female, are recommended at every Alateen meeting. It is incumbent on the Alateen Group to make every effort to have two Group Sponsors at each meeting, including approving additional Group Sponsor Candidates who can substitute for an absent Group Sponsor. The Group Sponsor, Alateens, NCWSA and Al-Anon as a whole are put at risk when only one sponsor is present. It is required to consult with the DAPP and/or Alateen Coordinator to form an emergency backup plan for when there is only one Group Sponsor present. ■

4. Permissible behavior before, during and after any Alateen meeting or activity between Alateen members and Al-Anon Member Involved in Alateen Service (AMIAS) is restricted as follows:

- a. AMIAS are required to have the permission of the parent or guardian of an Alateen member whenever he or she interacts with the Alateen member whenever they meet, including before, during or after an Alateen meeting, whether alone or with others.
- b. Parental permission is implied when an Alateen member is at an Alateen meeting or Alateen function and the adult is an AMIAS. Reasonable interaction immediately prior to or just after the meeting is considered part of the meeting/function for the purposes of implied parental permission. It is understood, that from time-to-time, unplanned or incidental interactions will occur between Alateen members and AMIAS. AMIAS are required to meet the NCWSA Requirement for Alateen Member Safety during the course of those interactions.
- c. Behavior concerning slurs:
 - 1) The proper use of the Al-Anon and Alateen program does not allow for gender, racial, sexual orientation, disabilities or other slurs before, during or after an Alateen meeting.
 - 2) Avoiding one-on-one interactions. When engaged in one-on-one interaction, extreme caution is the key. Obtain permission from the parent or guardian of the Alateen member for any planned interactions outside the meeting, including transportation. Avoiding isolated and/or potentially unsafe places is recommended, including an AMIAS's or other's home if there is no other AMIAS present.

E. ALATEEN SAFETY REQUIREMENT RELATING TO CONFERENCES, CONVENTIONS & EVENTS

In order to use the Alateen name in the geographic area served by NCWSA, Alateen Conferences, Conferences & events that include Alateen activities are required to abide by this Requirement, NCWSA Requirement for Alateen Member Safety, register their intention to do so by notifying the Area Alateen Process Person of procedures placed into service for their function and place the following statement on any flyers publicizing their activities – “The [name of conference, convention or event] abides by the NCWSA Requirement for Alateen Member Safety.”

1. Appropriate ratio of adults to Alateen members.



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Two Al-Anon Members Involved in Alateen Service (AMIAS) are strongly recommended at every meeting that includes Alateen members (ideally one male and one female AMIAS). We recommend that at least one AMIAS be present for every ten Alateen members.

2. Transporting Alateen members to and from events.

No Travel form is required when an Alateen is traveling with their own parent or guardian, however, it is advisable to have the treatment portion of the form filled in and on file at the event in case of emergency. For an Al-Anon member to transport an Alateen who is not their own child or ward, they must be a currently certified AMIAS. The A22.7, NCWSA Travel and Treatment Form is required when an AMIAS has taken responsibility for transporting an Alateen member to or from any meeting, event, conference or Assembly. It is always advisable for anyone transporting a child other than their own to obtain written permission and treatment information.



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F. MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS FOR AN ALATEEN MEMBER:

It is the responsibility of each Alateen Member to:

1. Require that the Alateen Group has at least one sponsor at each meeting.
2. Avoid overt or covert sexual interaction with any AI-Anon Member Involved in Alateen Service (AMIAS).
3. If inappropriate actions or statements are made in or around an Alateen Group Meeting, it is appropriate that the Alateen member report this to their Group Sponsor, the District Alateen Process Person (DAPP), the District Representative (DR), an AMIAS or an AI-Anon Member. If an action or statement appears threatening, it is appropriate to call the police or speak to an attorney.
4. If inappropriate actions or statements are made in or around a district or area function, conference, convention or Assembly it is appropriate that the Alateen member report this to an AMIAS. If an action or statement appears threatening, it is appropriate to call the police or speak to an attorney.
5. Avoid conduct contrary to applicable laws.
6. Use the A22.7 NCWSA Travel and Treatment Form when traveling to or from any Alateen Meeting or function with an AMIAS. It is recommended that each Alateen member complete an A22.7 form signed by their parent or guardian in case of injury or illness during an Alateen meeting or event.
7. It is recommended that Alateen members travel with an AMIAS or their own parent, rather than with another Alateen or someone else's relative or friend. AI-Anon members must be currently certified AMIAS in order to provide transportation to Alateens who are not their own children or wards.



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G. MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS FOR THE ALATEEN GROUP:

1. **Qualification as Alateen Group:** To be called an Alateen Group and listed as such in the NCWSA District or Area lists, the Alateen Group agrees to abide by this Requirement, the NCWSA Requirement for Alateen Member Safety by:
 - a. Selecting sponsors only from the list of certified Al-Anon Member in Alateen Service (AMIAS).
 - b. Requiring at least one sponsor be present as part of the Alateen Group; and helping recruit AMIAS to be the second sponsor.
 - c. Maintaining Alateen registration by corresponding with the District or Area Alateen Process Person whenever any meeting change has occurred. Use the A22.6 Alateen Group Registration/Change Form to report the addition or loss of a sponsor, meeting location, time etc.
2. **Notification of Disqualification:** The NCWSA will notify the WSO of any Alateen Group that does not meet this Requirement.
3. **Suspension of Group:** The WSO will suspend an Alateen Group when the Current Mailing Address (CMA) does not report when they have a change of address, or when the CMA or Sponsors are not certified AMIAS.



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H. MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS FOR THE DISTRICT:

Each District agrees to:

1. Provide forms required to meet this Requirement, NCWSA Requirement for Alateen Member Safety, to the AMIAS Applicant and the Alateen Group.
2. Provide name and address of the District Alateen Process Person (DAPP) and the District Representative (DR) to the Area Alateen Process Person (AAPP).
3. Provide lists of AMIAS and Alateen Groups that meet this Requirement, NCWSA Requirement for Alateen Member Safety, criteria to the NCWSA AAPP at least annually on a schedule to be determined by the AAPP.
4. Keep confidential and secure the content of AMIAS application forms & reports to use, distribute or destroy content only in accordance with applicable law.



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I. MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS FOR THE NCWSA:

The NCWSA agrees to:

1. Provide forms required by this Requirement, NCWSA Requirement for Alateen Member Safety to the **District Alateen Process Person (DAPP)** and the District Representative;
2. Elect the **Area Alateen Process Person (AAPP)** (per Assembly motion 0709.11), and provide the name and address of the AAPP and the Area Chairperson to the World Service Office, DAPP, District Representative, and to those persons legally authorized to have this information;
3. Designate the following persons to the positions as follows:
 - a. Area Alateen Process Person (AAPP) = Area Process Person (elected by NCWSA)
 - b. Alternate Alateen Process Person = Area Chairperson (elected by NCWSA)
 - c. Alternate Alateen Process Person = Alateen Coordinator (elected by NCWSC)
 - d. Alternate Alateen Process Person = Alternate Alateen Coordinator (elected by NCWSC);
4. Recommend that districts designate the following persons to the positions as follows:
 - a. District Alateen Process Person = District Representative or another AMIAS (selected by District)
 - b. Alternate Alateen Process Person = Alateen Coordinator (selected by District)
 - c. Alternate Alateen Process Person = Alternate Alateen Coordinator (selected by District);
5. Contact and employ an attorney familiar with California laws concerning child safety, who must review this Requirement, NCWSA Requirement for Alateen Member Safety, prior to final issuance or substantive revision;
6. Keep confidential and secure the content of AMIAS application forms & reports, and to use, distribute or destroy content only in accordance with applicable law.

J. INFORMATION FLOW FROM THE ALATEEN PROCESS PERSON TO THE WSO:

Each year the WSO requires recertification of AMIAS and updates Alateen Group records. The Area Alateen Process Person may set a deadline for receiving this information from the Districts and Groups to allow sufficient processing time to meet WSO deadlines. Groups which have no recertified or newly certified AMIAS will not be able to meet as Alateen until the situation is rectified.



REQUIREMENT FOR ALATEEN MEMBER SAFETY

K. APPEALS:

In line with the Al-Anon and Alateen Warranties, this Requirement, NCWSA Requirement for Alateen Member Safety, recognizes that “no member shall be placed in unqualified authority over other members,” including any person who is an AMIAS, AMIAS applicant, officer or coordinator at either the district or area level, or member of an Alateen or Al-Anon Group.

1. Any member of Al-Anon and Alateen may appeal a District Alateen Process Person’s (DAPP) or Area Alateen Process Person’s (AAPP) decision. This includes the decision to certify an AMIAS, the decision not to certify an AMIAS and the interpretation of the criteria used to make the decision. Reasons that an Al-Anon or Alateen member, including the applicant, might appeal a decision include, but are not limited to the following:
 - a. Information of which the DAPP or AAPP might not be aware;
 - b. Personal experiences that could be a factor in certifying an AMIAS;
 - c. New charges that weren’t previously known;
 - d. Old charges that no longer apply;
2. Appeals must first be made to the DAPP or AAPP who made the decision. If the person appealing the decision is not satisfied with the result of an appeal to a DAPP, that person may appeal to the AAPP, outlining in writing why the first result is not satisfactory. The next and last appeal is to the Executive Committee of NCWSA. As the Board of Directors of NCWSA, Inc. the decision of the Executive Committee is final.
3. The appeals procedure to be used is identified as B27 NCWSC GUIDELINES FOR CONFLICT & COMPLAINT RESOLUTION.



Northern California World Service Area

REQUIREMENT FOR ALATEEN MEMBER SAFETY

APPENDIX:

1. List of Forms:

Forms used in the Alateen Safety Process may be updated by the AAPP as needs and forms change. This list indicates whether or not the form is available on the NCWSA website, its name, purpose and length in pages. Underlined forms are those that the DAPP sends to the AAPP when completed:

On Web	Form #	Document Name	Purpose	# of pages
yes	A22.5	Letter to DAPP and DR	A general overview of the process	2pages
yes	A22.12	District Alateen Process Authorization	Form to use when a new DAPP is assigned or at the start of the panel	1 page
yes	B 17	NCWSA Requirement for Alateen Safety	The requirement for Alateen Safety on which the process and procedures are based. Must be followed for group meetings and for events with Alateen content	pages
yes	A22.7 and in Spanish	Alateen Travel and Treatment Authorization	Good to have treatment authorization on file at any group meeting or event. Must have when transporting teens and at events with Alateen content.	1 page
			New AMIAS applications	
yes	A22.3	Letter to Alateen Sponsor Applicant	Introduces applicant to the process	2 pages
yes	A22.11i	Request for Live Scan, Instructions	Information needed to begin fingerprint process	1 page
no	DOJ form	Request for Live Scan Service	Use form sent to DAPP with Agency info filled in. Applicant fills in applicant info, returns to DAPP after being scanned	1 page
yes	A22.1a	AI-Anon Member Involved in Alateen Service, Candidate Profile, New Candidate Only	To provide the District and Area with information on the candidate. The DAPP verifies the information and determines whether to continue the application	2 pages applicant signs p 1, DAPP p 2
yes	A22.2	AI-Anon Member Involved in Alateen Service	Form applicant signs in presence of DAPP. This is the form AAPP will send to WSO once background check shows clear record	1 page Applicant and AAPP sign
no	A22.2	" with AAPP info filled in	use this to make it easier for AAPP	1 page
no	A4 modified	Live Scan Reimbursement Form	Use this form to apply for reimbursement of \$15 FBI investigation fee. District or applicant pays other fees	1 page
			Recertification Process starts with notice from AAPP	
yes	A22.1b	AI-Anon Member Involved in Alateen Service, Renewal only	To provide District and Area with current information on AMIAS in order to recertify	2 pages
yes	A22.2	AI-Anon Member Involved in Alateen Service	May be required for certain changes of information	(see above)
			Group Registration and Changes	
yes	A22.4	Letter to an Alateen Group	How Alateen Group Sponsors are chosen from pool of AMIAS	1 page
wso		How To Start an Alateen Group	current information on starting a group	1 page
no	aapp	Starting and Keeping Records of Alateen Groups in NCWSA	our Area's current process for starting groups and keeping group records	1 page



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REQUIREMENT FOR ALATEEN MEMBER SAFETY

yes	A22.6i	How to Fill Out the Alateen Registration/Group Records Change Form	Detailed instructions on filling out the form.	2 pages
yes	A22.6 GR-3 per WSO also in Spanish	Alateen Registration/Group Records Change Form	Form submitted to AAPP that goes to WSO to update group records (especially CMA) or register a group This information also will update the NCWSA web map of where to find meetings.	1 page
wso	G-19	Starting an Alateen Group	good general info and tips	2 pages
wso	G-5	Alateen Meetings in Schools	relevant to school and institutions Alateen	2 pages
no		Annual Group Update Form	WSO sends these to groups, information is to be verified or updated, then sent to the AAPP. Groups which miss the deadline will be inactivated. To reactivate after that deadline, a new form A22.6 will be required.	
			Events with Alateen Content	
no	pending	Planning an Event	Steps to take to get flyer approved	1 page
yes	A22.7	Travel and Treatment Authorization	Must have for any Alateen not accompanied by parent	see above
no	n.a.	Event Safety Plan	Develop a safety plan with Alateen Coordinator and Event planning committee, be sure it is consistent with B17 and is posted at the event	your decision on length.

April, 2013 by Charli D, AAPP

2. RECOMMENDED CONFERENCE APPROVED LITERATURE:

This list is updated as the World Service Office makes additional literature available.
Last update 2013-4-2

- a. S-27 Alateen Sponsorship, Is It For You?
- b. P-21 Youth and the Alcoholic Parent
- c. P-24/27 Al-Anon/Alateen Service Manual (and Groups at Work)
- d. coming soon Alateen Service E-Manual on WSO members website
- e. P-29 A Guide for Sponsors of Alateen Groups
- f. G-34 Alateen Safety Guidelines
- g. G-19 Starting an Alateen Group
- h. B-24 Courage to be Me (includes meeting format)
- i. B-3 Alateen Hope for Children of Alcoholics
- j. B-10 Alateen A Day at a Time
- k. B-26 Living Today in Alateen
- l. G-5 Alateen Meetings In Schools
- m. G-7 Al-Anon/Alateen Participation in an A. A. Area Convention
- n. G-20 Al-Anon/Alateen Area Conventions
- o. G-16 Alateen Conferences
- p. G-24 Area Alateen Coordinators