


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

**Sources Provided  
for each line item**



**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.

**Comment:** Sources  
1) World Service Conference Summary 2004, pg 80 *WSO Alateen Motion 2003*  
2) *Al-Anon/Alateen Service Manual 2010-13*, page 83.  
2) Traditions One & Four

**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.

**Comment:** Sources  
1) World Service Conference Summary 2004, pg 80 *WSO Alateen Motion 2003*  
2) 2010-13 Service Manual page 84 *Alateen Group Sponsors*  
3) Guideline G-34 page 8 *Requirements for Service to Alateens*  
4) Tradition Three

2. Be at least 25 years of age.

**Comment:** Sources  
1) 2010-2013 Service Manual page 84 *Starting an Alateen Group* states "age 21", however, Alateens age out at 18 in other Areas (which is a 3 year waiting period before becoming eligible to become an AMIAS).  
2) Guideline G-34 page 2 *Set Boundaries* pertaining to "romantic involvement"  
  
> A Thought Force will research incorporating levels of Alateen Sponsorship.

3. Have at least two consecutive years in Al-Anon in addition to any time spent in Alateen.

**Comment:** Sources  
1) World Service Conference Summary 2004, pg 80 *WSO Alateen Motion 2003*  
2) 2010-13 Service Manual page 84 *Starting an Alateen Group*.

4. 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.

**Comment:** Sources  
1) World Service Conference Summary 2004, pg 80 *WSO Alateen Motion 2003*  
2) Guideline G-34 page 8 *Requirements for Service to Alateens*  
3) Tradition Two

5. Be able to complete and pass an SCWS background check.

**Comment:** Sources  
1) World Service Conference Summary 2004, pg 80 *WSO Alateen Motion 2003*  
2) Tradition Two  
  
>Note: A Task Force will evaluate the current process for background checks and propose options.

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)

**Comment:** Sources  
1) World Service Conference Summary 2004, pg 80 *WSO Alateen Motion 2003*  
2) Guideline G-24 pg 2 *Relationship with Alateen Group Sponsors*  
  
>Request was made by fellowship to have Certificate Training separate from the Workshop in order to expedite the processing of new applicants.

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)

**Comment:** Sources  
1) Guideline G-34 page 2 *Keeping It Safe*  
2) Guideline G-34 page 8 *Role of Al-Anon Members Involved in Alateen Service*  
3) Tradition One

The following line items were deleted from this page:

- Know how to contact the DR (District Representative), SCWS (Southern California World Service) Area Alateen Sponsor Coordinator, SCWS AAPP (Area Alateen Process Person) and the SCWS Officers. Website: [www.scws-al-anon.org](http://www.scws-al-anon.org)
- Have a working knowledge of the Alateen Policy as written in the current Al-Anon/Alateen Service Manual and the current "SCWS Area Safety and Behavioral Requirements for Alateen Groups, Alateen Sponsors, and Al-Anon Members Involved in Alateen Service (AMIAS)"

**Comment:** Moved to page 5 *District Responsibilities*

**Comment:** Moved to page 4 *AMIAS Requirements & Responsibilities*

### 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.

**Comment:** Sources  
1) 2010-13 Service Manual page 83 which states "Each Area's Alateen process details the steps that must be taken to meet its requirements"  
2) Tradition One

(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.

**Comment:** Sources  
1) Guideline G-24 pg 2 *Relationship with Districts*  
>It is important that there is communication between the DR/DAL and the applicant since the DR/DAL must sign off on their paperwork and be informed of prospective AMIAS's in their district who may be eligible to be of service to the Alateens.

(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)

**Comment:** Sources  
1) World Service Conference Summary, pg 80 *WSO Alateen Motion 2004*.  
2) Guideline G-24 pg 2 *Relationship with Alateen Group Sponsors*  
> This is for Orientation purposes and was requested by the fellowship in order to expedite the processing of new applicants.

(3) A prospective AMIAS is required to read, agree to, and fill out:  
· Form One\* - Agreement and Signature Page  
· Form Two\*\* - Authorization To Release Information for Background Check  
· Form Three - Al-Anon Members Involved in Alateen Service

**Comment:** Sources  
1) Forms One & Two: 2010-2013 Service Manual page 84 *Area Alateen Process*.  
2) Form Three: Guideline G-24 pg 1 *Relationship with the Area Alateen Process*

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

**Comment:** Sources  
1) Tradition Two  
>The DR/DAL is signing a document stating that they know the prospective AMIAS. If the DR/DAL does not know the applicant, it may take time to develop a relationship where they feel comfortable signing the document. In order to expedite their willingness to sign Form One, the DR/DAL may ask for a reference .

\*\* 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.

**Comment:** Sources  
1) Guideline G-34 page 8 *Requirements for Service to Alateens*.  
2) World Service Conference Summary, pg 80 *WSO Alateen Motion 2004*.  
3) Tradition Two  
> A background check verifies that the applicant has not been convicted of a felony or charged with child abuse and will not hold SCWS liable if the applicant does not pass the background check.

(4) Forms One, Two, and Three must be submitted to the appropriate DR or DAL for final signature.

**Comment:** Sources  
1) 2010-13 Service Manual page 83 which states "Each Area's Alateen process details the steps that must be taken to meet its requirements"  
>Form One is signed by the DR/DAL. The DR/DAL reviews all of the forms to ensure they are completed correctly and adds the applicant to their district roster of AMIAS's & Prospective AMIAS's.

(5) A prospective AMIAS must pass the SCWS background check.

**Comment:** Sources  
The background check verifies that the applicant has not been convicted of a felony or charged with child abuse.

- 1) World Service Conference Summary, pg 80 *WSO Alateen Motion 2004*.
- 2) Guideline G-34 page 8 *Requirements for Service to Alateens*
- 3) Tradition Two

(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.*

**Comment:** Sources  
1) 2010-2013 Service Manual page 83, *An AMIAS is an Al-Anon member who is currently certified...*  
> An applicant is not certified until his/her paperwork has been processed and approved by SCWS and WSO. The SCWS AAPP will inform them when this occurs.

**The following items were deleted:**

- A prospective AMIAS must be familiar with the Al-Anon Family Groups (AFG) Guideline G-34 "Alateen Safety Guidelines", the Alateen Policy as written in the current *Al-Anon/Alateen Service Manual* and the current Southern California World Service (SCWS) Safety and Behavioral Requirements.
- The DR will provide the member with the required paperwork and go over the steps of the certification process with that member. This includes attending a district meeting.
- In addition to the above documentation, the applicant must provide one Al-Anon personal reference known to both the DR and applicant. This reference cannot be related to the applicant. This reference should attest to prospective AMIAS' participation in the Al-Anon program, service experience and stability.

**Comment:** This statement was moved to page 4 *AMIAS Requirements & Responsibilities*

**Comment:**  
> The paperwork will be provided to the applicants during the Certificate Training so the District does not have to take on this responsibility.  
> Attendance at a district meeting may hinder the expediting of applicants.  
> A relationship between the DR/DAL and applicant does not need to be developed during a district meeting – it can be developed at any time.

**Comment:** It is up to the applicant whether or not they want to take the time to develop a relationship with the DR/DAL or if they prefer to find an Al-Anon member who is willing to vouch for their ability to work with the Alateens.

## **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 lose permission to use the Alateen name.

**Comment:** Sources

1) World Service Conference Summary 2004, pg 80 *WSO Alateen Motion 2003*  
2) Guideline G-24 pg 1 *Relationship with the Area Alateen Process*

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).

**Comment:** Sources

This is to ensure that AMIAS's are provided with the most current information and allows an opportunity for AMIAS's to interact with other AMIAS's in order to share their service experience with each other.

1) World Service Conference Summary 2004, pg 80 *WSO Alateen Motion 2003*  
2) Guideline G-34 pg 2 *In addition to regularly attending Al-Anon meetings...*  
3) Guideline G-24 pg 2 *Relationship with Alateen Group Sponsors.*

2. Each AMIAS must complete and submit Form Three (*Al-Anon Member Involved in Alateen Service*) when in attendance at an SCWS Area Alateen Sponsor Recertification Workshop.

**Comment:** Sources

This form is completed at the workshop in order to verify attendance AND to ease the burden of the annual recertification process which needs to be completed by the deadline set forth by WSO.

1) World Service Conference Summary 2004, pg 80 *WSO Alateen Motion 2003*  
2) Guideline G-24 pg 2 *Relationship with Alateen Group Sponsors.*

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).

**Comment:**

Each AMIAS has the right to determine whether or not they want to remain certified for the following year. The DR/DAL cannot determine if an AMIAS chooses to remain certified unless the AMIAS informs the DR/DAL of their decision.

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.

**Comment:** An AMIAS must ALWAYS remain in compliance! These requirements and their sources are listed on page 1 of this document.





**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.

**Comment:** Sources  
1) 2010-13 Service Manual pg 84 Area Alateen Process.

- 2. Report any change of personal information (i.e. name, address, phone number, e-mail address) to the District Representative (DR) or District Alateen Liaison (DAL).

**Comment:**  
Updated information is needed so District members, SCWS, and WSO are able to communicate with the AMIAS. Please note that SCWS communicates via email, WSO communicates via address, and the phone number is needed by the DR/DAL as a back-up means of communication.

- 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.

**Comment:**  
AMIAS's should know the requirements and responsibilities of an AMIAS as set forth by WSO and SCWS.

- 4. Ensure that SCWS Travel & Treatment Authorization forms are completed and in their possession before transporting Alateen members.

**Comment:** Sources  
1) World Service Conference Summary 2004, pg 80 *WSO Alateen Motion 2003*  
2) G-34 pg 7 *Additional Safety Procedures*.  
3) Tradition Two

**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.

**Comment:** Sources  
1) G-34 pg 2 *Make every effort to have ...*

- 2. Arrive early and remain until all Alateens leave the meeting place/event location or are in the company of a parent or guardian.

**Comment:** Sources  
1) World Service Conference Summary 2004, pg 80 *WSO Alateen Motion 2003*

- 3. Ensure that the Alateens and the Alateen meetings/events are safe.

**Comment:** Sources  
1) World Service Conference Summary 2004, pg 80 *WSO Alateen Motion 2003*  
2) G-34 pg 8 *Role of Al-Anon Members Involved in Alateen Service*.

- 4. Respect and protect all Alateen's anonymity *in accordance with Tradition Twelve*.

**Comment:** Sources  
1) Tradition Twelve  
2) Guideline G-34 pg 8 *Legal and Traditional Responsibility of AMIAS's including Sponsors*

5. Inform the Alateen meeting or committee of whom to contact when questions and/or concerns arise.

**Comment:** Sources  
1) G-34 pg 1 *Invite your District Representative ...*

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.

**Comment:** Sources  
1) World Service Conference Summary 2004, pg 80 *WSO Alateen Motion 2003*  
2) Guideline G-24 pg 1 *Relationship with the Area Alateen process*  
3) Guideline G-24 pg 2 *Relationship with Districts*

The following line item was deleted from this page

- An Alateen sponsor is encouraged to attend Area Alateen functions. An Alateen sponsor should also encourage Alateen group members to attend these same events.

**Comment:** AMIAS's and Alateens are always welcomed at Alateen functions, however, this should not be a requirement. It should be a personal decision made by each AMIAS. An Alateen can attend events even when their meeting sponsor does not attend.

**DISTRICT RESPONSIBILITIES**

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

**Comment:** Sources  
1) Guideline G-24 pg 2 *Relationship with Districts*.  
2) Guideline G-24 *Remember you cannot do this alone*.

- 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.*

**Comment:** Sources  
1) 2010-13 Service Manual pg 84 *Area Alateen Process*. This is the Area process.  
2) Guideline G-24 *Remember you cannot do this alone*.

- 2. Visit each Alateen meeting in the district at least once annually.

**Comment:** Sources  
1) 2010-13 Service Manual pg 149 *Duties of the DR*  
2) Guideline G-24 pg 2 *Relationship with Districts*.

- 3. The DR/DAL or district authorized 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.

**Comment:** Sources  
1) 2010-13 Service Manual pg 84 *Area Alateen Process*. This is the Area process.  
2) Guideline G-24 pg 2 *Relationship with Districts*.  
3) Guideline G-24 *Remember you cannot do this alone*.

\*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.

**Comment:** Sources  
1) Tradition Three

- 4. It is the DR/DAL's responsibility to maintain regular contact with the Alateen meetings and AMIAS's in their district.

**Comment:** Sources  
1) Guideline G-24 pg 2 *Relationship with Alateen Group Sponsors and other AMIAS's*

- 5. The DR/DAL will keep the SCWS AAPP apprised of the contact information for the current authorized signatory for that district.

**Comment:** Sources  
1) 2010-13 Service Manual pg 84 *Area Alateen Process*. This is the Area process.  
2) Guideline G-24 pg 2 *Relationship with Districts*.  
3) Guideline G-24 *Remember you cannot do this alone*.

6. The DR/DAL will confirm the list of all Alateen meetings and AMIAS's within their district as provided by the SCWS AAPP.

**Comment:** Sources  
1) 2010-13 Service Manual pg 149 *Duties of the DR*. This is the Area process.  
2) Guideline G-24 pg 1 *Relationship with the Area Alateen Process*  
3) Guideline G-24 pg 2 *Relationship with Districts*.

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.

**Comment:** Sources  
1) Guideline G-24 pg 1 *Relationship with the Area Alateen Process*  
2) Guideline G-24 pg 2 *Relationship with Districts*.

8. Each district is required to host or partner an SCWS Alateen Sponsor Workshop at least once during an SCWS panel.

**Comment:** Sources  
1) Guideline G-24 pg 2 *Relationship with Districts*.  
2) Guideline G-24 *Remember you cannot do this alone*.

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.

**Comment:** Sources  
1) 2010-13 Service Manual pg 84 *Area Alateen Process*. This is the Area process.  
2) Guideline G-24 *Remember you cannot do this alone*.

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

**Comment:** Sources  
1) 2010-13 Service Manual pg 84 *Area Alateen Process*. This is the Area process.  
2) Guideline G-24 *Remember you cannot do this alone*.

The following line item was deleted from this page

• Inform the prospective AMIAS of the time and location of the district meetings so that the applicant can obtain the certification paperwork.

**Comment:** This requirement was eliminated from the process at the request of the fellowship. It prevented applicants from becoming certified in a timely manner. The paperwork will be provided during the SCWS Area Certificate Training, along with a detailed description of how to accurately fill them out.

## **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.

**Comment:** Sources  
1) World Service Conference Summary, pg 80, *WSO Alateen Motion 2003*  
2) 2010-13 Service Manual pg 84 *Starting an Alateen Group*

**Comment:** Sources  
1) 2010-13 Service Manual pg 84 first paragraph

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

**Comment:** Sources  
1) World Service Conference Summary, pg 80, *WSO Alateen Motion 2003*  
2) Guideline G-34 pg 2 *Set Boundaries*

3. Conduct contrary to applicable laws is prohibited.

**Comment:** Sources  
1) World Service Conference Summary, pg 80, *WSO Alateen Motion 2003*

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.

**Comment:** Sources  
1) World Service Conference Summary, pg 80, *WSO Alateen Motion 2003*  
2) 2010-13 Service Manual pg 83 first paragraph  
3) Guideline G-24 pg 1 *A process to ensure all events...*  
4) Traditions One & Four

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.

**Comment:** Sources  
1) Guideline G-34 pg 2 *Make every effort to have...*

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.

**Comment:** Sources  
1) Guideline G-34 pg 1 *Support the actions of your Sponsor*  
2) Guideline G-34 pg 7 *Share experience to consider....*  
3) Guideline G-34 pg 8 *Suggestions for AMIAS's including Sponsors*

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

**Comment:** Sources  
1) Guideline G-34 pg 1 *Take responsibility for your own behavior....*

## **ALATEEN EVENTS REQUIREMENTS & RESPONSIBILITIES**

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

**Comment:** Sources  
1) Guideline G-34, pg 8 *Suggestions for AMIAS's, including Sponsors (away from meetings)*

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 Sponsor.

**Comment:** Sources  
1) World Service Conference Summary, pg 80, *WSO Alateen Motion 2003*  
2) Guideline G-34, pg 7 *Shared experience*  
3) Guideline G-34, pg 8 *Suggestions for AMIAS's, including Sponsors*

**Comment:** Sources:  
1) Guideline G-34, pg 7 *Shared experience*

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

**Comment:** Sources  
1) World Service Conference Summary, pg 80, *WSO Alateen Motion 2003*  
2) Guideline G-34 pg 2 *Set Boundaries*

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.

**Comment:** Sources  
1) World Service Conference Summary, pg 80, *WSO Alateen Motion 2003*  
2) Guideline G-34 pg 8 *Suggestions for AMIAS's, including Sponsors (away from meetings)*  
3) Tradition Two

4. In order to use the Alateen name, the event must be in compliance with the SCWS Area Alateen Safety and Behavioral Requirements.

**Comment:** Sources  
1) World Service Conference Summary, pg 80, *WSO Alateen Motion 2003*  
2) 2010-13 Service Manual pg 83 first paragraph  
3) Guideline G-24 pg 1 *A process to ensure all events...*  
4) Traditions One & Four

5. Any Alateen minor asked to participate as a representative of Alateen must be accompanied by a parent, guardian, or AMIAS.

**Comment:** Sources  
1) Guideline G-34 pg 8 *Suggestions for AMIAS's, including Sponsors (away from meetings)*

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.

**Comment:** Sources  
1) Guideline G-34 pg 1 *Support the actions of your Sponsor*  
2) Guideline G-34 pg 7 *Share experience to consider....*  
3) Guideline G-34 pg 8 *Suggestions for AMIAS's including Sponsors*

7. The Event Chair or other responsible party must submit a completed 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.

**Comment:** Sources  
1) World Service Conference Summary, pg 80, *WSO Alateen Motion 2003*  
2) 2010-13 Service Manual pg 83 first paragraph  
3) Guideline G-24, pg 1 *Relationship with the Area Alateen Process*  
4) Guideline G-34 pg 8 *Suggestions for AMIAS's including Sponsors (away from meetings)*  
5) Traditions One – Five, Seven, & Twelve



### **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 & 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*

**Comment:** Sources  
 1) Guideline G-24 pg 1 *Relationship with the Area Alateen Process*  
 2) Tradition Nine

### **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*).

**Comment:** Sources  
 1) World Service Conference Summary 2004 pg 80 *WSO Alateen Motion 2003*  
 2) Tradition Four

**Comment:** Sources  
 1) Warranty Four

1. Contact the Alateen Group/Event Sponsor or the appropriate DR/DAL to report a complaint.

**Comment:** Sources  
 1) Guideline G-24 pg 2 *Relationship with Districts*

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.

**Comment:** Sources  
 1) Guideline G-24 pg 2 *Relationship with Districts*

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.

**Comment:** Sources  
 1) Guideline G-24 pg 1 *Relationship with the Area Alateen Process*

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.

**Comment:** Sources  
 1) Guideline G-24 pg 1 *Relationship with the Area Alateen Process*

## **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)

**Comment:** Sources  
1) Guideline G-24 pg 1 *Relationship with the Area Alateen Process*  
2) Concept Five

## **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.

**Comment:** Sources

- 1) World Service Conference Summary 2004 pg 80 *WSO Alateen Motion 2003*
- 2) 2010-13 Service Manual pg 83.
- 3) Tradition One

**Comment:** Sources

- 1) Guideline G-24 pg 1 *Relationship with the Area Alateen Process*
- 2) Tradition Nine

## **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.

**Comment:** Sources

- 1) World Service Conference Summary 2004 pg 80 *WSO Alateen Motion 2003*
- 2) Guideline G-24 pg 1 *Relationship with the Area Alateen Process*
- 3) Tradition Three

## **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.

**Comment:** Sources

- 1) World Service Conference Summary 2004 pg 80 *WSO Alateen Motion 2003*
- 2) Guideline G-24 pg 1 *Relationship with the Area Alateen Process*
- 3) Tradition Four

### **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 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.

**Comment:** Sources

- 1) World Service Conference Summary 2004 pg 80 *WSO Alateen Motion 2003*
- 2) Guideline G-24 pg 1 *Relationship with the Area Alateen Process*
- 3) Traditions Six, Seven, and Ten

## GLOSSARY

### **AAPP:** Area Alateen Process Person

The AAPP serves as the Area's designated Alateen contact with the WSO Group Records Department regarding Alateen forms; appointed by the Area Chair, to work directly with each District and WSO in order to perform the following duties:

- Process new AMIAS certifications, which includes managing background checks, and process AMIAS informational changes with WSO
- Process GR3 forms in order to register new Alateen meetings and process Alateen Group changes with WSO
- Notify district and applicant of status change for AMIAS's and Alateen meetings
- Manage district recertification rosters and submit Area recertification roster to WSO annually
- Submit quarterly reports to DR/DAL's and Intergroup Offices
- Maintain a roster of Active, Inactive, & Prospective AMIAS's
- Verify AMIAS status is Active for adults registered for Alateen Conference (SCAC)
- Maintain the roster of authorized District Signers
- additional responsibilities as stated in Guideline G-24

### **Alateen Event Plan:**

A detailed safety plan that explains what procedures and plans are in place to protect Alateen members that are attending an Alateen event. The Alateen Event Plan must be approved by the Area before the event can take place. (See form)

### **AMIAS:** Al-Anon Member Involved in Alateen Service

#### **Active** (Certified):

An Al-Anon member who has completed the SCWS Certification Process and has been approved by SCWS. An active AMIAS is eligible to transport Alateens and serve as a Sponsor for Alateen meetings and events.

#### **Inactive** (Not certified):

An Al-Anon member who was previously certified (Active) but did not recertify or voluntarily resigned. An Inactive AMIAS is NOT allowed to transport Alateens or serve as a Sponsor for Alateen meetings or events, but is eligible to go through the Certification Process and become certified again (achieve Active status).

#### **Prospective** (Interested in becoming certified):

An Al-Anon member who has expressed an interest in being certified by attending a certification training and/or recertification workshop. A Prospective AMIAS is NOT allowed to transport Alateens or serve as a Sponsor for Alateen meetings or events, but is able to go through the Certification Process and become certified (achieve Active status).

### **Area:** See SCWS

## GLOSSARY

### Area Alateen Coordinator

An Alateen member appointed by the Area Chair to act as the liaison between the Alateen members and the Area and to work directly with the Area Alateen Sponsor Coordinator in order to ensure the safety of Alateen members, meetings, events, and the Alateen program.

### Area Alateen Resolution Committee

A five-person committee that acts as the decision making entity for issues pertaining to Alateen. This committee is comprised of the following Al-Anon & 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*

### Area Alateen Sponsor Coordinator

An Al-Anon member appointed by the Area Chair to work directly with AMIAS's, Alateen members, and districts in order to ensure the safety of Alateen members, Alateen meetings, Alateen events, and the Alateen program. Duties include:

- Conduct Certification Trainings and maintain roster of attendees
- Conduct Recertification Workshops and maintain roster of attendees
- Review Alateen Event Plans and notify Event Committee and Sponsors of approval *or action(s) required for approval.*
- Maintain a roster of all Alateen Events and Event Plans
- Maintain a Complaint Log *to include the complaint and action taken*
- Oversee scholarships for Alateen Conference (SCAC)
- Review Area Safety & Behavioral Requirements annually
- additional responsibilities as stated in Guideline G-24

### DAL: District Alateen Liaison

An active AMIAS elected by the district to act as liaison between the Alateen program and the district. Duties include:

- Visit Alateen meetings to offer support and verify compliance
- Verify accuracy of district AMIAS roster and notifying AAPP of any discrepancies and changes
- Approve AMIAS applications by signing and submitting to the AAPP
- Schedule district AMIAS Meet & Greets at regular intervals
- Arrange back-up Sponsors (substitutes) for Alateen meetings
- Attempt to resolve Alateen, AMIAS, and Alateen meeting issues within the district and notify Area Alateen Sponsor Coordinator of unresolved issues.
- Assist the DR with district scholarships & donations for Alateen Conference (SCAC)

## GLOSSARY

### **DR:** District Representative

An Al-Anon member elected by the district to act as a liaison between the district and the Area. Alateen Duties include the following:

- Visit Alateen meetings to offer support and verify compliance

*Note: The DR is allowed to visit an Alateen meeting even if not certified as an AMIAS.*

- Approve AMIAS applications by signing and submitting to the AAPP
- Manage district scholarships & donations for Alateen Conference (SCAC)
- Work with the DAL to offer assistance with the following duties:
  - Verify accuracy of district AMIAS roster and notify AAPP of any discrepancies and changes
  - Schedule district AMIAS Meet & Greets at regular intervals.
  - Arrange back-up Sponsors (substitutes) for Alateen meetings
  - Attempt to resolve Alateen, AMIAS, and Alateen meeting issues within the district and notify Area Alateen Sponsor Coordinator of unresolved issues.

### **Form One:** SCWS Compliance Agreement form

A form that is completed by an Al-Anon member interested in applying to be an AMIAS.

Applicant submits form to the DR or DAL.

DR or DAL signs and submits Form One to the AAPP.

AAPP reviews form for eligibility and accuracy and enters applicant information into database.

### **Form Two:** SCWS Background Check Authorization form

A form that is completed by an Al-Anon member interested in applying to be an AMIAS.

Applicant submits form to the DR or DAL.

DR or DAL submits Form Two to the AAPP.

AAPP submits the background check and enters result into database.

### **Form Three:** WSO Registration form

A form that is completed by an Al-Anon member interested in applying to be an AMIAS or by an AMIAS who has informational changes.

Applicant/AMIAS submits form to the DR or DAL or at an AMIAS Training or Workshop.

DR or DAL submits Form Three to the AAPP.

AAPP signs form and submits to WSO *after Forms One and Two have been processed.*

### **G-34:** Alateen Safety Guidelines

Guidelines created and published by WSO regarding the safety of Alateen.

### **GR3 Form:** Group Records Change Form for Alateen Meetings

A form that is completed by the Group Sponsor or DR/DAL any time there is a change to an Alateen meeting (including Sponsor and GR changes) and is submitted to the AAPP.

### **SCWS:** Southern California World Service

Also referred to as the "Area". Southern California is recognized by WSO as Area 04.

Area 04 is located between the Pacific Ocean and Arizona/Nevada borders and between the Mexican border and slightly north of Bakersfield.

## **GLOSSARY**

### **SCWS Background Check:**

The AAPP manages the background check as part of the certification process to verify that the applicant has not been convicted of a felony or charged with child abuse.

### **SCWS Elected Officers:**

There are five Area Board members that are elected each panel at the Area Assembly for a 3-year term: Delegate, Chair, Minutes Secretary, Group Records Secretary, and Treasurer. The Past Delegate is an Area Board member that was elected during the previous panel.

### **SCWS Travel & Treatment Authorization Form:**

Any Alateen that is transported by an AMIAS must have an SCWS Travel & Treatment Authorization form signed by their parent or legal guardian. This form provides permission to transport the Alateen and authorization to obtain medical care in case of emergency.

### **WSO:** World Service Office

The Al-Anon Family Groups administrative office for the United States & Canada.