

SOUTHERN CALIFORNIA WORLD SERVICE of AFG, INC.

SCWS Area
Alateen Safety and Behavioral
Requirements

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INTRODUCTION

Alateen, part of the Al-Anon Family Groups (AFG), is a fellowship of young people whose lives have been affected by alcoholism in a family member or friend.

Each Al-Anon Area has Alateen Safety and Behavioral Requirements (ASBR) in place which meet or exceed the minimum requirements set by the 2003 Alateen Motion from the Board of Trustees of Al-Anon Family Group Headquarters, Inc.:

https://al-anon.org/pdf/alateen_motion_bot_03.pdf

- The Southern California Area, in cooperation with the group conscience of Al-Anon, has established these Area Safety and Behavior Requirements to create safe places where Alateens gather for recovery from the family disease of alcoholism, in meetings, conferences, conventions and other events.
- All Alateen members, Al-Anon Members Involved in Alateen Service (AMIAS), and all meetings and events with Alateen participation must adhere to the Area's ASBR.
- The ASBR include minimum requirements for AMIAS, Alateen meetings, and Alateen participation in conferences, conventions, and other events.

In order to use the Alateen name, the Area, all AMIAS, all Alateen members, and all meetings and events with Alateen participation must be in compliance with the ASBR.

In accordance with Tradition One, the AMIAS are responsible for ensuring the safety of the Alateen program.

- Alateens have a voice and vote through the group conscience on all aspects of their meetings and events except in matters affecting their safety.
- Alateen members do not have a vote on Area Safety and Behavioral Requirements except as a Group Representative of their Alateen group at Assembly.
- Teenagers who are legally adults agree to abide by the same requirements as minors when they attend Alateen meetings and events.

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 regularly attending Al-Anon meetings, at least once a week.
2. Be at least 25 years of age.
3. Have at least two consecutive years in Al-Anon *in addition to any time spent in Alateen*.
4. Not have been convicted of a felony, and **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. Pass the SCWS background check.
6. Attend the SCWS New AMIAS Certification Training.
7. Be willing to immediately step down **while an inquiry is taking place** if there is a controversy that interferes with the AMIAS objective of serving Alateen members.
(Further information can be found in the Complaints & Appeals section)

CERTIFICATION PROCESS

In order to become certified as an AMIAS, all of the steps must be followed and the requirements met.

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

1. An Al-Anon member who meets the eligibility requirements and is willing to be of service to Alateen should contact the appropriate District Representative (DR) or District Alateen Liaison (DAL) and communicate their desire to be of service.
2. A prospective AMIAS must complete the SCWS New AMIAS Certification Training.
see www.scws-al-anon.org > *Alateen Sponsorship for dates, times, & locations*
3. **A prospective AMIAS is required to complete the New AMIAS Application Form.**

4. The DR/DAL may request a character reference from the prospective AMIAS before agreeing to sign the New AMIAS Application Form.
5. A prospective AMIAS must pass the Southern California World Service (SCWS) background check.
6. The DR/DAL submits all forms electronically to the AAPP. Photographed documents will not be accepted.
7. The AAPP will notify the applicant and the DR/DAL that the certification process is complete. ~~T~~ and ~~the~~ new AMIAS may begin being of service to Alateen in the Area by: -sponsoring a registered Alateen Group, chaperoning at Area-approved Alateen events, and transporting Alateens to and from meetings and events.

See Appeals section if certification is not approved.

RECERTIFICATION PROCESS

This section describes the steps that must be completed annually in order for AMIAS to maintain their status. Any current AMIAS not in compliance with this process by May 31, will automatically lose their AMIAS status on July 1 and will have to reapply as a new applicant. Exceptions are addressed on a case-by-case basis by the AAPP.

Alateen meetings whose Group Sponsors do not recertify risk the loss of their registered status. If no certified AMIAS are available to serve as Group Sponsors, the group will be inactivated and lose the ability to use the Alateen name.

See Non-Compliance section for further details.

1. Each AMIAS must attend at least one SCWS Area Alateen Sponsor Recertification Workshop each year by May 31.
2. Each AMIAS must submit **the Annual Recertification Form** when in attendance at an SCWS Area Alateen Sponsor Recertification Workshop.
3. Each DR/DAL will reach out to the AMIAS in their District regarding recertification. It is the responsibility of each AMIAS to confirm his/her desire to be recertified.
4. Each AMIAS must remain in compliance with the eligibility requirements listed on page 1 of this document.
5. **The AMIAS must submit a new background check every five (5) years. This must be done by May 31 in the year in which the background check is due. The AMIAS will be provided the means for submission of a background check in accordance with current SCWS policy.**

DISTRICT RESPONSIBILITIES

SCWS encourages each District to elect or appoint a certified AMIAS to serve as a District Alateen Liaison (DAL) to assist the District Representative (DR) with the following responsibilities:

1. Visit each Alateen meeting in the District at least once annually-
2. Meet with the prospective AMIAS and provide a list of contacts to the applicant.
3. The list of contacts will include DR, DAL, Area Alateen Sponsor Coordinator (AASC), Area Alateen Process Person (AAPP), Area Alateen Events Coordinator (AAEC), Area Alateen Communications Coordinator (AACC), Area Chairperson, Area Delegate, and SCWS website. The Area Alateen Member Coordinator can be contacted through the AASC.
4. The DR and DAL are the only people authorized to approve *New AMIAS Applications* for their District. The DR/DAL then submits all completed forms electronically to the SCWS AAPP. Any incomplete packets received by the AAPP will be returned to the sender for completion. Photographed documents will not be accepted.

Note: 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. The DR/DAL maintains regular contact with the Alateen meetings and AMIAS in their District. See the DR & DAL descriptions in the Glossary for further information.

5. The DR keeps the SCWS AAPP apprised of any changes in contact information for the current DR and DAL for that District, as well as any changes to meetings and AMIAS.
6. The DR/DAL reconciles the list of all Alateen meetings and AMIAS within their District as provided by the SCWS AAPP.
7. Each DR/DAL keeps all information relating to the AMIAS confidential, except when disclosure is authorized in keeping with the provisions outlined in the ASBR.
8. Each District hosts or partners an SCWS AMIAS Recertification Workshop at least once during each SCWS panel.
9. The DR/DAL will notify each Alateen Group Sponsor and the affected Alateen meeting when the Group Sponsor's certification becomes inactive.
10. The DR/DAL attempts to resolve Alateen issues in their District and requests assistance from the Area Alateen Sponsor Coordinator with unresolved issues. See *Complaints & Appeals* section for further information

AMIAS REQUIREMENTS AND RESPONSIBILITIES

The AMIAS requirements and responsibilities include, but are not limited to the following:

1. Comply with the Recertification process to maintain certification status.
2. Report any change of personal information (i.e. name, address, phone number, e-mail) to the DR or DAL.
3. Have read the current versions of the following:
 - a. SCWS Area ASBR.
 - b. Al-Anon Family Groups (AFG) Guideline G-34 "Alateen Safety Guidelines"
 - c. The Alateen Policy as written in the *Al-Anon/Alateen Service Manual*.
4. Ensure that SCWS Travel & Treatment Authorization forms are completed and in the driver's possession before transporting Alateen members.
5. Respect and protect all Alateen member's anonymity in accordance with *Tradition Twelve*, keeping in mind confidentiality, local laws and questions from parents as explained in the *Alateen Service e-Manual* under "Role of Alateen Group Sponsors in Alateen Group Meetings." This document is available at: <https://al-anon.org/for-members/members-resources/manuals-and-guidelines/alateen-service-e-manual/>
6. Specific Alateen member contact information must not be disclosed publicly for any purpose. Contact with an Alateen member for the purpose of service on committees, speaking at meetings or events, public outreach panels, etc. are made through the Group Sponsor, Event Sponsor, Area Alateen Communications Coordinator, or other AMIAS as appropriate.

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. Ensure that the Alateens and the Alateen meetings/events are safe.
2. Arrive early and remain until all Alateens leave the meeting place/event location or are in the company of a parent or guardian
3. Find another AMIAS to substitute, when absent from the Alateen meeting/event.
4. Inform the Alateen meeting or committee of whom to contact when questions and/or concerns arise.

5. 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 Chairperson (if applicable).
6. Alateen Group Sponsors must complete the “~~Alateen Registration/Group Records Change Form~~” (~~GR-3~~) to update the group information whenever there is a change to the meeting (date, time, location, address, phone contact, Sponsor, GR, CMA) or to its status (e.g. disbanded). The ~~GR-3~~ form is to be submitted to the DR/DAL and AAPP.
7. Use the ~~GR-3~~ Alateen Group Records Change Form to notify the DR/DAL and AAPP whenever an Alateen Group elects a new Group Representative or whenever a GR resigns.
8. Each Alateen group must participate in the Area’s annual recertification process. This is done by completing the Annual Update Sheet mailed each year from WSO to the CMA, who sends the completed form directly to the Area Alateen Process Person (AAPP). This is necessary for the annual recertification of each Alateen meeting.
9. It is the responsibility of the Alateen Group Sponsor to inform their respective Al-Anon Information Service (AIS/Intergroup) of changes to Alateen meetings and to update directories. It is the AAPP’s responsibility to register new Alateen Meetings and share that information with the appropriate AIS.

ALATEEN ~~MEETING~~ REQUIREMENTS & RESPONSIBILITIES

1. Two certified Alateen Group Sponsors must be present at every Alateen meeting. It is recommended that each group maintain a list of willing AMIAS to serve as substitute Group Sponsors.
2. It is the responsibility of the registered meeting Group Sponsor to find a replacement in the event of his or her absence. The substitute sponsor must be a currently certified AMIAS.
3. Any sexual and non-consensual interaction between any adult and any Alateen member is prohibited. This behavior includes but is not limited to:
 - a. Sexual or non-consensual touching
 - b. Seeking, soliciting, pressuring, or even suggesting a dating relationship between an Alateen and an AMIAS
 - c. Suggestive, romantic or sexual communication, whether verbal, written, telephonic, or electronic, including “sexting”
 - d. Aggressive, coercive or abusive behavior including sexual harassment
4. Conduct contrary to Federal, State, or local laws is prohibited.

5. All Alateen meetings must be in compliance with the SCWS Area's ASBR. Noncompliant meetings will be removed from local and World Service (al-anon.org) meeting directories.
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 the Group will not be tolerated; such as:
 - i. Disruptive behavior
 - ii. Harassment and/or discrimination
 - iii. Bullying
 - iv. Emotional, psychological or physical violence or abuse.
7. Alateen members and Alateen Sponsors do not accept unacceptable behavior in an Alateen meeting. Use of Al-Anon tools, such as performing a group inventory, may assist with resolving conflicts in the group.
8. Each member of the Alateen meeting is responsible for his/her own behavior.
9. Alateen members are 12 to 18 (Alateens are encouraged to transition to Al-Anon by their 19th birthday). Alateen groups may modify the younger age of its members according to the group conscience but may not modify the upper age.

As the name implies, Alateen is designed for members in their teens. It is within the autonomy of each Alateen group to lower the age limit or divide into groups according to age. The Alateen program does require the ability of members to participate and share experience, strength, and hope. Alateen is not a teaching program. (*Service Manual*, "Alateen Membership and Age Range").

10. The following process is to be used to communicate with the meeting facility: Complete the Contact Information Form for Alateen Meeting Facility and distribute to:
 - a. the Alateen meeting and all of its Group Sponsors
 - b. a representative of the facility in which the Alateen Meeting is held
 - c. the DR/DALThe Contact Information Form is available on the Alateen Sponsorship page of the SCWS website.
11. Alateens with disabilities who require the attendance of a caregiver are permitted to have a non-AMIAS caregiver present in the meeting provided the caregiver does not participate in the meeting and agrees to abide by our principles of anonymity and confidentiality.

ALATEEN *EVENT* REQUIREMENTS & RESPONSIBILITIES

1. An Alateen Event is defined as any Alateen activity other than a registered meeting. **An OPEN Alateen meeting (an occasional public outreach or anniversary speaker meeting) is considered an Alateen Event. See *Al-Anon Guidelines G-7, G-16, and G-20*: <https://al-anon.org/for-members/members-resources/manuals-and-guidelines/guidelines/>**
2. In order to use the Alateen name, the event must comply with the SCWS ASBR.
3. At least two certified AMIAS must serve on the planning committee as the Alateen Event Sponsors
4. 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 not be tolerated, **such as:**
 - i. Disruptive behavior
 - ii. Harassment and/or discrimination
 - iii. Bullying
 - iv. Emotional, psychological or physical violence or abuse
5. **Alateen members and AMIAS do not accept unacceptable behavior in the Alateen event by any offending individual. The situation shall be reported immediately to the Alateen Event Sponsor(s) to reason out and take appropriate action in accordance with Alateen policies and principles.**
6. **Any sexual and non-consensual interaction between any adult and any Alateen member is prohibited. This behavior includes but is not limited to:**
 - a. Sexual or non-consensual touching
 - b. Seeking, soliciting, pressuring, or even suggesting a dating relationship between an Alateen and an AMIAS
 - c. Suggestive, romantic or sexual communication, whether verbal, written, telephonic, or electronic, including “sexting”
 - d. Aggressive, coercive or abusive behavior including sexual harassment
7. 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 to Alateen meetings.
8. Any Alateen member **(under 18 years of age)** asked to participate as a representative of Alateen at any event other than Alateen, must be accompanied by a parent, guardian, or AMIAS **(for example, as a speaker at an**

Al-Anon or AA meeting or event without Alateen participation, Public Outreach panels or events, etc.).

Two-Phase Alateen Event Plan Process

In order to get approval to create flyers, begin fundraising, and announce Alateen events or Alateen participation at an event, the Area has created the following two-phase process.

Phase One – Provisional Approval

- A. During Phase One, the Alateen sponsor(s) or planning committees will outline broad details of the event including:
 - 1. Name, Type, Location, Date/Time of event
 - 2. Alateen Event Sponsors
 - 3. Alateen Chair & Co-Chairperson (TBA if not yet elected)
 - 4. Al-Anon Event Chair & Co-chairperson (if applicable)
- B. Submit a completed *Provisional Approval Form* to the AAEC; no photographed documents will be accepted.
- C. In the case of annual or repeating events, **we recommend completing this process as soon possible after the current event is over and planning for the subsequent year begins.**

Without this provisional approval, the event may not announce or distribute flyers that it will include Alateen participation!

- D. Upon Area approval of this Provisional Phase, the planning committee, District or other event planner will be given permission to create flyers and publicize the event.
- E. **The phrase “Pending Final Approval” must be included in any announcements or flyers, so that everyone will know that there is a second phase of the plan that must be submitted no later than 30 days prior to the event in order for Alateens to participate. That date will be noted on the Provisional Form at the time it is approved. Example: “with Al-Anon and Alateen Participation, Pending Final Approval.”**

Phase Two – Final Approval

- A. The Final Event Plan will include specific and detailed schedules and timelines along with contact information for all AMIAS chaperones, and their roles and responsibilities.
- B. The completed Final Event Plan must be submitted to the AAEC no later than 30 days in advance of the Event. This date will be noted on the Provisional Form at the time it is approved. Photographed documents will not be accepted.

If the complete Final Event Plan is not submitted and approved by the Area, Alateen participation in the event will not be granted.

Any event without an approved Event Plan will not be allowed to use the Alateen name.

Area Alateen Event Plan forms are available on the SCWS website:
http://www.scws-al-anon.org/alateen_sponsor.php

COMPLAINTS and APPEALS

The Area Alateen Resolution Committee (AARC) serves as the decision-making body for issues pertaining to Alateen. This seven-person committee is comprised of the following Al-Anon and Alateen members:

- (1) Area Alateen Sponsor Coordinator (AMIAS): Chairperson of the AARC.
- (2) Area Alateen Process Person (AMIAS)
- (3) Area Alateen Member Coordinator appointed by the Area Chairperson (Alateen member with vote on all issues except safety)
- (4) Area Alateen Communications Coordinator (AMIAS)
- (5) Area Alateen Events Coordinator (AMIAS)
- (6) elected Area Officer appointed by the Area Chairperson (may/may not be an AMIAS)
- (7) an Area AMIAS appointed by the Area Chairperson (AMIAS).

The AARC serves for the duration of the current three-year Panel. The AARC meets quarterly and can be convened more frequently, as necessary.

Conflict Resolution/Complaint Process

Anyone who becomes aware of a situation in which the safety or well-being of an Alateen member, AMIAS, or group is compromised is encouraged to follow the conflict resolution steps listed below. All details of the incident will be held in confidence. Any incident reported must be detailed.

1. The first step of the process is to talk to each other and reason things out at the group level.
2. If the group can't resolve the situation, contacting the Alateen Group/Event Sponsor or the appropriate DR/DAL is the next step.
3. Any conflict not resolved by the Alateen meeting or the DR/DAL is submitted to the SCWS Area Alateen Sponsor Coordinator (AASC).
4. The SCWS AASC will contact all involved to investigate the incident in an attempt to resolve the situation. The AASC will also inform all those involved in the situation of the steps in the complaint and appeals process. If a resolution is not reached, the incident will be presented to the SCWS Area Alateen Resolution Committee for review and decision.
 - The AASC 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.
 - Conflict resolution assistance can be found in Al-Anon publication K-70, Using Al-Anon Principles to Resolve Conflicts
5. Any incident reported must be detailed.

Appeals

Concept Five states: The rights of appeal and petition protect minorities and ensure that they be heard.

<u>To appeal a District decision:</u>	Submit a written appeal to the Area Alateen Sponsor Coordinator for review by the Area Alateen Resolution Committee
<u>To appeal a Certification/Recertification decision:</u>	Submit a written appeal to the Area Alateen Process Person for review by the Area Alateen Resolution Committee.
<u>To appeal an Area Alateen Resolution Committee decision:</u>	Submit a written appeal to the Area Chairperson for review by the SCWS Officers.

NON-COMPLIANCE PROCESS

Alateen members, meetings, and events must adhere to the SCWS ASBR **in order to use the Alateen name**. The Area Alateen Resolution Committee **provides support and oversight** of these requirements.

Non-Compliance of AMIAS

If an AMIAS fails to comply with the SCWS ASBR or places the safety of any Alateen member, meeting, event, or the Alateen program in jeopardy; **the DR/DAL in consultation with the AARC, will attempt to work with the AMIAS to resolve compliance issues. Continued non-compliance will result in the AMIAS Certification being formally inactivated by a vote of the AARC.**

Upon inactivation:

1. **After consultation with the Area Chair, the AASC, as the Chairperson of the AARC, will send formal notification by letter 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.**
2. The AAPP will notify the DR and DAL of the formal change in status of the AMIAS.
3. The DR/DAL will be responsible for notifying the Alateen meeting, *if applicable*.

Non-Compliance of Alateen Meeting

If an Alateen meeting fails to comply with the SCWS ASBR, the District, AASC, and the

AARC will attempt to work with the Alateen meeting to resolve compliance issues. Continued non-compliance will result in the meeting's registration being **inactivated**.

Upon **inactivation**:

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 **inactivated** and that the meeting will not be allowed to use the Alateen name.
3. The DR/DAL will notify the Alateen meeting location of its change in status.
4. The AAPP will change the status of the meeting in the WSO Online Group records database.

Non-Compliance of Alateen Event

Non-compliance with the SCWS-approved Final Event Plan during the event could result in the immediate closure of the event, and possibly the loss of the Alateen name for subsequent events. In this case, the AARC will address the issues.

If the AARC determines that the Alateen Event will not be allowed to use the Alateen name in the future:

1. The SCWS **AAEC** will notify the Alateen Event Chairperson (if applicable) and the Event Sponsors that the event will not be allowed to use the Alateen name.
2. **The AAEC will also contact the Chairperson and/or Co-Chairperson of the convention or event, when possible, to ensure that they know that the event will not be allowed to use the Alateen name.**
3. 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.
4. Al-Anon and Alateen funds may not be **accepted** or used for the event.

Appendix A

RECORDKEEPING

1. AMIAS application and recertification forms are maintained securely by the AAPP for a period of four years.
2. Access to AMIAS files is limited to the applicant, AAPP, AASC, Area Chairperson, and respective DR and DAL.
3. Lists of AMIAS may be printed but should never be posted to a website or other location where they might be seen by others.

Appendix B

BACKGROUND CHECKS

One of the requirements for becoming certified as an AMIAS is to pass a background check in order to verify the applicants not have been convicted of a felony, and 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.

1. The AAPP will facilitate the background procedure with the applicant.
2. The results of the background check are limited to the applicant, AAPP, and Area Alateen Resolution Committee.

Appendix C

FORMS

The following forms are used in SCWS Area Alateen Service:

Alateen Annual Update Sheet	Sent by WSO to Alateen Group CMA for Annual Group Recertification
Alateen Event Plan/Part 1 Provisional Event Plan	SCWS Website: https://www.scws-al-anon.org/alateen/alateen-requirements-and-forms/
Alateen Event Plan/Part 2 Final Event Plan	SCWS Website: https://www.scws-al-anon.org/alateen/alateen-requirements-and-forms/
Alateen Group Records Change Form	SCWS Website: https://www.scws-al-anon.org/alateen/alateen-requirements-and-forms/
Alateen Group Registration Form	SCWS Website: https://www.scws-al-anon.org/alateen/alateen-requirements-and-forms/
Alateen Permission and Medical Consent Form	Posted upon event approval: https://www.scws-al-anon.org/alateen/alateen-events/
AMIAS Annual Recertification Form	Provided at annual AMIAS Recertification Training
Contact Information for Alateen Meeting Facility	SCWS Website: https://www.scws-al-anon.org/alateen/alateen-requirements-and-forms/
New AMIAS Application Form	Provided by AAPP at New AMIAS Training
SCWS Travel & Treatment Authorization Form	SCWS Website: https://www.scws-al-anon.org/alateen/alateen-requirements-and-forms/

GLOSSARY

Al-Anon Guidelines:

Publications from the World Service Office (WSO) address the shared experience of Al-Anon and Alateen members. The *Guidelines* pertinent to Alateen issues are: G-5, 7, 8a, 8b, 10, 16, 19, 20, 24, and 34. These may be found at: <https://al-anon.org/for-members/members-resources/manuals-and-guidelines/>

Al-Anon Member Involved in Alateen Service (AMIAS):

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 Group Sponsor for Alateen meetings and sponsor or chaperone events.

Inactive (Not certified):

An Al-Anon member who was previously certified (Active) but **is not currently certified according to the Area process**. An Inactive AMIAS is not allowed to serve Alateen in any capacity 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 serve Alateen but is able to go through the Certification Process and become certified (achieve Active status).

Alateen:

Alateen members are Al-Anon members, generally between the ages of 12 and 18, whose lives have been affected by someone else's drinking. They are members of the Al-Anon fellowship who choose to participate in Alateen meetings and events.

Alateen Event Plan:

A detailed safety plan that explains what procedures and plans are in place to protect Alateen members that are attending an event with Alateen participation. **The Final Phase of the Alateen Event Plan** must be approved by the Area Alateen Events Coordinator before the event can take place. (See *form on Alateen Event page of the SCWS website for additional details.*)

Alateen Event Sponsor:

Event Sponsors are AMIAS who volunteer to become the designated Sponsors of specific Alateen Events. They are responsible for:

- completing all Area Event Plan forms,
- submitting forms to the Area Alateen Events Coordinator in a timely manner,

- maintaining adherence to the Area's ASBR and the Event Plan,
- communicating with the planning committee involved in the event, as appropriate, and
- collaborating with, supporting, and encouraging the Alateen members on planning committees.

Alateen Group Sponsor (AGS):

An Alateen Group Sponsor is an AI-Anon member who is currently certified by the Area process as an AMIAS, meets all of the Area's Requirements for service as an Alateen Group Sponsor, and has made a commitment to be of service to an Alateen meeting on a regular basis.

Alateen Group Records Change Form:

The Alateen Group Records Change form is required any time there is a change to an Alateen meeting (including Sponsor and GR changes) and is submitted to the AAPP.

Alateen Group Registration Form:

The Alateen Group Registration Form is required in order to register a new Alateen Meeting. This form is submitted to the AAPP. The AAPP will forward the registration information to the WSO. Once the registration process is complete, the WSO will assign a WSO group number. The group will then receive materials and publications from the WSO through the registered CMA.

Alateen Permission and Medical Consent Form:

This form gives permission from a parent or guardian for the Alateen member to attend an Alateen Event, and also gives consent for medical treatment of a minor, in the event that treatment is necessary. The Consent Form is required in order for an Alateen to participate in the event.

AMIAS Application Form:

A form that is completed by an AI-Anon member interested in applying to be an AMIAS. This form is given to the applicant when she/he attends the Certification Training. Applicant completes and submits form to the DR or DAL for District approval. DR or DAL signs and submits the form to the AAPP. AAPP reviews form for eligibility and accuracy and enters applicant information into WSO Online Group Records database.

AMIAS Annual Recertification Form:

A form that is completed by an AMIAS annually as part of the recertification process.

Area: See SCWS

Area Alateen Communications Coordinator (AACC):

An AMIAS appointed by the Area Chairperson to promote communication between AMIAS, Districts, AIS, and the Area in matters regarding Alateen:

- Completing reports for the Area Service Board and Area Bulletin.
- Corresponding with individuals requesting information about Alateen.
- Communicate with agencies requesting information about Alateen including arranging panels and speakers when requested.
- Create and circulate a periodic newsletter to include:
 - (1) recent changes from SCWS and WSO
 - (2) share relevant Alateen topics from e-community postings
 - (3) educate AI-Anon members about Alateen.

Area Alateen Events Coordinator (AAEC):

An AMIAS appointed by the Area Chairperson to coordinate Alateen Events and ensure compliance with the Area Alateen Safety and Behavior Requirements as well as AI-Anon/Alateen Policies related to Alateen events. Duties include:

- Completing reports for the Area Service Board and Area Bulletin.
- Review Alateen Two-Phase Event Plan Forms and notify the Event Committee and Sponsors of approval or of any action(s) required for approval.
- Creates/Revises the Event Permission/Medical Consent form and submits it to the SCWS webmaster for posting on the SCWS Alateen Events webpage
- Verify active status for AMIAS registered for Alateen events
- Provides assistance to Districts with distribution and coordination of Area Alateen conference scholarships.
- Maintain lists of all Alateen Events and Event Plans.

Area Alateen Member Coordinator (AAMC):

An Alateen member appointed by the Area Chairperson 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.
- The AAMC also completes reports for the Area Service Board and Area Bulletin.

Area Alateen Process Person (AAPP):

An AMIAS appointed by the Area Chairperson to serve as the Area's designated Alateen contact with the WSO AFG Records Department. The AAPP serves as a liaison between the WSO, the Area and the Districts for the communication and processing of information pertaining to the Area's Alateen process.

The duties of the AAPP include:

- Maintain lists of Active, Inactive and Prospective AMIAS
- Maintain lists of Active and Inactive Alateen meetings
- Update the WSO Online Group Records database with changes to AMIAS and Alateen meetings
- Process new AMIAS applications

- Process new Alateen groups
- Process annual AMIAS recertification
- **Process annual Alateen group update/recertification**
- Provide Districts with list of their currently certified AMIAS and active Alateen groups **twice a year and/or as needed**
- **Provide Event Chairpersons with a list of currently certified AMIAS as needed**
- **Conduct training of new AMIAS, online and/or in person**
- **Completing reports for the Area Service Board and Area Bulletin.**

Area Alateen Resolution Committee (AARC):

A **seven**-person committee that acts as the decision-making body to **address complaints pertaining to that cannot be resolved at the group or local level.** This committee is comprised of the following Al-Anon & Alateen members:

- (1) Area Alateen Sponsor Coordinator (AMIAS)
- (2) Area Alateen Process Person (AMIAS)
- (3) Area Alateen Member Coordinator
- (4) **Area Alateen Communications Coordinator (AMIAS)**
- (5) **Area Alateen Events Coordinator (AMIAS)**
- (6) elected Area Officer *appointed by the Area Chair* (may/may not be AMIAS)
- (7) an AMIAS *appointed by the Area Chair.*

Area Alateen Sponsor Coordinator (AASC):

An AMIAS appointed by the Area Chairperson to work directly with AMIAS, Alateen members, and Districts. **Together, they work** to ensure the safety of Alateen members, meetings, Group Sponsors, events, and the Alateen program. **The AASC serves as the Area's direct link to WSO.** Duties include:

- **Completing reports for the Area Service Board and Area Bulletin.**
- Conduct Recertification Workshops and maintain roster of attendees
- Maintain a confidential Complaint Log of the complaint and action taken
- Review Area Safety & Behavioral Requirements to be in accordance with current practices. Makes recommendation to AWSC if changes are indicated.
- Additional responsibilities as stated in Guideline G-24

Current Mailing Address (CMA):

A meeting Sponsor or other responsible AMIAS who agrees to receive mail for the group and route it appropriately. Each group is required to maintain a CMA in order for the Alateen group to be considered active. In addition, each group must participate in the Area's annual recertification process. This is done by completing the Annual Update Sheet mailed each year from WSO to the CMA, who sends the completed form directly to the AAPP. This is necessary for the annual recertification of each Alateen meeting.

Phone Contact for the Public:

A certified AMIAS connected to an Alateen group who receives calls from the public when specific questions about the Alateen meeting arise. This AMIAS does not necessarily need to be an Alateen Group Sponsor.

District Alateen Liaison (DAL):

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 with the ASBR
- Verify accuracy of the regular AAPP report to the District and notify the AAPP of any changes
- Approve AMIAS applications by signing and submitting to the AAPP
- Schedule District AMIAS Meet & Greets at regular intervals
- **Assist Alateen Group Sponsors** with finding back-up (substitutes) for Alateen meetings
- Attempt to resolve Alateen, AMIAS, and Alateen meeting issues within the District and notify the Area Alateen Sponsor Coordinator of unresolved issues.
- Assist the DR with district scholarships & donations for Alateen Conferences.

District Representative (DR):

An Al-Anon member elected by the Group Representatives within a geographic District to act as a liaison between the District and the Area. Alateen duties include the following:

- Visit Alateen meetings to make sure they are getting necessary information and support. *The DR and the Area Delegate are 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 Conferences (i.e. SCAC)
- Work with the DAL to offer assistance with the following duties:
 - Verify accuracy of district AMIAS roster and notify AAPP of any changes
 - Schedule District AMIAS Meet & Greets at regular intervals.
 - Assist Alateen meeting Group Sponsors find substitute Sponsors when needed.
 - Attempt to resolve Alateen, AMIAS, and Alateen meeting issues within the District and notify Area Alateen Sponsor Coordinator of unresolved issues.

Southern California Alateen Conference (SCAC):

A weekend event for Alateens throughout Southern California. The event is supported and sanctioned by the Area. It is planned by and for Alateens and supervised for safety and security by AMIAS.

Southern California World Service (SCWS):

Also referred to as the “Area”. Southern California is recognized by WSO as California South. The Area is located between the Pacific Ocean and Arizona/Nevada borders and between the Mexican border and slightly north of Bakersfield.

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 or inappropriate sexual behavior.

SCWS Elected Officers:

There are five Area Board members that are elected each panel at the Area Assembly for a 3-year term: Delegate, Alternate Delegate, Chairperson, Secretary, and Treasurer.

SCWS Travel & Treatment Authorization Form:

Any Alateen who 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
Headquarters of the Al-Anon Family Groups.

REVIEW

Legal..... Reviewed by licensed California attorney, March 31, 2020

Reviewed by WSO.....September 15, 2020

Filed with WSO (once approved by the Assembly).....

APPROVAL

SCWS Area Assembly.....