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INTRODUCTION
"The World Service Office (WSO) has certified that this Requirement has met the minimum requirements of the Board Motion" (see NCWSA form A22.9 or the Alateen Service e-Manual for the entire motion).

HISTORY

The Assembly approved the NCWSA Requirement for Alateen Member Safety on September 16, 2007 in order to comply with the requirements of the Board Motion regarding Minimum Requirements, prepared by the AFG Board of Trustees dated December 8, 2003 for a three-year trial in 2004.

Approved on September 16, 2007:
Assembly motion 0709.9, “That the Assembly approve the Northern California World Service Area (NCWSA) Requirement for Alateen Member Safety (Requirement) as presented” and
Assembly motion 0709.10, “That revisions to the NCWSA Requirement for Alateen Member Safety require approval only from Northern California World Service Committee (NCWSC).”

Approved on August 24, 2013:
NCWSC motion 1308.06, “To adopt revised B-17 Guideline.”
This revision was approved by the WSO of Al-Anon Family Groups, Inc. on August 30, 2013.

Approved on August ___, 2019:
NCWSC motion ____, “__________”
This revision was approved by the WSO of Al-Anon Family Groups, Inc. on August ___, 2019.

A. GENERAL

1. Statement of principles
   In establishing this NCWSA Requirement for Alateen Member Safety, NCWSA recognizes as an integral part of the Al-Anon/Alateen program that we must exercise care:
   a. In the use of the Alateen name;
   b. In selecting Al-Anon Members Involved in Alateen Service (AMIAS);
   c. In supervising AMIAS;
   d. In preventing abusers from serving or continuing to serve as AMIAS or group sponsors; and
   e. In assuring Alateen member safety at Alateen Group meetings and events with Alateen participation.

2. Implementation of principles
   This document is intended to set the minimum requirements that will:
   a. Assure the safety of Alateen members who attend an Alateen Group, an Alateen Conference and/or any function that includes Alateen member participation within the Area’s boundaries;
   b. Assure Alateen members, sponsors, parents and the public that Al-Anon and Alateen functions are a safe environment for Alateen members; and
   c. Meet or exceed the minimum requirements of the Board Motion regarding Minimum Requirements.

3. Review of Requirement
   This Requirement has been reviewed by an attorney familiar with California law concerning care of children at events and groups.
B. DEFINITION OF TERMS

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA Conference or Convention with Al-Anon and Alateen Participation</td>
<td>A weekend event sponsored by Alcoholics Anonymous where Al-Anon and Alateen members have been asked to participate.</td>
</tr>
<tr>
<td>AA Member as Sponsor</td>
<td>Al-Anon members who are also members of AA are eligible to become AMIAS by virtue of their Al-Anon membership. An AA member who is not an Al-Anon member may not serve as an AMIAS.</td>
</tr>
<tr>
<td>Al-Anon Conference or Convention with Alateen Member Participation</td>
<td>A weekend event, such as a conference or convention, sponsored by an entity in the Al-Anon service structure, such as the Assembly or any District, which has separate participation by Alateen members.</td>
</tr>
</tbody>
</table>
| Al-Anon Member Involved in Alateen Service (AMIAS)                  | An Al-Anon member who has been certified through our Area process and is on file with the World Service Office of AFG (WSO) (Annual recertification is required). AMIAS may have direct contact and responsibility for the care of Alateen members in any capacity including but not limited to:  
  a) sponsoring an Alateen Group,  
  b) attending an Alateen conference,  
  c) being responsible for the Alateen portion of a District or Area function such as a Day In Al-Anon or Convention,  
  d) being responsible for the implementation of Event Safety Plans,  
  e) providing transportation and traveling with Alateen members to or from an Al-Anon or Alateen function,  
  f) administering Alateen safety procedures and processes. |
| Alateen Conference or Convention                                    | A weekend event where the Alateen members structure a gathering under the supervision of at least two AMIAS. Any adult who attends an Alateen Conference or Convention must be on the current AMIAS List unless they do not serve in any capacity that allows them to supervise Alateen members. |
| Alateen Group Sponsor                                               | A person who is a currently certified AMIAS and who serves as a sponsor of an Alateen Group.                                                                                                                  |
| Alateen Group                                                       | As defined in the Service Manual. In addition, a group that:  
  1) Alateen meetings are closed meetings. Only Alateens and the Area-certified Alateen Group Sponsors attend,  
  2) has two Alateen Group Sponsors;  
  3) has completed the registration process defined in this Requirement and updates registration annually; and  
  4) It is strongly recommended to be held at time and location as an Al-Anon meeting. |
<p>| Alateen Member                                                      | For purposes of the NCWSA Requirement For Alateen Member Safety, this definition applies to any person not over the age of 19 who is present at an Alateen meeting or function, whether or not the person has previously attended an Alateen meeting. Alateen members who are legally adults must adhere to the same requirements as Alateen members who are minors when participating as Alateens. ♥ |</p>
<table>
<thead>
<tr>
<th><strong>Alateen Process Person (APP)</strong></th>
<th>Currently certified AMIAS who provides administrative services regarding AMIAS certification and Alateen Group Registration.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AMIAS Applicant</strong></td>
<td>An Al-Anon that wishes to serve Alateen and is going through the Area certification process.</td>
</tr>
<tr>
<td><strong>Area</strong></td>
<td>A geographically defined area served by a Delegate to the World Service Conference. NCWSA is the Northern California World Service Area.</td>
</tr>
<tr>
<td><strong>Area Alateen Coordinator (ACC)</strong></td>
<td>A currently certified AMIAS elected by the Northern California World Service Committee to coordinate Alateen activities and events throughout the Area.</td>
</tr>
<tr>
<td><strong>Area Alateen Process Person (AAPP)</strong></td>
<td>A currently certified AMIAS elected by the Northern California World Service Assembly to be the Custodian of Records with the California Department of Justice, to process applications of AMIAS and Alateen Group Registrations, correspond with the WSO and districts of NCWSA, and to maintain records in accordance with Al-Anon principles as well as state and federal laws.</td>
</tr>
<tr>
<td><strong>Area Sponsor Candidate List or AMIAS list</strong></td>
<td>A list of Al-Anon members who have been certified through the District and Area Process to work with Alateens. This list is updated through the Area Alateen Process Person continuously as new applicants become certified, and as a result of the annual recertification process for continuing AMIAS.</td>
</tr>
<tr>
<td><strong>Current Mailing Address (CMA)</strong></td>
<td>For Alateen Groups, an individual designated as CMA must be a currently certified AMIAS. A PO Box with no person’s name is also acceptable. The CMA must file group registration/change forms when moving.</td>
</tr>
<tr>
<td><strong>District</strong></td>
<td>A division within the Area, consisting of several groups who elect a District Representative to serve on the NCWSC.</td>
</tr>
<tr>
<td><strong>District Alateen Process Person (DAPP)</strong></td>
<td>The currently certified AMIAS designated by a district or intergroup to initiate certification of AMIAS, keep a list of the certified AMIAS within the district, keep current Alateen Group information, and work with the AAPP and Alateen Coordinators to verify that all AMIAS in their District have completed the Requirement for Alateen Member Safety (B-17) annual training.</td>
</tr>
<tr>
<td><strong>District Alateen Coordinator</strong></td>
<td>A person who is a currently certified AMIAS and who serves as an Alateen Coordinator at the District or Intergroup.</td>
</tr>
<tr>
<td><strong>District, Area Function</strong></td>
<td>The term “District” refers to any local function whether it is District, Intergroup or AIS; the term Area refers to non-local functions within the geographic boundary of NCWSA.</td>
</tr>
<tr>
<td><strong>District Representative (DR)</strong></td>
<td>Is elected by the GRs from within their district. The DR chairs the District meetings, represents the groups in their District at Area World Service Committee meetings, and served as a resource and information source for the groups.</td>
</tr>
<tr>
<td><strong>Event</strong></td>
<td>Any function at the group, District or Area level including but not limited to conferences, conventions, assemblies and district meetings.</td>
</tr>
<tr>
<td><strong>Event AMIAS</strong></td>
<td>An AMIAS who attends an event and is responsible for one or more of the functions listed in these definitions.</td>
</tr>
<tr>
<td><strong>Group Update Sheet</strong></td>
<td>A form sent by the World Service Office (WSO) to each Alateen Group (CMA) in order to update group information. Groups are to return the form to the AAPP by the same deadline as AMIAS recertification.</td>
</tr>
<tr>
<td><strong>NCWSA Al-Anon Member Involved Alateen Service New Candidate Profile, New Candidate Only A22.1a</strong></td>
<td>A form to be filled out by an Applicant, a copy of which is part of this requirement.</td>
</tr>
</tbody>
</table>
C. SELECTING AND APPROVING ADULTS WHO WORK WITH ALATEEN MEMBERS IN AN ALATEEN ENVIRONMENT

Role of AMIAS, including those serving as Alateen Group Sponsors:

AMIAS are to provide direction to assure that emphasis is placed on the Al-Anon/Alateen program of recovery and, to the best of their ability, maintain an atmosphere that will protect the Alateen members from physical and emotional harm. An AMIAS is familiar with and complies with the Area’s Alateen Safety and Behavioral Requirements. AMIAS are expected to maintain appropriate adult behavior by exercising good judgment and integrity in conduct. AMIAS are never to belittle a parent or place themselves above the authority of a parent or guardian. AMIAS agree to abide by their Area’s Alateen Safety and Behavioral Requirements.

1. Selection of Al-Anon Members Involved in Alateen Service (AMIAS) Applicants:
   a. Finding AMIAS Applicants: AMIAS applicants can be found in several ways: by Alateen members themselves, by a current Alateen Group Sponsor or other AMIAS who knows other people in the program who may make a good Alateen Sponsor, or by district trusted servants making regular announcements about the need for AMIAS Candidates. AMIAS Applicants are then referred to the District Alateen Process Person (DAPP). If there is no DAPP, contact the Area Alateen Process Person (AAPP).
   b. Information at the District Level: The AMIAS Applicant (Applicant) first meets with the DAPP. If the District holds regular Sponsors’ Workshops, the Applicant should also visit at least one of these workshops. Every Applicant will be given a packet of Conference-Approved Literature (CAL) explaining the Alateen Program and the responsibilities of Sponsorship. In addition, each Applicant receives the A22.1 Al-Anon Member involved in Alateen Service, Candidate Profile, New Candidate Only, the A22.2 Al-Anon Member Involved in Alateen Service Form (WSO form) and the A22.3 Letter to Alateen Sponsor Applicant that explains the process of being interviewed to become an AMIAS Candidate and the reasons why this is now taking place. In districts where there is no DAPP, it is recommended that the District Representative (DR) provide this information. The AMIAS Candidate should return the completed forms to the DAPP and keep a copy for their own records. The DAPP will send the forms to the AAPP who will complete the certification process and add successful Applicants to the AMIAS List. If the Applicant has indicated a preference of an Alateen Group to sponsor, the DAPP would inform the District Alateen Coordinator (or District Representative), who will then arrange for the AMIAS to visit the group.
2. Evaluation of an AMIAS Applicant:

A person who applies to become an AMIAS must agree to adhere to the following minimum safety and behavioral requirements, including signing the completed A22.1a NCWSA Al-Anon Member involved in Alateen Service Candidate Profile, New Candidate Only and the A22.2 Al-Anon Member Involved in Alateen Service Form (WSO form).

a. Minimum Safety and Behavioral Requirements for an AMIAS: Every Al-Anon member Involved in Alateen service must:
   1) Be an Al-Anon member regularly attending Al-Anon meetings;
   2) Be at least 21 years old;
   3) Have at least two years in Al-Anon in addition to any time spent in Alateen;
   4) Not have been convicted of a felony;
   5) Not have been charged with child abuse or any other inappropriate sexual behavior;
   6) Not have demonstrated emotional problems, which could result in harm to Alateen members;
   7) Disclose any involvement as the subject of an investigation by a child-welfare or other similar government agency.

b. In addition, every AMIAS must:
   1) Agree not to have any sexual interaction (whether consensual or not) with an Alateen member, including but not limited to:
      (a) Touching an Alateen member inappropriately;
      (b) Dating a person who is an Alateen member;
      (c) Holding or hugging in an inappropriate manner;
      (d) Having any inappropriate communication in person, by phone, or electronically.
   2) Agree not to conduct him/herself in a manner contrary to applicable laws;
   3) Agree to a criminal background check by the California Department of Justice and Federal Bureau of Investigation.
   4) Agree to allow the DAPP and/or AAPP to independently verify the information on the A22.1a or b NCWSA Al-Anon Member Involved in Alateen Service Candidate Profile;
   5) Agree to promptly notify the AAPP if, after certification the AMIAS is charged with child abuse, a crime, or inappropriate sexual behavior;
   6) Agree not to carry Alateen members under the age of 18 in an auto to or from an Alateen or Al-Anon function unless the Alateen member has an NCWSA A22.7 form (or similar) permission slip signed by a parent or guardian and the driver has appropriate automobile insurance.
   7) Agree to participate in annual training, including but not limited to, B-17. The Alateen Safety Committee recommends that Districts, Intergroups, AIS’s and Conferences who have Alateen Groups, hold regular meetings with AMIAS to discuss issues that come up, utilizing the tools provided by the Al-Anon Family Group Headquarters and the NCWSA.

3. Resignation and Removal:

We recognize that circumstances change and a person may not be willing or able to continue as an AMIAS. In addition, information received after appointment as an AMIAS or Alateen Group Sponsor may require a review of the original application.

a. Any AMIAS may resign at any time by giving notice to the DAPP or AAPP. A resignation will take effect upon the date of receipt of the notice or the date specified, whichever is later. Notice may be given in writing or verbally, but a group registration/change form is required if the person has been actively sponsoring or serving as CMA for a group. Acceptance of the resignation is not necessary to make it effective. A voluntary resignation will not alone be used as a reason to prevent that person from serving as an AMIAS or Group Sponsor Candidate in the future.

b. The applications of all AMIAS and Alateen Group Sponsors will be periodically reviewed. Should the person not return a new completed application in a timely manner, that person may be removed from the list of pending AMIAS. Not returning a recertification request will not alone be used as a reason to prevent that person from serving as an AMIAS in the future.
c. Should there be changes to the information supplied at the time of certification that would have prevented the AMIAS Applicant, Sponsor Candidate or Alateen Group Sponsor from having been selected as an AMIAS, the District or Area Alateen Process Person may require that the person step down from the position. (See Appeal process under section K.)

d. An Alateen Group may request that a sponsor resign as group sponsor, but in order to meet as an Alateen Group, they must find a currently certified AMIAS to replace that sponsor and file a Group Registration/change form reflecting the change.

e. Whenever anything interferes with the need to protect yourself, i.e., accusations, controversy, threats of personal harm, etc., discontinue serving as an Alateen group sponsor. Even if you are totally blameless, stepping aside will not only protect both the Alateen members and you, it will preserve the unity of the fellowship as well. ♥

4. Background Checks:

a. The Northern California World Service Area has:
   1) Become an Applicant Agency for the State of California;
   2) Certified the Area Alateen Process Person who will receive the approval or disapproval results from the State of California for both the state and Federal background checks and notice of any subsequent arrests of those who have been approved through the process; (The NCWSA may at any time elect another person to fill this office.);
   3) Found a secure location to place confidential records in accordance with State Law;
   4) Certified all those on the AMIAS List through the state and federal background check procedures.

b. Procedures for an AMIAS Applicant to complete a background check.
   1) The AMIAS Applicant obtains the forms required from the DAPP, including the State form for fingerprinting.
   2) The applicant applies to an authorized location to have their fingerprints taken. (Some districts will reimburse the expense. If not, the Area may do so. The Area reimburses the fee for FBI processing.
   3) The applicant receives a copy of their fingerprint request.
   4) After completing the required forms, and reading the materials provided, the applicant returns the completed forms to the DAPP.
   5) An AMIAS Applicant may make a copy of the required forms A22.1a, A22.2 and the California Department of Justice form Request For Live Scan Service (completed by the Scanning Agent) to keep on file for future reference.

c. Duties of the District Alateen Process Person (DAPP)
   1) The DAPP meets with the applicant to provide the fingerprint form, instructions, and to sign off on the A22.1a application form.
   2) The DAPP maintains a list of AMIAS Applicants.
   3) The DAPP checks to see if the forms are fully filled out and verifies the information. The DAPP also signs the request for Area reimbursement of the FBI investigation fee to the applicant.
   4) The DAPP mails (or transmits) the forms to the Area Alateen Process Person who will complete the registration process.
   5) The DAPP keeps a list of district AMIAS in a manner protective of sensitive information.

d. Duties of the Area Alateen Process Person (AAPP)
   1) Upon receipt of forms from the DAPP, the AAPP files the forms, updates the area database and correlates the form with the report from the State of California.
   2) If the background check is good, the AAPP signs and forwards the A22.2 form to the World Service Office (WSO) for processing. If the background check indicates the applicant is not suited for service to Alateen, the relevant report MUST be sent to the applicant. The AAPP also informs the DAPP that the application is not to proceed.
   3) Following the notification, the AAPP handles such information as stipulated by the State of California with regard to security of storage, length of time before it must be destroyed, etc. The AAPP maintains a database of pending AMIAS; certified AMIAS; past AMIAS; and another list of those
Northern California World Service Area
SAFETY AND BEHAVIORAL REQUIREMENTS AND PROCEDURES FOR
ALATEEN MEMBERS AND AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE
(AKA B-17)

AMIAS applicants ineligible to serve and others who, for some reason, are removed from the Department of Justice subsequent arrest notification system.
4) The AAPP correlates AMIAS with Group Records/Change forms regarding group registration and changes, including verifying AMIAS status of CMA and sponsors for each group.

5. Interviewing AMIAS at the Alateen Group:
   a. Alateen Groups have the autonomy to select their group sponsors. However, they are restricted in their choices of sponsor to those who are on the AMIAS List. Being on the AMIAS List does not guarantee that an Alateen Group must or will accept the AMIAS as a Group Sponsor.
   b. All Northern California Alateen Groups will be provided with A22.4 Letter to Alateen Groups from NCWSA outlining the seriousness of selecting their Alateen Group Sponsor and providing suggestions for going about that process. Each person should be aware that each Alateen member has the right to say "no" even if based simply on gut instinct. To prevent peer pressure from swaying opinion, voting should be conducted by secret written ballot. When a Group Sponsor Candidate visits the Alateen Group for the first time, the group will interview the Group Sponsor Candidate. The Alateen members are encouraged to ask any questions they feel would help them to get to know the Group Sponsor Candidate better. The Group Sponsor Candidate may also be asked to share with the group. Alateen members make the ultimate decision about selecting their group sponsor. The decision about their Alateen Group Sponsor does not have to be made during their first meeting with the Group Sponsor Candidate.
   c. The group conscience could be taken the following week (usually with the candidate not present). We recommend that a Group Sponsor Candidate be accepted for a trial period of approximately 4 weeks; then, after the group and the Group Sponsor Candidate have more experience together, the Alateen members may vote again to accept the Group Sponsor Candidate as a permanent Alateen Group Sponsor. Should a candidate be rejected at the group level or if a temporary or permanent Alateen Group Sponsor is voted out, the Alateen Group's Representative must notify the District Process Person (DAPP) and/or the District Alateen Coordinator or the District Representative (DR). Any change of a sponsor (or AMIAS acting as CMA or Group contact) requires filing registration/change forms through the AAPP.

D. ALATEEN GROUP REGISTRATION AND MEETING

Alateen has both closed meetings and limited access meetings:

Closed Meetings: All Alateen meetings are closed meeting; only Alateens and affiliated (or substitute) Alateen Group Sponsors attend. A district or Area trusted servant may occasionally attend a meeting as a resource to the group per the B-17. Potential Alateen Group Sponsors may visit Alateen groups after certification as an AMIAS, with the Alateen group’s authorization. Alateen groups may also have occasional open meetings to celebrate the group’s anniversary or for public outreach purposes. ▲

Limited Access Meetings: Meet at locations where the general membership may not be able to attend (such as a school, group homes, hospitals, juvenile centers, and other professional settings). Alateen Group Sponsors in limited access meetings must also be certified through their Area Alateen process in addition to complying with any facility requirements. ▲

1. Alateen Group registration must be complete before a group may meet as Alateen in order to assure Alateen Member safety. ▲

2. Registering an Alateen Group requires a special WSO form which is not available on open websites but must be obtained from the DAPP. The AAPP and AAC have access to the form through the World Service Office. The form must be processed through the AAPP or it will be rejected by the WSO. Each year the group will receive a Group Update Sheet from the WSO that must be returned to the AAPP to assure that the group information is accurate.
   a. The CMA must be a currently certified AMIAS. ▲ It is important that any change in address of the CMA be reported using the Group Records/Change form available from the DAPP.
b. The group is required to list two currently certified AMIAS as Group Sponsors when registering or updating an Alateen Group. It is recommended that sponsors not be parents of Alateen members of the same group.

c. It is recommended to form an Alateen meeting at the same location where there is an Al-Anon meeting. Experience shows that forming a new Alateen group that meets concurrently with an Al-Anon group increases safety for Alateen members and Alateen Group Sponsors and is supportive of the Alateen Group.

3. Sponsors at Group Meetings
   It is incumbent on all Alateen Groups to make every effort to have two Group Sponsors at each meeting, including approving additional Group Sponsor Candidates who can substitute for an absent Group Sponsor. The Group Sponsor, Alateens, NCWSA and Al-Anon as a whole are put at risk when only one sponsor is present.

   Prior to January 1, 2020, it is required to consult with the DAPP and/or District Alateen Coordinator (DAC) to form an emergency backup plan for when there is only one Group Sponsor present.

   Effective January 1, 2020, two AMIAS are required at every Alateen meeting.

   a. Sponsors help the Alateen member to establish limits. They protect the Alateens whenever behavior gets out of hand. Inappropriate behavior includes physical threats; sexual conduct; rough play; etc. They help the Alateens identify inappropriate behaviors themselves through a group inventory which provides them with an opportunity to design group behavior guidelines. The proper use of the Al-Anon and Alateen program does not allow for gender, racial, sexual orientation, disabilities or other slurs before, during or after an Alateen meeting. The Alateen Group Sponsors can introduce the idea of the group setting Behavioral Guidelines for the meeting, and what the consequences will be.

   b. An Alateen Group Sponsor is not a counselor, teacher, nor the peer of an Alateen member. When an Alateen Group Sponsor gives advice or attempts to solve the problems of the Alateen member, it could lead to unhealthy dependencies.

   c. No matter the age of the Alateen members, the Alateen Group Sponsors have the ultimate responsibility for physical and emotional safety in the Alateen meeting.

   d. Before, during and after any Alateen meeting, interaction between Alateen members and AMIAS is restricted as follows:

      i. AMIAS are required to have the permission of the parent or guardian of an Alateen member whenever he or she interacts with the Alateen member whenever they meet, including before, during or after an Alateen meeting, whether alone or with others.

      ii. Parental permission is implied when an Alateen member is at an Alateen meeting or Alateen function and the adult is an AMIAS. Reasonable interaction immediately prior to or just after the meeting is considered part of the meeting/function for the purposes of implied parental permission. It is understood, that from time-to-time, unplanned or incidental interactions will occur between Alateen members and AMIAS. AMIAS are required to meet the NCWSA Requirement for Alateen Member Safety during the course of those interactions.

   e. Avoiding one-on-one interactions. When engaged in one-on-one interaction, extreme caution is the key. Obtain permission from the parent or guardian of the Alateen member for any planned interactions outside the meeting, including transportation. Avoiding isolated and/or potentially unsafe places is recommended, including an AMIAS's or other’s home if there is no other AMIAS present.

4. Safety
   Know how to contact emergency services should an Alateen member become ill or be hurt on site. Since phones are not always available after hours at some meeting locations, emergency procedures should be worked out in advance.
If an Alateen member must be removed from the meeting, it is up to the parent to discipline his/her child. It is not the Alateen Group Sponsor’s job to question or agree with how the parents exercise their authority. The Alateen Group Sponsor’s job is to help the Alateen member cope, using the tools of the program.

Alateen members are made aware that they bear responsibility for their own actions, and that through their actions, they set an example for Alateen and Al-Anon as a whole.

Alateen Group Sponsors need to always be aware of the specific whereabouts of individual Alateen members during Alateen activities.

E. ALATEEN SAFETY REQUIREMENT RELATING TO EVENTS

In order to use the “Alateen” name in the geographic area served by NCWSA, all Alateen Conferences, Al-Anon Conferences & any other events that include Alateen participation are required to abide by B-17. Group, District, AIS and/or NCWSA committees MUST register their intention to have an event by notifying the AAPP with a Safety Plan intended for use at their function. The following statement must be on any flyers and/or website listings publicizing their activities – “The (name of conference, convention or event) abides by the NCWSA Requirement for Alateen Member Safety.” The first name and last initial of two Event AMIAS must also be included. These must be approved by the AAPP prior to posting on any website or circulating of the flyer.

1. Appropriate ratio of AMIAS to Alateen members.
   A minimum of two Event AMIAS is required at every event that includes Alateen participation. The ratio of Event AMIAS to Alateen Members can never be less than 1 to 5.

2. AMIAS transporting Alateen members to and from events.
   a. For an Al-Anon member to transport an Alateen who is not their own child or ward, they must be a currently certified AMIAS.
   b. The A22.7, NCWSA Travel, Treatment, and Participation Authorization form is required when an AMIAS has taken responsibility for transporting an Alateen member to or from any meeting, event, conference or Assembly or if a parent or guardian will not be remaining at the event.
   c. No Travel, Treatment, and Participation Authorization form is required when an Alateen is traveling with their own parent or guardian so long as the parent or guardian will be present throughout the entire event.
   d. Transport Alateens in groups and/or with another AMIAS whenever possible.
   e. Make sure a parent/legal guardian signs permission form when you are transporting his or her child to a meeting or other function. Have the responsible party sign the permission form in your presence.
   f. Whenever transporting or meeting with Alateen members, inform another AMIAS or Al-Anon member of your whereabouts and avoid meeting in isolated places.

3. NCWSA B17 Requirement will be posted in plain sight at event.

4. Event Safety Plan will be posted in plain sight at event.

5. Alateen Speakers must give written consent prior to being audio or video recorded.
   Al-Anon/Alateen meetings may be taped with the following suggestions: Every member is aware and approves of the taping and anonymity is carefully preserved.

6. Event AMIAS will wear name badges clearly designating each AMIAS with first name, last initial as well as the name and date of the event.
7. Only AMIAS who are currently certified through the AAPP may serve as Event AMIAS, Alateen Group Sponsors, chaperones, or hold other positions of service that include direct responsibility and care for Alateens at the events. ♦ No contact with a teen is permitted unless an AMIAS is present.

8. AMIAS from other Areas who wish to bring Alateens need approval from their Area before registering/transporting their Alateen members♥. NCWSC can vote to accept other Areas’ AMIAS certification on a temporary basis for the duration of the events. ♦

9. OVERNIGHT EVENTS♥ 
   a. Event AMIAS should have knowledge of their assigned Alateen member’s whereabouts at all times ♥
   b. No males in female’s rooms and no females in male’s rooms. No same sex couples may share a room. Participants outside of the gender binary shall contact the event coordinator for sleeping arrangements and guidelines. No Event AMIAS is to share an Alateen’s room.
   c. Possession of alcohol, drugs, or any substance prohibited by Federal law is strictly forbidden. ♦
   d. All prescription and over the counter medication must be in their original container(s) with labels firmly in place. Prescription medication must be prescribed to the person in possession of that medication. Medication(s) may only be used according to label instructions. Misuse of medication is grounds for expulsion from the event and/or notification of law enforcement.
   e. A currently licensed healthcare provider (HCP) or currently certified first aid person (FAP) should be in attendance at all times. This person should be made aware of Alateens and AMIAS who require medication during the event. All Alateens under medication must report to the designated HCP or FAP upon arrival at the event. It is recommended that this provider/person have no other service responsibilities at the event. ♦
   f. It’s important for the Alateen to understand that because the Event AMIAS are responsible for their assigned Alateens, they have the right to refuse to bring an Alateen whom they do not think will abide by these guidelines, always remembering to place principles above personalities. ♥
   g. Know how to contact emergency services should an Alateen member become ill or hurt on site. Since phones are not always available after hours, at some meeting locations, emergency procedures should be worked out in advance. ♥

F. MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS FOR AN ALATEEN MEMBER:
   It is the responsibility of each Alateen Member to:
   1. Ensure that the Alateen Group has at least two group sponsors at each meeting who are currently certified AMIAS.
   2. Avoid all sexual interaction with any adult and/or Alateen member.
   3. If inappropriate actions or statements are made in an Alateen meeting or around an Alateen, report it to an AMIAS. If an action or statement appears threatening, it is appropriate to call the police or speak to an attorney.
   4. Avoid conduct contrary to applicable laws.
   5. Use the A22.7 NCWSA Travel, Treatment, and Participation Form when traveling to or from any event with an AMIAS, or if the parent or guardian will not remain at the event. It is recommended that Alateen members travel with an AMIAS or their own parent or guardian.

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.

G. MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS FOR THE ALATEEN GROUP:
NCWSA may suspend an Alateen Group for any violation of the B-17. The AAPP will notify the WSO of any Alateen Group that has been suspended.

1. Qualification as Alateen Group: To be called an Alateen Group and listed as such in the NCWSA District or Area lists, the Alateen Group agrees to abide by the B-17 by:
   a. Selecting sponsors only from the list of certified AMIAS.
   b. Requiring at least two group sponsors be present at every Alateen group meeting.
   c. Maintaining Alateen registration by corresponding with the District or AAPP whenever any meeting change has occurred. Use the A22.6(G-3) Alateen Group Registration/Change Form to report the addition or loss of a sponsor, meeting location, time etc. The WSO will suspend an Alateen Group when the CMA does not report a change of address, or when the CMA or Group Sponsors are not certified AMIAS.
   d. Completing the annual WSO Group Update Sheet, and returning it to the AAPP.

H. MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS FOR THE DISTRICT:
Each District agrees to:

1. Provide forms required to meet the NCWSA Requirement for Alateen Member Safety to the AMIAS Applicant and the Alateen Group.
2. Use form A22.12 to provide names and addresses of the DAPP DAC, DR, and all alternates to the AAPP.
3. The DAPP will keep confidential and secure all documents relating to AMIAS service.
4. For any event with Alateen participation, submit an event specific Safety Plan to the AAPP for approval. Approval must be granted before publicizing the event. Event safety plans for the same location must be reviewed annually and resubmitted to the AAPP.

I. MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS FOR THE NCWSA:
The NCWSA agrees to:

1. Provide forms required by the B-17 to the DAPP and the DR.
2. Elect the AAPP (per Assembly motion 0709.11), and provide the name and address of the AAPP and the Area Chairperson to the World Service Office, and to all other required entities. The names and addresses will be provided in the 12 Stepper.
3. In the event the AAPP is unable to complete his or her term, the following servants assume the duties of the AAPP (in descending order):
   a. Area Chairperson
   b. Alateen Coordinator
   c. Alternate Alateen Coordinator
4. In the event the DAPP is unable to complete his or her term, it is recommended that districts designate the following servants to assume the duties of the DAPP (in descending order):
   a. DR or another AMIAS (selected by District)
   b. Alateen Coordinator (selected by District)
   c. Alternate Alateen Coordinator (selected by District)
5. Contact and employ an attorney familiar with California laws concerning child safety, who must review the B-17, prior to final issuance or substantive revision.

6. Keep confidential and secure the content of AMIAS application forms & reports, and to use, distribute or destroy content only in accordance with AAPP Guidelines.

J. INFORMATION FLOW FROM THE ALATEEN PROCESS PERSON TO THE WSO:
Each year the WSO requires recertification of AMIAS and updates Alateen Group records. The AAPP may set a deadline for receiving this information from the Districts and Groups to allow sufficient processing time to meet WSO deadlines. Groups that have no currently certified AMIAS will not be able to meet as Alateen until the situation is rectified.

K. APPEALS:
In line with the Al-Anon and Alateen Warranties, the B-17 recognizes that “no member shall be placed in unqualified authority over other members,” including any person who is an AMIAS, AMIAS Applicant, officer or coordinator at either the district or area level, or member of an Alateen or Al-Anon Group.

1. Any member of Al-Anon/Alateen may appeal a DAPP or AAPP decision, including but not limited to certifying or not certifying an AMIAS and/or the criteria used to make the decision. Reasons to appeal may include the following:
   a. Information of which the DAPP or AAPP might not be aware;
   b. New charges that weren’t previously known;
   c. Old charges that no longer apply.

2. Appeals must first be made to the DAPP or AAPP who made the decision. If the person appealing the decision is not satisfied with the result of an appeal to a DAPP, that person may appeal to the AAPP, outlining in writing why the first result is not satisfactory. The next and last appeal is to the Executive Committee of NCWSA. As the Board of Directors of NCWSA, Inc. the decision of the Executive Committee is final.

3. The appeals procedure to be used is identified as B27 NCWSC GUIDELINES FOR CONFLICT & COMPLAINT RESOLUTION.
APPENDIX:

- **List of Forms and Documents:**
  
  Forms/documents used in the Alateen Safety Process may be updated as needed and can be found at NCWSA.org. These forms and documents include but are not limited to the following:

<table>
<thead>
<tr>
<th>Form #</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>A22.1a</td>
<td>Al-Anon Member Involved in Alateen Service, Candidate Profile, New Candidate Only</td>
</tr>
<tr>
<td>A22.1b</td>
<td>Al-Anon Member Involved in Alateen Service, Recertifying only</td>
</tr>
<tr>
<td>A22.2</td>
<td>Al-Anon Member Involved in Alateen Service</td>
</tr>
<tr>
<td>A22.3</td>
<td>Letter to Alateen Sponsor Applicant</td>
</tr>
<tr>
<td>A22.4</td>
<td>Letter to an Alateen Group</td>
</tr>
<tr>
<td>A22.6</td>
<td>Alateen Registration/Group Records Change Form</td>
</tr>
<tr>
<td></td>
<td>(aka GR-3 per WSO) English &amp; Spanish</td>
</tr>
<tr>
<td>A22.6i</td>
<td>How to Fill Out the Alateen Registration/Group Records Change Form</td>
</tr>
<tr>
<td>A22.7</td>
<td>Alateen Travel, Treatment, and Participation Authorization</td>
</tr>
<tr>
<td></td>
<td>English &amp; Spanish</td>
</tr>
<tr>
<td>A22.9</td>
<td>WSO Motion to Create the Requirement for Alateen Member Safety</td>
</tr>
<tr>
<td>A22.11i</td>
<td>Request for Live Scan, Instructions</td>
</tr>
</tbody>
</table>

- **RECOMMENDED CONFERENCE APPROVED ALATEEN SAFETY LITERATURE:**
  
  This list is updated as the World Service Office makes additional literature available.
  
  
  
  
  d. G-20 Al-Anon/Alateen Area Conventions (version 2014) ●
  
  e. G-16 Alateen Conferences (version 2014) ♦