

Minnesota South Area

Alateen Behavioral and Safety Requirements

August 23, 2021

Pending Final WSO Approval

Common Terms & Acronyms

AAPP	Area Alateen Process Person
AC	Action Committee
AGS	Alateen Group Sponsor
AMIAS	Al-Anon Member Involved in Alateen Service
Area	Minnesota South Area
ASBR	Alateen Safety and Behavioral Requirements
ASC	Alateen Safety Committee
ASE	Area Service Event (Folderol)
Assembly	Meeting of voting GRs and AWSC members
AWSC	Area World Service Committee
CAL	Conference Approved Literature
DR - Alt. DR	District Representative / Alternate District Representative
GR - Alt. GR	Group Representative / Alternate Group Representative
Manual	<i>Al-Anon/Alateen Service Manual</i> or <i>Service Manual</i>
MNSA	Minnesota South Area
MNSA Policy & Procedure	Referred to as “this document” throughout
PRC	Policy Review Committee
RDM	Regional Delegate Meeting
WSC	World Service Conference
WSO	World Service Office

MINNESOTA SOUTH AREA AL-ANON'S ALATEEN SAFETY AND BEHAVIORAL REQUIREMENTS (ASBR)

I. Alateen Safety & Behavioral Requirements

- A. Purpose:** Alateen is of paramount importance to all of us in Al-Anon as we seek recovery for our families, friends, and ourselves from the family disease of alcoholism. MNSA strives to provide safe places for our younger family members to find the hope and healing we've discovered in Al-Anon.

In accordance with the 2003 Alateen Motion by Al-Anon Family Groups' Board of Trustees, MNSA Al-Anon/Alateen developed these ASBR. It will be incumbent on our MNSA Alateen Coordinator, ASC, AMIAS, Al-Anon, and Alateen members to accept and carry these out.

B. Support of Alateen Groups:

1. Alateen groups need to stay connected to other Alateen and Al-Anon groups. This begins by Alateen Group Representatives attending district meetings and MNSA Assemblies. Contacts made within the fellowship provide resources to strengthen groups, cooperate in public outreach, learn new program ideas, and to experience and improve personal relationships.
2. It's the support of Al-Anon that helps Alateen groups to survive and thrive, especially Al-Anon groups meeting at the same time and location as Alateen. Children from the families of Al-Anon and AA members often hear about Alateen from outreach within the fellowships. Future AMIAS [Al-Anon Member(s) Involved in Alateen Service], and support for those AMIAS, come from our Al-Anon groups. DRs can also be great support for Alateen groups and their AMIAS. DRs may be invited to attend Alateen meetings to share their recovery experience.

C. Definition of AMIAS: An AMIAS is a person directly involved with Alateen members in the context of service to Alateen.

1. AMIAS fall into the following categories:
 - a. Alateen Group Sponsor (AGS): AMIAS sponsoring any Alateen meeting on a regular basis.
 - b. Substitute AMIAS: AMIAS sponsoring an Alateen meeting when an AGS is absent.
 - c. Conference AMIAS: AMIAS working directly with Alateen members to plan, organize, or supervise Alateen activities at any conference hosting Alateen meetings, speakers or other Alateen activities. This includes Alateen-specific conferences, such as Midlake, in which Minnesota Alateen Groups and AMIAS participate in planning.
 - d. Transportation AMIAS: AMIAS who provide rides for Alateens going to and from meetings, conferences, or speaking engagements. This does not apply to private arrangements initiated by any Alateen or the parent or legal guardian of any Alateen.
 - e. All AMIAS must be certified per MNSA requirements as described in Section D and must meet all ASBR in accordance with Section E.

D. AMIAS Certification and Recertification.

1. To be certified, every AMIAS must:
 - a. Regularly attend Al-Anon meetings.
 - b. Actively work with an Al-Anon sponsor.
 - c. Be at least 21 years old.
 - d. Have attended Al-Anon regularly for at least two years, in addition to any time spent in Alateen. Note: Items a through d are verified through a reference check consisting of 7 questions asked of the applicant's two references by the Alateen Coordinator in a phone call.
 - e. Complete a background screening, conducted by our AAPP, verifying that they have no felony convictions and have not been charged with child abuse or any other inappropriate sexual behavior in accordance with Section D (3). Background checks to be updated for individual AMIAS every 3 years of their service.
 - f. Not have demonstrated emotional problems, which could result in harm to Alateen members, as determined by their Alateen Coordinator and AAPP, who may also seek advice from the full ASC.
 - g. The AMIAS is prohibited from engaging in conduct that is contrary to applicable laws.

2. All AMIAS applicants must attend at least one AMIAS training prior to any service directly involving Alateens and one AMIAS training annually to remain certified as an AMIAS in MNSA.
3. For the protection and safety of Alateen members and AMIAS, all of the following must be practiced in the MNSA AMIAS certification process:
 - a. The contracted background screening agency will store all background screening applications and reports.
 - b. MNSA will pay the cost of background screenings for all AMIAS and AMIAS applicants.
 - c. Our MNSA AAPP and Alateen Coordinator are the only trusted servants with administrative access to the background screening agency website and any background screening results. When necessary, a MNSA Officer who is also currently certified as an AMIAS in MNSA can be designated to assist.
4. AMIAS certification procedures will be reviewed and upheld by our MNSA ASC at least once per MNSA service panel.

E. Essential Safety and Behavior Requirements. The following requirements must be met by all AMIAS, Alateens, and attendees at events with Alateen participation in MNSA. Anyone not in compliance will be excluded from participation in Alateen service and all Alateen activities at the event.

1. For the protection of Alateen members and the AMIAS, at least one currently certified MNSA AMIAS is required in every Alateen meeting.
2. AMIAS are prohibited from engaging in overt or covert sexual interactions when Alateen members are present.
3. Alateens are prohibited from engaging in overt or covert sexual interactions on meeting property.
4. AMIAS may not engage in any behavior that is prohibited in federal, state, and/or local law.
5. AMIAS and Alateens are prohibited from using alcohol or illegal substances at Alateen meetings, events, and on meeting property when any Alateens are present or expected.

F. Supervision of Alateen Members.

1. AMIAS will supervise Alateen members at:
 - a. Regular Alateen meetings: in the Alateen room, for the duration of Alateen meetings or activities.
 - b. Events with Alateen participation: whenever Alateen members are in the Alateen room.
 - c. Alateen-specific conferences: whenever Alateens are on the conference property, for the duration of the conference.
2. AMIAS are NOT responsible for supervising Alateens at:
 - a. Regular Alateen meetings: before and after regular Alateen meetings or when Alateens are not in the meeting room, except as required by hosting venue.
 - b. Conferences with Alateen participation: whenever Alateen members are NOT in the Alateen room.

G. Alateen Participation at Conferences and Events.

1. One MNSA AMIAS must be in attendance for every four Alateens at Alateen-specific conferences, events occurring in MNSA using the name "Alateen", or events planned by MNSA AMIAS and/or Alateen members.
2. Alateens desiring to attend an Alateen specific conference must obtain prior verbal approval from the AGS or AMIAS who will be responsible for the Alateen at the conference.
3. MNSA requires that the AAC or AAPP serve as liaison to any conference with Alateen participation so that both the Area and the conference can be assured that the conference conforms to the MNSA ASBR and that any AMIAS in service at the conference are currently certified.
4. Written permission from a parent or legal guardian is required when transporting any Alateen(s) to meetings or conferences. A medical release signed by a parent or legal guardian must be secured when an Alateen will be away from home overnight. (Refer to Alateen Guidelines G34 for recommended parental permission and medical release forms). Completed permission forms and medical releases must be retained by the AMIAS responsible for the Alateen. When circumstances prevent any AMIAS from obtaining a written parental/legal guardian permission form, the responsible AMIAS must obtain verbal

AND text or e-mail authorization prior to transporting that Alateen. Documentation must be forwarded by the AMIAS and retained by the AAPP for 3 years.

H. Problem Solving in Alateen Groups.

1. Any AMIAS, Alateen, parent or legal guardian of any Alateen may contact a DR, our MNSA Alateen Coordinator and/or AAPP, or any MNSA ASC member for help with issues within an Alateen group that defy resolution informally within that group. The “Digest of Al-Anon and Alateen Policies” section of the Al-Anon/Alateen Service Manual is a compilation of the World Service Conference’s group conscience on resolving many group questions or problems. Al-Anon’s Twelve Traditions and Concepts of Service may also be directly consulted for solutions. A DR, Alateen Coordinator, AAPP or ASC member may assist holding a discussion about the problem to arrive at a group conscience.
2. There may be problems of a more serious nature that would be inappropriate for group discussion or group problem solving, such as violent behavior or an accusation of abuse.
 - a. If a situation arises involving allegations that any AMIAS engaged in inappropriate behavior, violence, , or other actions contrary to our Legacies, the following steps must be taken.
 - i. If the accused AMIAS is an AGS, the affected group’s DR and the MNSA Alateen Coordinator will meet with the Alateen group to discuss a temporary change and to help the group members determine their needs. Confidential information relating to the allegation will not be shared with any Alateens or other AMIAS not connected to the ASC. AMIAS status for the individual is temporarily suspended until complete resolution of the issue is achieved.
 - ii. The MNSA Alateen Coordinator and ASC will determine if a referral for an outside legal investigation is warranted. Nothing decided by the MNSA Alateen Coordinator and/or ASC precludes any individual from making such a referral.
 - b. If a situation arises involving allegations that an Alateen member has engaged in inappropriate sexual contact, violence, threatening behavior or other serious conduct, the following steps must be taken.
 - i. When possible, an Alateen that is removed from an event or meeting will be returned to the supervision of their parent or guardian. When that is not possible, the currently responsible AMIAS or the AAC will decide how to best address the group’s or event’s needs while maintaining the safety of all Alateens.
 - ii. The Alateen shall meet with the ASC to determine a long-term solution, including possible notification of parent(s)/guardian(s).
 - iii. Any affected group, event, and the removed Alateen will be notified by the supervising AMIAS or the AAC whether the Alateen will be allowed to return.
 - iv. The MNSA Alateen Coordinator and ASC will determine if referral for outside investigation is warranted. Nothing decided by the MNSA Alateen Coordinator or ASC precludes any individual from making such a referral.

I. Additional Guidelines. In addition to the foregoing, the following guidelines shall be followed, when practicable.

1. Alateen meetings are most successful when scheduled at the same time and location as an Al-Anon meeting.
2. AMIAS should confirm that all Alateen members have safely left the Alateen meeting before leaving the property.
3. It is preferred that AMIAS-especially AGS-make a commitment of two years. When an AGS intends to step down from Alateen service, sufficient time is needed to find a replacement, by utilizing your links of service (i.e. DR, AAC, and AAPP).

J. Legal and WSO Review.

All of the following shall apply to legal review of the MNSA ASBR and its acceptance by Al-Anon's WSO:

1. To meet WSO requirements, the MNSA ASBR must contain its draft date, the attorney's full identity, and the date of MNSA counsel's last review.
2. WSO requires that any area's ASBR be submitted for review and acceptance by them PRIOR to adoption by the area.
3. Further review of the MNSA ASBR by MNSA legal counsel will occur on an as-needed basis. Any changes to the MNSA ASBR resulting from changes in the law, requirements of Al-Anon's Board of Trustees, WSO, or as requested by MNSA ASC, AWSC, or its Assembly, will automatically require legal review and re-submission to WSO for review and re-acceptance.

Full identity of the MNSA legal counsel and their review date plus date of WSO legal counsel review are to be noted here