

Bermuda Al-Anon Member Involved in Alateen Service (AMIAS)
Certification Process
and Alateen Group Sponsor Application Process

(approved by the Area World Service Committee January 15, 2011)

Certification as an Al-Anon Member Involved in Alateen Service (AMIAS) in Bermuda is required of:

- Alateen sponsors
- Al-Anon members willing to serve as an instant or temporary sponsor¹
- Al-Anon members acting as chaperones or adults who are responsible for or assisting with any Alateen function
- Al-Anon members transporting Alateens to meetings or functions, including parents of Alateen members who are an “Al-Anon Member Involved in Alateen Service” transporting children other than their own.

Sponsor application process in Bermuda is:

- After receiving certification as an Al-Anon Member Involved in Alateen Service (AMIAS) and with the Alateen group’s approval, a sponsor or potential sponsor submits a Sponsor Application form. (See section below entitled “Applicant”.)

Appeals Process for applicants who are denied certification:

- If the District Representative refuses to sign the necessary paperwork, the candidate may appeal to the Area Alateen Process Person.
- If the Area Alateen Process Person refuses to sign the paperwork, the appeal may be taken to the Area Chairperson for the final decision.

Applicant:

By completing the AMIAS application, the applicant states his/her compliance with and commitment to fulfill the following Bermuda Requirements:

- **Al-Anon member attending an average of 4 meetings per month.**
- **At least 21 years old.**
- **Have at least 2 years in Al-Anon in addition to time in Alateen.**
- **Not have been convicted of an indictable offence, 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.**
- **Have completed the required Area training.**

Send the completed WSO application form to their District Representative (DR).

Before attending Alateen meetings, wait to hear back from the Area Alateen Process Person (AAPP) regarding their AMIAS approval.

***AMIAS certifications are completed at the Area level; WSO only maintains a database of applications. The AAPP is the contact person to determine if AMIAS certification is current and valid.

Once given approval by the AAPP, the AMIAS or Alateen Group Sponsor must continue to adhere to the requirements as stated in the application and these additional requirements of involvement and sponsorship:

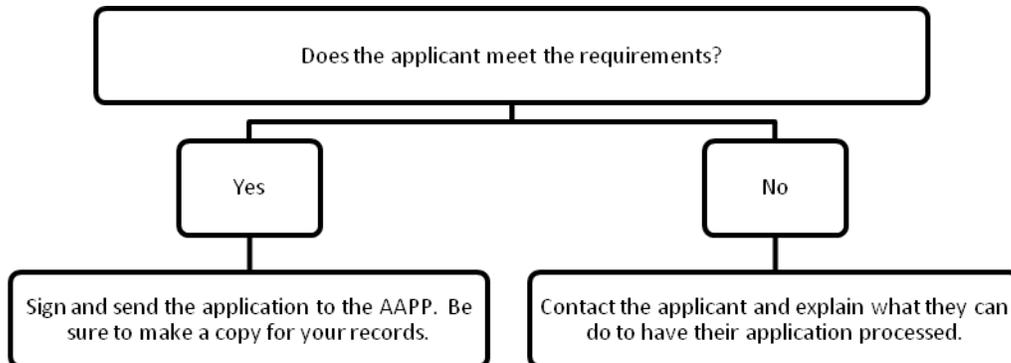
- **There must be at least one Alateen sponsor present at every Alateen meeting.**
- **Any covert or overt sexual interaction between any adult and any Alateen member is prohibited.**
- **Conduct contrary to applicable laws is prohibited.**
- **The Bermuda Alateen Medical Information and Travel Authorization Form is required whenever an Alateen member is transported to an Alateen meeting or an Al-Anon/Alateen function by any Al-Anon member other than a parent or guardian.**
- **Complete required training prior to the annual recertification process.**

***Certification in an area other than North Carolina/Bermuda does not qualify a member to be of service to Alateen groups in Bermuda; members must meet the Bermuda Safety & Behavioral Requirements and be certified through the Bermuda process before being of service to Bermuda Alateen groups.

¹ When a regular Sponsor is not available, another Al-Anon member who has been certified through the Area’s Alateen process can sponsor.

District Representative:

1. Verify that the correct forms has been completed and notarized, that the applicant attends 4 or more meetings of Al-Anon a month, that applicant has been a member of Al-Anon for two years or more, and that the DR knows of no reason that the applicant would not meet the BDA Safety & Behavioral Requirements. This may be accomplished by contacting the Group Representative of the applicant's home group or primary group. Should the GR be unfamiliar with the member applicant, the DR notifies the applicant and obtains the name of the group they do attend on a more regular basis. To the best of the DR's ability, certify that the applicant lives in Bermuda. If the applicant does not live in Bermuda, the applicant must be certified in the Area in which they live before obtaining Bermuda certification. The DR will obtain a Bermuda Police background check on the applicant and forward to the AAPP.



Area Alateen Process Person (AAPP):

1. Receives application from District Representative (DR) and checks the National Sex Offender database and review the Bermuda Police background check (provided by the DR).
2. If there are no search results, and the applicant has completed the Area's required training, the AAPP will sign the form, make a copy and send it to WSO. If there are search results, the AAPP will contact the DR.
3. At the end of the month of application, all AMIAS applications that were mailed to WSO are returned to the AAPP. The AAPP will notify the newly certified AMIAS their WSO ID Number, verify their certification and send a copy of the verification and WSO ID Number to the DR.
4. The AAPP will add the newly certified person to the Area database and send a copy to the Area Alateen Coordinator.

Bermuda Al-Anon Member Involved in Alateen Service (AMIAS) Recertification Process

All AMIAS certified members must recertify annually to maintain their certification. Any AMIAS who does not recertify will not be able to work with Alateen members until they re-apply and are certified.

At the Spring Assembly May 19, 2007, the Board of Group Representatives (GRs) voted for the following motion: *“to be posted on our website that the AMIAS respond “yes” or “no” by May 31st to indicate whether they qualify and want to continue being designated as an AMIAS. Each AMIAS will receive notice three months, then two months, then 2 weeks in advance of the posted deadline. May is AMIAS month.”*

AMIAS Responsibilities:

- Decide if you would like to continue serving as an AMIAS. If so, complete the entire AMIAS Recertification application as soon as it is received and send it to your District Representative (DR). You must be in compliance with the Bermuda Safety and Behavioral Requirements, including required annual training. This form is due to the DR by a date to be determined annually by the AAPP.

District Representative (DR) Responsibilities:

- Encourage AMIAS certified persons at the beginning of each year to recertify and remind them that recertification time is approaching and the forms will be mailed or emailed to them. Additionally, the form will be posted to the Area website at ncbermudaafg.org.
- Verify by contacting the GR of the home group that the recertifying AMIAS continues to attend an average of 4 meetings a month, has attended Al-Anon for at least two years, and that there are no known indications that they should not continue as an AMIAS.
- If they are in compliance, send the form to the AAPP. If the person is no longer in compliance, let the recertifying member know and then contact the AAPP so they can be removed from the AMIAS list.
- Assist the AAPP in securing recertification of all AMIAS, especially the sponsors of each Alateen group.
- Review AAPP list of certified AMIAS and Alateen Sponsors and address any inconsistencies between District and Area records with the AAPP.

Area Alateen Process Person (AAPP):

- Contact all AMIAS certified members by the first week of March to alert them of recertification and send the recertification application. Have the webmaster to post the form on the Area website. Notify applicants again in April and the middle of May.
- Document the recertification applications which are received from the DR, and remove from the AMIAS list all members no longer meeting requirements or failing to submit the recertification application to the DR.
- Mail all requests for removal and the list of recertified AMIAS to WSO no later than July 1.
- Promptly notify applicants of their recertification and provide DRs with an updated list of AMIAS and Sponsors for their district on completion of the recertification process, or by August 1.