

POLICY PROPOSAL:

**Suggested revisions to the MIAFG Alateen Safety & Behavior Requirements
and Alateen Process Requirements**

Presented by the MIAFG Policy Committee

March 11th, 2017 AWSC

*Approved by AWSC March 11, 2017, for presentation to Spring Assembly, June 17,
2017*

Approved June 17, 2017, with amendments by Spring Assembly

POLICY

**MIAFG Alateen Safety & Behavior Requirements and Alateen Process
Requirements**

DEFINITION OF TERMS

Alateen

Alateen, part of the Al-Anon Family Groups, is a fellowship of young people whose lives have been affected by alcoholism in a family member or close friend. We help each other by sharing our experience, strength, and hope. *From Al-Anon/Alateen Service Manual 2017*

Alateen Meetings

Alateen meetings provide a safe place for young people affected by someone else's drinking to share their own experience, strength, and hope with each other, and to learn how to apply the principles of the Al-Anon/Alateen program to their lives. *From Alateen e-Service Manual*

Al-Anon Member Involved in Alateen Service (AMIAS)

An Al-Anon member who is currently certified through their Area Alateen process and is therefore eligible to be directly responsible for Alateens while being of service to Alateen, including service as an instant or temporary Alateen Group Sponsor. *From Al-Anon/Alateen Service Manual 2014-2017*

Alateen Group Sponsor

An Al-Anon member who is currently certified by their Area process as an Al-Anon Member Involved in Alateen Service and has made a commitment to be of service to an Alateen meeting on a regular basis. *From Al-Anon/Alateen Service Manual 2014-2017*

Alateen Personal Sponsor

A fellow Alateen member who can discuss personal problems or questions with those they sponsor. Personal Sponsors willingly share the experience, strength, and hope of the Alateen program. *From Al-Anon/Alateen Service Manual 2014-2017*

Area Alateen Process Person (AAPP)

Serves as the Area's designated Alateen contact with the WSO Group Records Department regarding Alateen forms. The AAPP collaborates with the Alateen Coordinator and the Group Records Coordinator, as determined by the Area process, concerning the distribution and submission of Alateen forms and WSO Group Records reports. *From Al-Anon/Alateen Service Manual 2014-2017*

Area Alateen Coordinator

The Area Alateen Coordinator coordinates the activities of Alateen service in the Area and are a liaison between the Area World Service Committee (AWSC), other Area committees, and the groups. They convey service information from the WSO to the districts, AISs, and groups. In order

to perform their duties as a Coordinator, Area Alateen Coordinators must be certified as an Al-Anon Member Involved in Alateen Service (AMIAS) in the Area they serve. They are encouraged to work closely with the Area Alateen Process Person (AAPP). The Alateen Coordinator, working in cooperation with the AAPP, is responsible for the training and certification of AMIAS. *From G-24 Area Alateen Coordinators.*

Area Alateen Resolution Committee [PROPOSED ADDITION—see Complaint & Appeal process]

The Area Alateen Resolution Committee is the decision-making entity for issues pertaining to Alateen. This seven-person committee is comprised of the following Al-Anon and Alateen members: 1) Area Alateen Process Person 2) Area Alateen Coordinator 3) three (3) elected Area Officers appointed by the Area Chairperson 4) two (2) AMIAS-at-large appointed by the Area Chairperson.

Area 27 MIAFG Alateen Policy: Minimum Safety and Behavioral Requirements

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.

ELIGIBILITY REQUIREMENTS

1. Every Al-Anon member involved with Alateen service **must**:
 - a. be an Al-Anon member regularly attending weekly Al-Anon meetings.
 - b. be at least 21 years old.
 - c. have at least two years of Al-Anon membership, regularly attending weekly Al-Anon meetings in addition to any time spent in Alateen.
 - d. 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.
 - e. be able to complete and pass a background check.
 - f. attend a MIAFG AMIAS Certification Training Workshop.
 - g. 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*

2. There should be at least two AMIAS at every Alateen meeting.
 - a. If one AMIAS cannot be there, that AMIAS should contact another AMIAS to serve as a substitute Sponsor.
 - b. When there are no certified Al-Anon members available to be of service to the Alateen group, the Alateens are welcome to attend an Al-Anon meeting. Whenever young people (minors) attend an Al-Anon meeting, the Al-Anon group shall be responsible for prudent safety measures for them just as it is for the safety of Al-Anon members attending (e.g. making sure no one is left alone at the facility, etc.).

3. Overt and/or covert sexual interaction between an Alateen member and any AMIAS is prohibited. Alateen members who are legally adults must adhere to the same requirements as Alateen members who are minors when they are participating as Alateens.
4. When acting in the capacity of an AMIAS, Al-Anon members are prohibited from conduct contrary to applicable state and federal laws.
5. Area procedures for parental permission and medical care are as follows:
 - a. AMIAS must obtain a signed and notarized *Form A: Information and Permission Form* and *Form B: Medical Form* (see *G-34 Alateen Safety Guidelines*) from a parent or legal guardian for Alateens to attend Alateen/Al-Anon functions other than regular meetings.
 - b. These forms must be signed, notarized, and must name which AMIAS is responsible for the Alateen member listed on the form.
 - c. Make sure a custodial parent/legal guardian signs a permission form when you are transporting his/her child to a meeting or other function.
6. All Al-Anon members involved in Alateen service must submit to a yearly background check for certification. Background checks may be conducted randomly and at the discretion of the Area Alateen Process Person (AAPP). Every certified AMIAS and registered Alateen group must complete and submit the Michigan AFG Alateen Sponsor Form to the AAPP annually by March 1st for recertification through the Area Alateen Process. *See Certification Process*
7. New AMIAS must attend a MIAFG AMIAS Certification Training Workshop within the first 12 months of certification to obtain Area Alateen certification. Current AMIAS must attend one (1) MIAFG AMIAS Certification Training Workshop once every three-year service panel in order to maintain certification. *See Certification Process*
8. AMIAS must be gender and number conscious. For Al-Anon/Alateen events, AMIAS must work in teams of two or more AMIAS if they are involved with several Alateen members at a time. Whenever transporting or meeting with Alateen members, inform another Alateen Group Sponsor, District Alateen Coordinator, or Al-Anon member of your whereabouts, and avoid meeting in isolated places. One-on-one interactions with Alateen members should be avoided at all times, including interactions through e-mail, text, and social media.

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.

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 Coordinator (DAC) and communicate their desire to be of service. Any AMIAS in a district without representation should contact the AAPP directly.
2. New AMIAS must attend a MIAFG AMIAS Certification Training Workshop within the first 12 months of certification to obtain Area Alateen certification. Current AMIAS must attend one (1) MIAFG AMIAS Certification Training Workshop once a panel in order to maintain certification. Workshop will be conducted by the Area Alateen Coordinator and the AAPP.
3. Any prospective or current AMIAS is required to read, agree to, and fill out:
 - a. The Michigan AFG Alateen Sponsor Form that includes authorization by the applicant for a confidential criminal background check for each prospective AMIAS. *

**MIAFG requires background checks on prospective AMIAS. MIAFG reserves the right to investigate sex offender registries, child abuse and criminal history records. A prospective AMIAS agrees to hold MIAFG harmless from any liability from such reviews.*

4. The Michigan AFG Alateen Sponsor Form must be submitted to the appropriate Group Representative (GR) of the AMIAS' home group, or DR and/or DAC, or Area Alateen Coordinator for final signature.
5. A prospective AMIAS must pass the MIAFG background check.
6. A prospective AMIAS is not eligible to perform AMIAS services until he/she receives notification of AMIAS certification from the MIAFG Area Alateen Process Person (AAPP).

See Appeals section if certification is not approved.

Recertification Process

This section describes the steps that must be completed annually in order for AMIAS's to maintain their certified status. All AMIAS certification forms are due by March 1st of the current year. Failure to adhere to the March 1st deadline may result in delay in the certification process. Alateen meetings whose sponsors are not in compliance with this recertification process will lose their registered status and forfeit the use of the Alateen name. *See Non-Compliance section for further details.*

1. New AMIAS must attend a MIAFG AMIAS Certification Training Workshop within the first 12 months of certification to obtain Area Alateen certification. Current AMIAS must attend one (1) MIAFG AMIAS Certification Training Workshop once a MIAFG Panel in order to maintain certification. Workshop will be conducted by the Area Alateen Coordinator and the AAPP.
2. Each AMIAS must complete a yearly Alateen Sponsor form mailed to the AMIAS in January for updating. This form must be completed and returned by March 1st for re-certification processing for the current year.
3. It is the responsibility of each AMIAS to confirm his/her desire to be recertified by March 1st.
4. Each AMIAS 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. Must immediately step down if there is a controversy that interferes with the AMIAS's objective of serving Alateen members.

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 to maintain certification status.
2. Report any change of personal information (i.e. name, address, phone number, e-mail) to the District Representative (DR) or District Alateen Coordinator (DAC) AND the AAPP.
3. Have read the following:
 - Al-Anon Family Groups (AFG) Guideline G-34 “Alateen Safety Guidelines”
 - The Alateen e-Service Manual
 - The Alateen Policy as written in the current Al-Anon/Alateen Service Manual
 - The current MIAFG Area Safety and Behavioral Requirements
4. Ensure that MIAFG Travel & Treatment Authorization forms are completed and in their possession before transporting Alateen members.

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.
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. Provide safe Alateen meetings/events for Alateen members.
4. Respect and protect all Alateen members’ anonymity in accordance with Tradition Twelve.
5. Inform the Alateen meeting or committee of whom to contact when questions and/or concerns arise.
6. An Alateen Group Sponsor may resign by giving notice to the Alateen meeting and the appropriate DR/DAC and the AAPP. An Alateen Event Sponsor may resign by giving notice to the Alateen Committee and the Event Chair (if applicable).
7. 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. inactive). The GR3 form is to be submitted to the DR/DAC and the AAPP.

ALATEEN MEETINGS REQUIREMENTS & RESPONSIBILITIES

1. There should be two (2) certified Alateen sponsors at every Alateen meeting. Al-Anon members who are also members of Alcoholics Anonymous (A.A.) may serve as co-sponsors by virtue of their Al-Anon membership and must abide by the same certification process.
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
3. Conduct contrary to applicable laws is prohibited.
4. 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 MIAFG Area Alateen Safety and Behavioral Requirements. Non-compliance could result in removal from local and World Service meeting directories.
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 MIAFG Alateen process can serve as the Alateen group sponsor.
6. Alateen members who are legally adults must adhere to the same requirements as Alateen members who are minors when they are participating as Alateens.
7. 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.

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

COMPLAINTS and APPEALS

The Area Alateen Resolution Committee is the decision-making entity for issues pertaining to Alateen. This is a standing committee appointed at the beginning of each panel's term. This seven-person committee is comprised of the following Al-Anon members:

- a. Area Alateen Process Person
- b. Area Alateen Coordinator
- c. Three (3) elected Area officers appointed by the Area Chairperson.
- d. Two (2) AMIAS-at-large appointed by the Area Chairperson.

Complaint Process

Any Alateen member, parent of an Alateen member, or Al-Anon member has the right to file a complaint if the MIAFG 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).

1. Contact the Alateen Group/Event Sponsor or the appropriate DR/DAC to report a complaint.
2. Any complaint not resolved by the Alateen meeting or the DR/DAC will be submitted to the MIAFG Area Alateen Coordinator.
3. The MIAFG Area Alateen 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 MIAFG Area Alateen Resolution Committee for review and decision. The Area Alateen Resolution Committee serves as the decision-making entity.
4. The Area Alateen 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.

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 Coordinator for review by the Area Alateen Resolution Committee

Certification/Recertification decision: Submit a written appeal to the Area Alateen Coordinator.

Area Alateen Resolution Committee decision: Submit a written appeal to the Area Delegate

NON-COMPLIANCE PROCEDURE

Al-Anon Members Involved in Alateen Service (AMIAS), Alateen members, Alateen meetings, and Alateen events must adhere to the MIAFG Area Safety and Behavioral Requirements. It is the responsibility of the Area Alateen Resolution Committee to maintain administrative oversight of these requirements.

Non-Compliance of AMIAS

If an AMIAS fails to comply with the MIAFG 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 MIAFG 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 Michigan Area 27.
2. The Area Alateen Process Person (AAPP) will notify the District Representative (DR) and District Alateen Coordinator (DAC) of the change in status of the AMIAS.
3. The DR/DAC 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.

Non-Compliance of Alateen Meeting

If an Alateen meeting fails to comply with the MIAFG Area Safety & Behavioral Requirements, the District, Area Alateen Coordinator, and the Area Alateen Resolution Committee will attempt to work with the Alateen meeting to resolve compliance issues. Continued noncompliance will result in the meeting's registration being revoked.

Upon revocation:

1. The AAPP will notify the appropriate DR and DAC
2. The DR/DAC 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.

MIAFG ALATEEN PROCESS GUIDELINES

Area Alateen Process Guidelines for the Area Alateen Process Person

1. The Area Alateen Process Person (AAPP) will be appointed by the Area Delegate for a three (3) year term to run concurrently with the term of the Delegate.
2. All Alateen Group sponsors, co-sponsors and any AMIAS will submit a Michigan AFG Alateen Sponsor Form to the AAPP prior to working with an existing or new Alateen Group.
3. All AMIAS will recertify with the AAPP by March 1st every year. In the event that an AMIAS is no longer in active status he or she will contact the AAPP to obtain, complete, and return an AMIAS Update Form to indicate his or her inactive status.
4. The AAPP will maintain records of any information received from the WSO. All records kept by the AAPP during his/her term of service will be turned over to the next AAPP. The AAPP will update records with the Area Group Records Coordinator.
5. The AAPP is the primary contact for the WSO in MIAFG Area 27.
6. The AAPP will be responsible for obtaining background checks with the Michigan State Police Department on all AMIAS by June 1st of each year. Certification updates will be recorded electronically to the WSO by July 1st of each year. The AAPP will electronically sign all WSO certification forms.

A note regarding the Kentucky, Ohio, Michigan, Indiana Alateen Convention (KOMIAC)

KOMIAC is separate from the Area 27 service structure with its own bylaws, articles, board of directors, rules, behavioral requirements, and parental permission and medical care procedures. All AI-Anon/Alateen members participating in KOMIAC must adhere to Area requirements in addition to any requirements of the KOMIAC. All AMIAS attending KOMIAC must submit their name to the AAPP by June 1st for an updated background check. Only AMIAS with updated background checks as of June 1st of the current year will be allowed to attend the KOMIAC Convention that current year.

APPENDIX: Alateen Motion from the Board of Trustees (December 8, 2003)

[2004 WSC Summary p. 80]

MOTION

The Alateen Advisory Committee, the Group Services Committee, the World Service Office Policy Committee, and the Board of Trustees of Al-Anon Family Group Headquarters, Inc. have studied the issues concerning the safety and behavior of Alateen members and individuals involved with Alateen service. The Board has reviewed the documents and actions of previous Conferences, previous Committees, and the World Service Office correspondence with legal counsel, individual members, Alateen Sponsors, Coordinators, as well as area and district officers.

The Board of Trustees has determined:

- Not all areas have written safety or behavioral requirements for Alateens and individuals involved with Alateen service.
- The WSO registration procedures and policies should support areas that have developed safety and behavioral requirements.
- The Al-Anon fellowship should take all necessary steps to provide a safe environment for Alateens and the Al-Anons involved with Alateen service.

As Tradition Four states, "Each group should be autonomous, except in matters affecting another group or Al-Anon or AA as a whole." The Board of Trustees has determined that issues of safety and behavior by Alateens and individuals involved with Alateen service do affect every group and Al-Anon as a whole.

The Board of Trustees, under Concept Seven and Warranty Four, is entrusted with the authority and responsibility to protect the Al-Anon and Alateen names and the organizational identity.

Now, therefore, the Board of Trustees resolves:

1. As soon as possible, but in any event, no later than December 31, 2004, if an area within the World Service Conference Structure uses the Al-Anon or Alateen name in conjunction with any meeting(s), group(s), convention(s), or any other gathering(s) in the area where Alateen participation is offered, the area must have safety and behavioral requirements for all Alateen members and Al-Anon members involved in Alateen service. These safety and behavioral requirements must meet the minimum requirements of Al-Anon Family Group Headquarters, Inc.

2. Al-Anon members involved in Alateen service and all Alateen members must adhere to the area's safety and behavioral requirements, or the area will notify the WSO that those members are prohibited from participating in Alateen service.
3. As soon as possible, but in any event, no later than December 31, 2004, and for each succeeding year, each area must have a process to certify, and must so certify to the WSO annually, that each Al-Anon member involved with Alateen service has met the area's safety and behavioral requirements and has agreed to abide by them.
4. The World Service Office will register only those Alateen groups whose registration it receives through the area's registration process. The WSO will remove from its registration list any Alateen group that the area determines does not comply with area safety and behavioral requirements. The area's request for removal of an Alateen group must be stated in writing to the Associate Director/Alateen. This applies to all Alateen groups, whether currently registered or not.
5. If the area states in writing to the Associate Director/Alateen that a group, meeting, convention, or gathering is failing to meet the area's safety and behavioral requirements, prior registration or interaction with the World Service Office shall not constitute any continuing right to use the Al-Anon or Alateen name.

Minimum Safety and Behavioral Requirements

1. Every Al-Anon member involved with Alateen service must:
 - a. be an Al-Anon member regularly attending Al-Anon meetings.
 - b. be at least 21 years old.
 - c. have at least two years in Al-Anon in addition to any time spent in Alateen.
 - d. 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.
2. There must be at least one Alateen Sponsor at every Alateen meeting.
3. The area requirements must prohibit overt or covert sexual interaction between any adult and Alateen member.
4. The area requirements must prohibit conduct contrary to applicable laws.
5. The area requirements must contain procedures for parental permission and medical care when applicable.
6. The area requirements must be reviewed by local counsel.

Other points for the areas to think about in developing their requirements:

- Requiring two Alateen Sponsors at every Alateen meeting.
- Having background checks.
- Considering behavior before, during, and after any Alateen meeting or activity of Alateens and adults involved with Alateen service.
- Connecting Alateen conferences to the area structure.

- Forming an Alateen meeting that meets at the same time and place as the Al-Anon meeting.
- Being gender conscious.
- Avoiding one-on-one interactions.
- Having an appropriate ratio of adults to Alateens at all times.
- Transporting Alateens to and from events.
- Educational training and awareness programs.

End of Policy