

NORTH FLORIDA AREA POLICY
ALATEEN SAFETY AND BEHAVIORAL REQUIREMENTS

I **PURPOSE:** It is North Florida Area’s goal to bring Alateen recovery to as many young people as possible in an environment that is safe for Alateens, their group sponsors and all other members of Al-Anon involved in Alateen Service. Members will be in compliance with applicable laws. This document details NFA Alateen Safety and Behavioral Requirements and supports the North Florida Area’s goal. In this document Al-Anon members involved in Alateen service, shall mean an active member of Al-Anon (see this document, “II. AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE” section for requirements) involved in Alateen group sponsorship and any Al-Anon involved in service with Alateen. The words “Requirements” and “Policy” refer to this document. These requirements apply only to Al-Anon/Alateen members.

- A. The North Florida Area (NFA) will recognize only Alateen meetings, Alateen events, or Al-Anon events involving Alateen participation, for which Al-Anon members sponsoring or volunteering for other service to Alateen will have complied with this document.
- B. These requirements extend to any behavior immediately before, during and after any Alateen meeting or activity of Alateens and to adult Al-Anon members involved with Alateen service; including transportation of Alateens to and from meetings and events.
- C. These requirements prohibit any overt or covert sexual interaction between any adult and Alateen member, intimidation, or other threatening behavior.
- D. All contact between Alateens and adult Al-Anon members is to be gender conscious; and all Al-Anon adult members will make every effort to avoid one-on-one interactions with Alateen members.
- E. All Al-Anon members involved in service with Alateen shall make a commitment to provide morally instructive modeling of touch, behavior and supervision to all Alateen members.

II **AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE:**

- A. All adult Al-Anon members involved in Alateen Service will register with the NFA and the World Service Office (WSO) on a yearly basis. This includes Sponsors, substitute or temporary sponsors, chaperones, drivers and the like.
- B. Anyone being or applying to be an Alateen sponsor or interested in service to Alateen will:
 - 1. Be an Al-Anon member in good standing, regularly attending Al-Anon meetings (at least one meeting a week)
 - 2. Be at least 23 years of age
 - 3. Be a currently active member of at least three (3) years in Al-Anon in addition to any time as an active member of 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. Attend at least one (1) Alateen sponsor “Safety Orientation” session each year presented by the NFA Alateen Coordinator or Area Alateen Process Person or North Florida Area qualified District Alateen Trainer and be signed off by the North Florida Alateen Coordinator or Alateen Process Person.

6. Submit WSO forms in accordance with paragraph VI.A, signed by the candidate, certifying compliance with the above (1 through 4).
7. Per recommendation made at Feb 2013 AWSC by Sandy D-T, D#12, seconded by David H., D#4, presented to Spring Assembly May 4, 2013, voted on and passed – the Requirements are amended to add:
 - a. Background checks be required by NFA for Area AMIASES. Timing is the recommendation to Spring 2013 Assembly. If passed there, checks to be completed by current AMIASES by Fall Assembly 2013. Automatic Inactivation by AAPP after that date. For this panel, we will use VECHS and Fieldprint Florida. The next panel is to review all details of processing and technology and make necessary adjustments. The Area is to reimburse Districts for their costs.

IV GROUPS:

- A. The requirements encourage the establishment of Alateen meetings that meet at the same time and place as Al-Anon meetings.
- B. An Al-Anon group sponsors every Alateen meeting. Alateen meetings in schools might not be sponsored by an Al-Anon group. Any Alateen groups, including school groups, not sponsored by an Al-Anon meeting become the responsibility of the specific North Florida District.
- C. There must be at least one Alateen sponsor (Al-Anon adult member) present at every Alateen meeting, and the Area encourages a minimum of two Alateen sponsors (Al-Anon adult member) present at every meeting. If no registered sponsors are available for the meeting then an Alateen meeting will not occur, but the Alateens are welcome to attend Al-Anon meetings. If the number of Alateens is such that an unsafe situation exists, Alateens or Alateen sponsors have the option of canceling that Alateen meeting. (If available, Alateens and/or Alateen sponsors may attend regular Al-Anon meetings).

V ROUNDUPS, CONVENTIONS AND OTHER FUNCTIONS INVOLVING ALATEENS:

- A. These requirements apply to any Al-Anon member in direct responsibility for Alateens (such as nurses and security) at all Al-Anon/Alateen functions. Each function shall be considered a separate function and require separate documentation. Area events will fall under the North Florida Area and District events will be the responsibility of the sponsoring District.
- B. In cases where Alateens are being transported or chaperoned by adults other than their legal guardian, a notarized parental consent form will be required. Each adult must have a parental permission form and medical care information form for each child. (One consent form does not “fit all”).

VI DISTRICTS:

- A. The District Representative, or an appointed district trusted servant, will review all documentation, sign the NFA District Certification Form, and forward all the documentation to the Alateen Process Person (AAPP).

- B. While each district will be responsible for its own safety requirements, the requirements must meet the minimum requirements set forth herein, of the NFA and the Al-Anon World Service Office.
- C. Each North Florida Area District has the option to appoint a District Alateen Trainer to facilitate AMIAS certification training in accordance with Part VII of these Requirements.

VII NORTH FLORIDA AREA:

Compliance for these Safety Requirements will be the responsibility of the North Florida Area as represented by the North Florida Alateen Coordinator and/or Alateen Process Person (AAPP).

The NFA Alateen Process Person (AAPP) will:

- A. Review and forward all documentation to WSO:
 - 1. Al-Anon Member Involved in Alateen Service Annual Certification Form
 - 2. Alateen Registration/Group Records Change Form
 - 3. Al-Anon Member Involved In Alateen Service Status Change Form.
 - 4. The Al-Anon Member Involved in Alateen Service (form).

The Alateen Coordinator or Area Alateen Process Person (AAPP) will:

- A. Facilitate training at the district level to insure the implementation of these requirements and sign off on this training as well as implement and oversee the provisions of Part VII below.
- B. As required, form a committee to investigate any alleged violations of these requirements. The committee will work with the host Al-Anon group to resolve any violations. In cases where the requirements cannot be met, the committee will recommend to the NFA that the name Alateen be removed from the group.

VII DISTRICT ALATEEN TRAINERS

- A. In order to qualify to train in the Basic PowerPoint presentation, all future trainers are required to:
 - 1. Attend one session working with the North Florida Area Alateen Coordinator or Area Alateen Process Person.
 - a. Arrangements must be made in advance with the Area Alateen Coordinator or the Area Alateen Process Person.
 - 2. Give the North Florida Area Policy Alateen Safety and Behavioral Requirements presentation under the supervision of the Area Alateen Coordinator or Area Alateen Process Person.
 - a. Arrangements must be made in advance with the Area Alateen Coordinator or the Area Alateen Process Person.
 - 3. Qualification must be approved by the Area Alateen Coordinator or Area Alateen Process Person.
 - a. The training orientation form must be on file with both the North Florida Area Alateen Coordinator and Area Alateen Process Person (AAPP).

4. Receive a CD copy of the entire PowerPoint presentation of the North Florida Area Policy Alateen Safety and Behavioral Requirements.
 - a. It will be the Districts' responsibility to defray the cost of the PowerPoint presentation printing to provide to all trainees a copy for note taking as the training session goes along.
 - b. The trainers retain their copies for future use and future recertification sessions.

B. Qualifications & Requirements

1. Only Area Certified AMIAS are qualified to be trainers to facilitate training/orientation sessions in their Districts.
2. Trainers will be part of the North Florida Area Alateen Training Team.
3. Trainers are required to provide an E-mail address for regular updates.
4. Trainers will be available to participate in conference calls supporting the trainers.
5. Trainers are required to attend at least one (1) Alateen Sponsor "Safety Orientation" training session each year for their recertification as AMIAS with the North Florida Area Alateen Coordinator, Area Process Person or North Florida Area qualified District Alateen Trainer, and be signed off by the North Florida Alateen Coordinator or Alateen Process Person.
 - a. This will retain their status as Trainers for their districts.
6. Trainers will be responsible for sending / receiving information with the Area Alateen Process Person (AAPP):
 - a. All AMIAS documentation
 - b. Recertifications
 - c. Alateen Registration / Group Records Change Forms (G-3)
7. All Planned Orientation/ Training sessions need to be reported in writing (E-mail preferred) at least 30 days prior to training to the North Florida Area Alateen Coordinator and the Area Alateen Process Person (AAPP),
8. The list of attendees form from all training / orientation sessions must be forwarded within (30) days after the session to the Area Alateen Process Person (AAPP).
 - a. All forms from the training/ orientation sessions need to be forwarded within thirty (30) days after the session to their District Representative or trusted servant doing the district's record processing, who then will forward the forms to the Area Alateen Process Person (AAPP).
9. Forms Include:
 - 1) The "NFA District Certification Form" for new AMIAS
 - a. Needs to be signed and dated by the District Trainer who facilitated the training session and the District Alateen Chairperson or the District Representative.
 - 2) The Al-Anon Member Involved In Alateen Service (AMIAS) Forms:
 - a. This includes members whose certifications are inactive and who would like to become active.
 - b. Submittal of this form is a World Service Office (WSO) requirement to become active.
10. It is the sole responsibility of each AMIAS trainer to have their certification up to date before it expires each year.

11. AMIAS who do not comply with the re-certification requirements will be inactive for Alateen trainers until they receive the proper annual training and recertification.

VIII NORTH FLORIDA AREA WORLD SERVICE COMMITTEE:

- A. The NFA Delegate will submit the Area Alateen Process Form to WSO.
- B. From time to time the NFA World Service Committee will review these Safety and Behavioral Requirements and submit suggested changes to the North Florida Area Assembly.