

# Montana Allied AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements

## **Introduction:**

Alateen is a forum for Al-Anon minors to interact in an age-appropriate venue. Alateens are youth members of the Al-Anon fellowship who have been affected by the alcoholism of a loved one and have come to Alateen seeking recovery. Before recovery can take place, an environment of trust and safety must exist.

## **Purpose:**

It is the responsibility of Al-Anon/Alateen as a whole to work together to maintain a healthy, loving, and supportive environment in Alateen functions. As guardians of the Al-Anon/Alateen programs in Montana, Al-Anon and Alateen members are required to read and comply with the contents of this document and with the current group conscience of the Alateen meetings or events they attend.

## **Definitions:**

**Alateen Chat Group Sponsor:** An AMIAS who is registered as an Alateen Chat Group Sponsor with the WSO and has made a commitment to be of regular service to a specific Alateen Chat on-line meeting.

**Alateen Group Sponsor:** An Alateen Group Sponsor is a currently-certified AMIAS who has made a commitment to be of regular service to a specific Alateen meeting.

**Alateen Member:** A person age 18 or under, participating in the Alateen program.

**Al-Anon Member Involved in Alateen Service (AMIAS):** An adult Al-Anon member with current registration with the World Service Organization, as delineated further in this document.

**Alateen Personal Sponsor:** An Alateen member acting in sponsorship of another Alateen member, in accordance with the principles set forth in the Al-Anon/Alateen Service Manual.

**Area Alateen Coordinator/Area Alateen Process Person (AAC/AAPP):** The AMIAS acting as liaison between groups, districts, Al-Anon Information Services, and the World Service Office (WSO); conveying service information from WSO to districts, information services, and groups; and distributing and submitting Alateen forms and WSO Group Records reports by the required dates.

**Inappropriate Behavior:** Conduct by any person in attendance at an Alateen meeting or event which may lead to physical or emotional harm, is deemed disruptive to the group per established group conscience or AMIAS, or is against local or state law.

**World Service Office (WSO):** Serves as the headquarters of the entire fellowship and assists in the operation of and guards the integrity of the Al-Anon/Alateen program, in accordance with the spirit and principles set forth in the Twelve Steps, Twelve Traditions, Twelve Concepts, and Warranties of the Al-Anon/Alateen Program.

**Safety and Behavior Requirements for Alateen Meetings and/or Alateen/Al-Anon/AA Events with Alateen Participation:**

1. Alateen members in face-to-face meetings and in chat meetings are responsible for their own behavior and will handle themselves in a manner that is conducive to recovery, in the spirit of the Al-Anon/Alateen Program's Twelve Steps, Twelve Traditions, Twelve Concepts, and Warranties.
2. AMIAS (Al-Anon Members Involved in Alateen Service) serve to maintain an environment of safety and trust, in order for recovery to take place and to protect the Al-Anon/Alateen members from physical and emotional harm. As trusted servants, AMIAS have the right to ask any Alateen member who is displaying inappropriate behavior (see definition) to leave the meeting.
3. At least one AMIAS is required at each Alateen meeting or combined Al-Anon/Alateen/AA cooperative event. However, it is highly recommended that there be two AMIAS at each Alateen meeting or combined Al-Anon/Alateen/AA cooperative event. Two Alateen Chat Group Sponsors are required for every on-line chat meeting, per WSO requirements.
4. AMIAS are responsible for the supervision of Alateens only during the established meeting time or the duration of parental consent for participation in an Alateen event or combined Al-Anon/Alateen/AA cooperative event.
5. AMIAS and Alateen members are prohibited from conduct contrary to applicable state and federal laws before, during, and after any Alateen meeting or activity.
6. Alateen members who are Alateen personal sponsors are required to do so with Alateen members of the same gender only.
7. Al-Anon and Alateen members participating in and/or involved with Alateen meetings or combined Al-Anon/Alateen/AA cooperative events (to include Roundups or Conventions) will adhere to/comply with the "Montana Allied AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements".
8. AMIAS, Alateen members, and each Alateen Group as a whole must adhere to/comply with the Montana Allied AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements, or they will be required to discontinue in Alateen attendance/service which would include Alateen sponsorship and participation in Alateen meetings and events.

## **Individual Requirements for the Al-Anon Member Involved in Alateen Service (AMIAS):**

1. Each AMIAS agrees to submit and keep up to date the required registration documentation and processes, as listed under the “Required Documentation and Processes” section, below.
2. An AMIAS must be at least 21 years of age, regularly attending Al-Anon meetings and an active Al-Anon member for at least two years in addition to any time spent in the Alateen program.
3. An AMIAS must never have been convicted of a felony, have pending charges/have been charged, or have been convicted of child abuse or any other inappropriate sexual behavior. An AMIAS must not have demonstrated emotional problems that could result in harm to Alateen members.
4. Overt and/or covert sexual interaction between any adult and an Alateen member is strictly prohibited for both AMIAS and Alateens.
5. It is suggested that Alateen members and AMIAS become familiar with more depth of the Alateen program and AMIAS/Alateen member responsibilities by reading Alateen Conference Approved Literature to include the Al-Anon/Alateen Service Manual (P-24/27) and online resources to include G-1, G-5, and G-7, G-19, and G-34 found on the WSO members’ Web site at [www.Al-Anon.alateen.org/members](http://www.Al-Anon.alateen.org/members).

## **Required Documentation and Processes:**

1. **Membership as an AMIAS:** Each AMIAS agrees to submit and annually update the required registration documentation by signing and sending the appropriate form to the AAC/AAPP. Without this documentation, an individual places the entire Montana Alateen program at risk.
  - a. For initial AMIAS certification and each year prior to February 1, the AMIAS will read and agree to comply with the Montana Allied AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements and complete the Al-Anon Members Involved in Alateen Service form.
  - b. To register any change of address, name, phone number, or e-mail address, complete the Al-Anon Members Involved in Alateen Service form. If active as a primary or secondary group sponsor, also complete the Alateen Registration/Group Records Change form.
  - c. To discontinue participation as an AMIAS, the AMIAS will notify the AAPP/AAC. If acting as a group sponsor, will complete the Alateen Registration/Group Records Change form and notify the group and the other group’s sponsor(s).
  - d. To become an Alateen Chat Group Sponsor, the AMIAS will e-mail the AAC/AAPP with a request for registration and access. Thereafter, the Alateen

Chat Group Sponsor will annually read and agree to comply with the Montana Allied AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements and complete the Al-Anon Members Involved in Alateen Service form.

- e. Prospective and acting AMIAS understand that the AAC/AAPP will, as part of initial application and annual recertification process, conduct a name search on the Montana Department of Justice Sexual or Violent Offender Registry (<http://svcalt.mt.gov/svor/search.asp>) and the Montana Department of Corrections Correctional Offender Network Search (<https://app.mt.gov/conweb/>).

## **2. Membership of Alateen members:**

- a. There is no documentation required for meeting participation. Alateen members agree to adhere to membership requirements as stated in the Montana Allied AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements.
- b. To participate in Chat membership, Alateens will complete the registration process online at <http://chat.alateen.net>, which affords access to the chat forum.

## **3. Event Transportation/Participation:**

- a. If transportation will be provided for Alateens to/from events and/or Alateens will attend overnight events (and are not escorted by the parent or legal guardian), Alateens must have medical forms and parental permission forms filled out, signed, and notarized in advance. These forms are found in G-34, available on the WSO members' Web site at [www.Al-Anon.alateen.org/members](http://www.Al-Anon.alateen.org/members).

## **4. Alateen Groups:**

- a. A newly forming group will provide a completed Alateen Registration/Group Records Change Form to the AAC/AAPP. Once the AAC/AAPP confirms that the group has been registered with the WSO, the group may then meet as an Alateen group.
- b. Any update in information will require completion of a new Alateen Registration/Group Records Change Form, to be submitted to the AAC/AAPP.
- c. If an Alateen Group as a whole does not adhere to/comply with the Montana Allied AFG Al-Anon/Alateen Family Groups Safety and Behavioral Requirements, the group will be removed from the World Service Office and the Montana Allied AFG Al-Anon/Alateen Family Groups registration; thus, not be permitted to operate, function as, or use the name Al-Anon or Alateen.

## **5. AAC/AAPP Requirements:**

- a. Nominees for AAC/AAPP must meet the requirements to become an AMIAS prior to being elected. Elections for Area Coordinator positions are held every three years. The AAC/AAPP is elected in September of an election year and will be registered as an AMIAS no later than the beginning of that term (January 1<sup>st</sup>, following elections).
- b. Annual Recertification: No later than May 15<sup>th</sup> of each year, the AAC/AAPP will process all AMIAS members' and Alateen groups' documentation and submit this to the WSO. Any unresolved annual document processing after the AAC/AAPP's initial submission to WSO must be completed by July 1. The AAC/AAPP will notify any group with unresolved documentation and their district representative that they cannot meet until documentation issues have been resolved.
- c. As a trusted servant, the AAC/AAPP is responsible to keep current with WSO training activities, conference calls, and other support opportunities. The AAC/AAPP, districts and groups will communicate accordingly.

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