

South Florida, Area 10
Alateen Safety and Behavioral Requirements Policy (ASBR)
as required by the World Service Office (WSO)
For All Alateen Members and Al-Anon Members Involved in Alateen Service
(AMIAS) in Florida South, Area 10

Pursuant to the 2003 Alateen Motion from the Board of Trustees issued December 8, 2003, and affirmed at the 2004 World Service Conference, the following Alateen Safety and Behavioral Requirements have been put in place for the Florida South Area 10 Al-Anon Family Groups.

PURPOSE:

Florida South, Area 10 is responsible for use of the Alateen name and for oversight of the Alateen program. This document identifies the steps / processes that are required by members to comply with the Area's requirements and with the 2003 motion.

This policy is a key resource to Al-Anon members who want to be involved with Alateen Service, giving direction on what is required to be directly responsible for Alateen members. By documenting requirements and processes, Area 10 fosters an environment that is safe and free from threats and personal harm, for Alateen members and Al-Anon members involved in Alateen Service (AMIAS). It serves to assure parents and guardians that Al-Anon and Alateen in Area 10 function within the law.

AREA 10 PROCESS FOR REVIEWING AND UPDATING THE AREA ALATEEN SAFETY AND BEHAVIORAL REQUIREMENTS POLICY

The Area 10 Area World Service Committee (AWSC) is responsible for continued compliance with the 2003 Alateen Motion from the Board of Trustees . The Area 10 Board of Directors will, as needed, hire legal counsel to review this Alateen Safety and Behavioral Process policy. The AWSC, with oversight by the Board of Directors, will assure that Area 10 requirements are current, compliant, and on file with the World Service office.

- Workgroups, Thought Forces, Task Forces or Committees may be appointed by the Area Chairperson to review and draft suggested changes to this or any other policy, procedure, process or guideline affecting the safety of the Alateens.
- Any suggested changes will be reviewed by legal counsel licensed in Florida.
- Once approved by legal counsel, the Area Alateen Process Person (AAPP) will submit a draft of the proposed changes to the WSO. The WSO will review and will either approve the changes or ask for clarification.
- WSO will return the proposed ASBR with comments. The appropriate group, appointed by the Area Chairperson, will integrate the necessary changes.

- The AAPP will submit a second draft or subsequent drafts to WSO until the WSO issues its approval and returns the finalized document to the Area.
- The finalized ASBR document is then presented to the Area World Service Committee (AWSC) who presents it to the Area 10 Assembly for acceptance. To ensure informed decision making, the ASBR document will be sent to districts and posted on the Area 10 website (as FINAL DRAFT RECOMMENDATION) for Group Representatives (GRs) to discuss prior to Assembly. If accepted by the Assembly, the ASBR approval date will be noted in the footer of the final ASBR document. It will then be posted on the Area website.

AREA PROCESS / GENERAL REQUIREMENTS:

All districts and groups in Area 10 will follow these Alateen Safety and Behavioral Requirements (ASBR) set forth in this document and will recognize that these requirements apply to all Alateen meetings, Alateen events, Al-Anon events and AA events with Al-Anon / Alateen participation.

These requirements extend to any behavior before, during and after any Alateen meeting or Alateen activity; including transportation of Alateens to and from Alateen meetings, Al-Anon and AA events with Alateen participation for which Al-Anon members are sponsoring or volunteering for service.

In cases where Alateen members are being transported or chaperoned by adults other than their legal guardians, a notarized Travel and Medical Release (parental consent) permission form will be required. These are single-use documents and must be resubmitted for each instance. The form also includes medical information. This form is required for all events with Alateen participation.

The Area 10 Alateen Safety and Behavioral requirements prevent any overt and / or covert sexual interaction, including any intimidation or other threatening behavior between any adult and an Alateen member. All contact between Alateens and Al-Anon members is to be gender conscious; and all adult Al-Anon members will make every effort to avoid one-on-one interactions with Alateen members. These Requirements prohibit conduct contrary to applicable laws.

There must be one AMIAS present at every Alateen meeting and two are recommended. If no AMIAS is available, the Alateen meeting cannot be held, and the Alateens, as young members of Al-Anon, are always welcome to attend the Al-Anon meeting.

SPECIFIC REQUIREMENTS MEETING THE MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS, FROM THE 2003 MOTION

The Area 10 Requirements to serve as an Al-Anon Member Involved in Alateen Service, detailed below, exceed the minimum requirements which were established in the 2003 motion. These requirements have been reviewed and approved by a licensed Florida attorney and are in compliance with Florida Statutes 39.01 and 39.201 – 39.206. Applicants affirm and attest that they meet these requirements.

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- I am at least 21 years old.
- I have been active in my Al-Anon program for at least two (2) years in addition to any time spent in Alateen.
- I regularly attend Al-Anon meetings.
- I understand that there must be at least one AMIAS present at every Alateen meeting. Two are recommended. I understand that only an AMIAS can serve as an Alateen group sponsor. When there are no certified AMIAS available, the Alateens are welcome to attend an Al-Anon meeting.
- I agree to never engage in inappropriate behavior, including overt or covert sexual interactions / harassment, whether consensual or not, with an Alateen member. I clearly understand that overt and covert sexual interactions, or romantic relationships between an Alateen member, even those of legal age, with an AMIAS are strictly prohibited.
- I have not been charged with any inappropriate overt or covert sexual behavior.
- I have not been charged with child abuse.
- I have not been convicted of a felony.
- I have not demonstrated mental / emotional problems that could result in harm to Alateen members.
- I agree to conduct myself in accordance with applicable Florida laws, including the Florida Statute which requires reporting of allegations of abuse. This is defined as “any willful act or threatened act that results in any physical, mental, sexual injury or harm that causes, or is likely to cause the child’s physical, mental, or emotional health to be significantly impaired.” Abuse of a child includes acts of omissions. Child is defined as under 18 years of age.
- I agree to participate in training offered by AFG Florida South and/or a district which will give me tools to be an AMIAS and take steps to ensure the safety of Alateens and of myself.
- I understand that Al-Anon members who are also members of Alcoholics Anonymous may be certified as an AMIAS by virtue of his or her Al-Anon membership and will keep the focus on the Al-Anon program, in accordance with Florida South’s Safety and Behavior Requirements.
- I understand that if I am transporting an Alateen, the parent or legal guardian must have completed and notarized the AFG Florida South’s “Travel and Medical Release Including Authorization and Consent for Emergency Treatment of a Minor” form. I must keep this form in my possession at all times when transporting the Alateen or during the event.
- If asked by AFG Florida South, or its designee, to suspend or resign my position as a certified AMIAS, I shall consider the safety of the Alateens and shall resign.
- I understand that Alateen group sponsors do not serve as personal sponsors to individual Alateens. Alateen members are encouraged to sponsor each other in a peer-to-peer relationship.
- I agree that the AFG Florida South’s Area Alateen Process Person (AAPP) will verify the information I have provided, including but not limited to state and national background checks, and the Florida Department of Law Enforcement (FDLE) will retain and continue to monitor my fingerprints on file as part of the Applicant Fingerprint Retention Notification Program (AFRNP).

ALATEEN GROUP AND AMIAS PROCESSES:

Process to Register / Update an Alateen Group

The Area Alateen Process Person (AAPP) serves as group records coordinator for all Alateen groups. A new Alateen Group Registration Form is submitted immediately to the AAPP whenever there is a new group; the Alateen Group Change Form is submitted when a change in group status, or whenever an AMIAS linked to the group changes. These forms are in the AAPP community on AFG Connects and can be obtained from the AAPP. The AAPP promptly enters the data into the Online Group Records database, supported by the WSO, assuring that there is a Current Mailing Address (CMA), phone contact for the public for every group, and that the Alateen group sponsor(s) information is correct and that all members are current certified AMIAS.

Initial AMIAS Certification

All AMIAS will certify using the Area 10 process which includes an application, state and federal background check and completion of required training. The result of the background check is sent electronically to the Area Alateen Process Person (AAPP). Districts are responsible for reviewing and approving the application, and it must be signed by the District Representative (DR), the Alternate DR. Anyone applying or recertifying to be an AMIAS, including Alateen group sponsors, substitute or temporary sponsors, or any other person in Alateen service must adhere to all the Area requirements for serving as an AMIAS. All AMIAS applicants, initially and during recertification must attest and sign agreement to each of the Area Requirements.

Annual Recertification of AMIAS

Annual recertification is in conjunction with the WSO Annual Alateen recertification process. State and Federal background checks are done as part of the initial certification. Using the Florida Department of Law Enforcement (FDLE) Retained Fingerprint Program, any arrest is reported to the AAPP in real time. Federal (FBI) background checks are repeated every five (5) years. Annually, the AAPP works with district trusted servants to assure that each AMIAS still meets all Area requirements and confirms / updates personal and contact information. The AAPP maintains the accuracy of the information entered into the Online Group Records database and is responsible for the completion of the WSO Annual Alateen recertification process and meeting the established deadline.

Change in AMIAS Certification Status

Should an AMIAS status change, during certification or at any other time, the AAPP will update the Online Group Records database, indicating that the AMIAS is inactive, or in rare instances, ineligible (cannot serve at any time).

AMIAS Training

All prospective Al-Anon members interested in serving Alateen are required to become certified AMIAS before interacting with Alateens. Initial training is required as part of the certification process and every 3 years thereafter. The Alateen Coordinator or qualified AMIAS trainers, who have been prepared as trainers by the Area Alateen Coordinator, will provide the training. In

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person training is preferred for AMIAS applicants, but completion of the on-line modules found on the Area 10 website is acceptable. Each district will identify a district Alateen Trainer to facilitate AMIAS training. The Area Alateen Coordinator trains district level trainers. Whenever possible, training is provided at Area 10 events. The Area Alateen Coordinator may also provide training directly, when appropriate. Each district is required to keep data on the training status of each certified AMIAS. This data is provided to the AAPP and the Alateen Coordinator on an annual basis or when requested.

Training modules and a test are readily available on the Area 10 Website. Training opportunities are also available during conventions. Each district may provide training, with the guidance and assistance of the Area Alateen Coordinator. Verification of training compliance is part of the annual re-certification process. Any AMIAS who is not current with training will be made inactive.

The Alateen Coordinator is responsible for updating the modules, as necessary, and advising the AWSC members and the AMIAS of any change that affects the Area 10 Alateen Safety and Behavioral Requirements. Any changes to the ASBR require review and approval of local counsel and the World Service Office.

Participation in Alateen Meetings: One AMIAS is required; two are recommended. Should there be no certified AMIAS available, the Alateens are invited to join the Al-Anon meeting. Certified AMIAS are the only adults who can participate in Alateen meetings, with the occasional exception of Area Trusted Servants who can attend to support the group or help resolve issues. This may be the District Representative, (DR) or Al-Anon Information Service Liaison (AISL).

Alateen Meetings in Schools or other Institutions: Area 10 recognizes that meetings in schools or other institutions are handled differently and there are likely to be additional requirements from the school, county, or state. The Area encourages cooperation and collaboration between the district and these entities and encourages the district to use the knowledge and support that the AAPP and the Alateen Coordinator can offer.

KEY POSITIONS:

Area Alateen Coordinator

Eligibility: Any Al-Anon member who has served a minimum of one (1) year at the Florida South Assembly level and has not previously served in that coordinator's position for a full 3-year term. (This is a 3-year commitment.) The Area Alateen Coordinator is required to be a certified AMIAS.

Job Specific Responsibilities:

- Becomes familiar with the Digest of Al-Anon and Alateen Policies contained in the Service Manual and the 2003 Alateen Motion from the Board of Trustees.
- Serves as a resource to districts and to potential AMIAS regarding the certification and recertification process. Attends and participates in WSO phone conferences when scheduled by the WSO.
- The Area Alateen Coordinator is the vital link of communication between the WSO and

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the Area on matters relating to Alateen and serves as liaison between the Area Assembly and Alateen Conferences.

- Is familiar with the Area's Alateen requirements / processes and is committed to ensure that all AI-Anon and Alateen groups and events are in compliance.
- Develops a process for sharing information in a timely manner, communicating with all certified members and District Alateen Chairpersons by newsletter, regular e-mails, or other means, letting them know the Alateen Coordinator is a resource. District Alateen Chairpersons are certified AMIAS that volunteer at the District level. They assist in coordination of Alateen activities.
- Updates the Alateen Training Modules, as needed.
- Coordinates all Area AMIAS training; trains the trainers in each district who will conduct district level training. Keeps the official records of AMIAS training, working with district level trainers to coordinate training records. Travels to districts to facilitate training for AMIAS, when asked.
- Facilitates AMIAS meetings at Area Events and coordinates training at the Area 10 Convention. Assists with the Alateen Conference and the Alateen Program in the Area Convention, also attends, if possible.
- Works closely with the Area Alateen Process Person (AAPP).
- Serves as a member of the Area Alateen Safety Committee and the Area Alateen Appeal Committee, when convened.
- Assures that Area 10 approval is obtained in advance for any Area 10 AMIAS / Alateen to attend an event outside of Area 10. Communicates this approval to Area 10 District Alateen Chairpersons, District Representatives and AI-Anon Information Service Liaisons.

Area Alateen Process Person (AAPP)

Eligibility: The AAPP is the Immediate Past Delegate and does not need to be a certified AMIAS.

Job Specific Responsibilities:

- Becomes familiar with the Digest of AI-Anon and Alateen Policies contained in the Service Manual and the 2003 Alateen Motion from the Board of Trustees.
- Conducts Area 10 Annual Recertification, assuring all Area 10 requirements, including training, have been met by each AMIAS; advises district level trusted servants of any change in AMIAS status.
- Reviews and processes all AMIAS applications in a timely manner (generally within 7 days after receipt of both the application and the background check.)
- Serves as the link to WSO regarding the status of Alateen groups, AMIAS and any changes in the Area's Alateen processes and procedures.
- Maintains confidentiality of AMIAS information, both paper and electronic. Maintains paperwork in locked secure file boxes pursuant to Area, and FDLE requirements. Retains all records for five years.
- The AAPP acts as the Area 10 Alateen Group Records Coordinator, keeping the Online Group Records and Florida Department of Law Enforcement (FDLE) databases current. Advises the

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Area Web Coordinator of group records for accurate posting on the Area website. Effectively communicates any group record or AMIAS status changes to the Alateen Coordinator and district level trusted servants.

- Works closely with the Area Alateen Coordinator.
- Promptly notifies District Alateen Chairperson, DRs and AISLs of any AMIAS or group change in status
- Manages Florida Department of Law Enforcement (FDLE) Area 10 database and records of background checks
- Is knowledgeable of the Process to Confidentially Resolve a Complaint or Allegation Regarding an AMIAS. Chairs the Area Alateen Safety Committee and the Area Alateen Appeal Committee, if convened.
- Serves as a resource to districts and to potential AMIAS regarding the certification and recertification process. Attends and participates in WSO phone conferences when scheduled by the WSO. Becomes familiar with the FDLE criminal history background process, the FDLE User Agreement and requirements.

Area World Service Committee / Area Assembly / Districts

The AWSC consists primarily of Area 10 Officers, District Representatives (DRs) Al-Anon Information Service Liaisons (AISLs) and Coordinators. It is responsible for continued compliance with the 2003 Alateen Motion from the Board of Trustees which was affirmed by the 2004 World Service Conference. Group Representatives who vote at Assembly are kept informed of the Alateen Safety and Behavior Requirements through the DR as well as by using the Area Website where all pertinent Alateen related resources, policies and guidelines are posted.

In some districts, the Alateen program is coordinated by Al-Anon Information Service and in others Alateen is coordinated by the district. However, The District Representative (DR) is the link in service between Alateen and Area 10. Therefore, District Representatives are responsible for adherence to this Alateen Safety and Behavioral Requirements Policy, other relevant Area processes and WSO guidelines in their respective districts.

AREA EVENTS WITH ALATEEN PARTICIPATION

All Area 10 events, including but not limited to Assemblies, Area World Service Committee (AWSC) meetings, Area Conventions, Area Alateen Conferences, and Area Service Seminars must adhere to these Area 10 Alateen Safety and Behavioral Requirements and the Al-Anon Guidelines for specific events, such as Alateen Conferences (G-16) and the Alateen Safety Guideline, (G-34). This also applies if there is an Al-Anon/Alateen component in an A.A. Convention or event. All guidelines are available on al-anon.org.

The Alateen Conference must be connected to the Area in which it is held. All Al-Anon Members Involved in Alateen Service (AMIAS) are required to have Area 10 approval prior to taking Alateens to conferences or other Alateen events within or outside of the Area. Should there be multi-Area events of any kind, the Safety and Behavior Requirements of the hosting Area will prevail. There is no minimum age for an Alateen to participate in a group or at an Area Convention. However, a

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young person must have had participation in an actual Alateen group before participating in an Alateen Conference.

The Alateen Coordinator serves as the contact person between the event and Area 10. Only certified AMIAS can interact with, or be responsible for, an Alateen during the event. Since AMIAS certification status can change, the AAPP is responsible for validating the current certification status of any Area 10 AMIAS prior to the event. For multi-area events, the AAPP will also confirm the status of AMIAS from other Areas.

Event behavioral guidelines apply to all Alateens, even those who are legally adults. The plan for all events must ensure that Alateens are always in the care of AMIAS during the event, such as the Conference, and during the Alateen portions of events where guardians / parents bring the Alateen and are responsible during the non-Alateen portion of the event. All events attended by Alateens require the Area 10 form titled "Travel and Medical Release Including Authorization and Consent for Emergency Treatment of a Minor." It must be notarized and available during the event. All Area events must reference this Alateen Safety and Behavioral Requirements Policy. Alateen Behavioral Guidelines for events must include the requirement to follow state and local laws and this Area 10 Alateen Safety and Behavior Requirements Policy.

COMPLAINTS OR ALLEGATIONS

All AMIAS and Alateen members must adhere to these Safety and Behavioral Requirements. Any allegation of failure to do so will be investigated. It is possible that the AMIAS may be prohibited from participating in Alateen service at any future time.

The Area "Process to Confidentially Resolve a Complaint or Allegation," includes the steps to resolve a complaint of abuse as well as a complaint of any behavior that violates the Area 10 Alateen Safety and Behavior Requirements. The process assures that as soon as the complaint is known, the accused AMIAS is inactivated. There are standing committees in the process to investigate the complaint as well as an appeal process.