

Area 42 - North Carolina/Bermuda Al-Anon Family Groups

Alateen Safety and Behavioral Requirements

(NC/BDA AFG ASBR)

In accordance with the policy for Alateen, the [Alateen Motion from the Board of Trustees \(December 8, 2003\)](#), and affirmed at the [2004 World Service Conference](#), the following Alateen Safety and Behavioral Requirements (ASBR) have been put in place for the North Carolina/Bermuda Al-Anon Family Groups (NC/BDA AFG) for Alateen meetings taking place within the geographical area of NC only.

1. **PURPOSE/INTENT:** The following requirements are established to provide Al-Anon members involved in Alateen service (AMIAS) with information, guidance and oversight on what is required to responsibly care for all Alateen members. We are called to provide a safe and nurturing environment for our Alateen members.
 - a. All Districts within NC/BDA AFG will adhere to these requirements and standards at all times. That includes any time before, during and after all meetings, as well as any special events that may occur from time to time.
 - b. These requirements prohibit any overt or covert sexual interaction, intimidation, or other threatening behavior between any adult and an Alateen member. All contact between Alateens and AMIAS's should be gender conscious and adult Al-Anon members must make every effort to avoid one-on-one interactions with Alateen members.
 - c. In keeping with the above standard, any time Alateen members are being transported or chaperoned by AMIAS other than their custodial parent/legal guardians, a signed permission form is required (North Carolina/Bermuda Medical Information and Travel Authorization Form). This is a one-time-use document and must be resubmitted for each Alateen function.
 - d. Any activity or behavior contrary to applicable law is prohibited.
 - e. This ASBR has been reviewed and approved by local NC legal counsel and found to be in compliance with local laws.

2. **AMIAS REQUIREMENTS:**
 - a. Eligibility:
 - i. Be an Al-Anon member regularly attending Al-Anon meetings (an average of 4 meetings per month).
 - ii. Have at least two years in the Al-Anon fellowship, in addition to any time spent in Alateen.
 - iii. Be at least 21 years old.
 - iv. Not have been convicted of a felony, 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.

- b. Certification:
 - i. Complete the required training on the NC/BDA AFG ASBR. Annual completion of this course of training is required to maintain an active AMIAS status.
 - ii. Authorize, undergo, and pass a thorough background check which is facilitated by the Area Alateen Coordinator (AAC)/Area Alateen Process Person (AAPP).
 - iii. Sign the AMIAS Certification document attesting to these requirements and current contact information. AMIAS applicants in NC must have their document notarized (Assembly motion November 1, 2008). Notarization is not required for Bermuda AMIAS applicants (Assembly motion November 9, 2013). That document is processed through the District Representative with a confirmation by the applicant's "Home" Group Representative, confirming their familiarity with the applicant and the consistency of their attendance.
- c. Recertification: All AMIAS wishing to maintain an active status in Alateen service must recertify each year between January - May. The following process is required:
 - i. Participate and complete the annual training course on the NC/BDA AFG ASBR.
 - ii. Authorize, undergo, and pass a thorough background check which is facilitated by the AAC/AAPP.
 - iii. AMIAS must submit the "NC/BDA AGF Recertification Form" to the District Representative to confirm all information and forward onto the AAPP.
 - iv. AMIAS must remain in compliance with the certification requirements listed in Section 2 - Part a above.
 - v. Each AMIAS must continue their program of personal recovery by regular attendance at AI-Anon meetings.
- d. Any change of a sponsor (or AMIAS acting as CMA or Group contact) requires filing an Alateen Group Records Change Form through the AAC to the AAPP.
- e. Resignation and Removal:
 - i. To discontinue participation as an AMIAS, the AMIAS will notify the AAC. If acting as a group sponsor, the Alateen Group Records Change Form will need to be completed and the group and the other group's sponsor(s) notified of the change. A replacement group sponsor will need to be identified in order to remove the AMIAS as a group sponsor.
 - ii. If the AMIAS is in violation of these Alateen Safety and Behavioral Requirements, their certification will be inactivated, and they will no longer be an AMIAS per the NC/BDA AFG Decertification Process of AI-Anon Members Involved in Alateen Service (approved by Area World Service Committee January 15, 2011).

- iii. There are times when the group becomes dissatisfied with its Alateen Group Sponsor. If, after a Group conscience, the group feels a change of sponsorship would be desirable, the group needs to seek another certified AMIAS who is willing to sponsor the group. District and Area AMIAS should collaborate in this process.

3. GROUP MEETINGS:

a. Starting a new meeting:

- i. Group meetings can include age range 7-19. When selecting the day/time and location of Alateen meetings, it is strongly recommended to be held at the same time and location as an AI-Anon meeting. While this is not a requirement, our Legacies and the spiritual principles of our fellowship encourage this kind of cooperation and mutual support.
- ii. The location of an Alateen meeting can vary based on availability and needs, but acceptable venues can be a school, recreation center, religious facility or other public place while maintaining confidentiality and anonymity. School meetings need to be handled a bit differently, suggestions can be found in the AI-Anon Guidelines - [Alateen Meetings in Schools \(G5\)](#).
- iii. A newly forming group will list the primary currently certified AMIAS on the Alateen Group Registration Form, serving as Alateen group sponsor, the CMA "current mailing address" and phone contact for the public. Two AMIAS are recommended but not required.
- iv. Once the AAC/AAPP confirms that the group has been registered with the WSO, the group may then meet as an Alateen group.
- v. The Alateens have a voice in electing their Group Representative who would be an Alateen

b. Meeting Requirements:

- i. There must be at least one AMIAS present at every Alateen meeting; however, groups are encouraged to have two AMIAS present at each meeting. If no AMIAS is available to participate at the Alateen meeting, then the meeting cannot occur. The Alateens are always welcome and encouraged to attend an AI-Anon meeting.
- ii. Alateens are young members of the AI-Anon fellowship. As the name implies, Alateen was originally designed for members in their teens. In recent years, however, it is recognized that there are younger children who are ready for Alateen. Any young person who attends Alateen should be able to participate in a shared learning experience. It is within the autonomy of each Alateen group to lower the age limit or divide into groups by age if beneficial. Members in their teens who are legally adults (age 18 in most locations) agree to abide by the same requirements as minor Alateens when they attend Alateen meetings and events.

- iii. Alateen meetings are closed meetings; ordinarily only Alateen members and the Area-certified Alateen group sponsors affiliated with the group will attend. However, designated Area trusted North Carolina/Bermuda (NC/BDA) Officers and District Representatives (DRs) on occasion will attend the meeting as a resource to the group per the Area's Alateen Requirements. Alateen groups may also have occasional open meetings or guest invitees to celebrate the group's anniversary or for public outreach purposes.
- iv. Alateen members in meetings are responsible for their own behavior and will handle themselves in a manner that is conducive to recovery. Each group develops their own behavior expectations in the spirit of the Al-Anon/Alateen Program's Twelve Steps, Twelve Traditions, Twelve Concepts, and Warranties. When they feel a part of what is expected, and they monitor each other peer to peer.
- v. Any sexual and non-consensual interaction between any adult and any Alateen member is prohibited. This behavior includes but is not limited to:
 - 1. Sexual or non-consensual touching
 - 2. Seeking, soliciting, pressuring, or even suggesting a dating relationship between an Alateen and an AMIAS
 - 3. Suggestive, romantic or sexual communication, whether verbal, written, telephonic, or electronic, including "sexting"
 - 4. Aggressive, coercive or abusive behavior including sexual harassment
- vi. Conduct contrary to Federal, State, or local laws is prohibited. This includes laws related to cigarettes, vaping devices and smokeless tobacco.
- vii. The following requirements apply to all Alateen meetings:
 - 1. Alcohol or illegal drug use by any participant is prohibited
 - 2. Weapons including but not limited to knives and firearms are prohibited
 - 3. Behavior that is harmful to the Alateens or the Group will not be tolerated, such as:
 - a. Disruptive behavior
 - b. Harassment and/or discrimination
 - c. Bullying
 - d. Emotional, psychological or physical violence or abuse.
- viii. AMIAS serve to maintain an environment of safety and trust, in order for recovery to take place and to protect the Al-Anon/Alateen members from physical and emotional harm. When there is disruption in the Alateen meeting, AMIAS and Alateens have full voice to address the concern and have a Group conscience. Alateen members and AMIAS do not accept unacceptable behavior in an Alateen meeting. Use of Al-Anon tools, such

as performing a group inventory, may assist with resolving conflicts in the group.

Note: An AMIAS should step aside if asked to by the Alateen's group conscience or if remaining would interfere with the unity of the group or fellowship.

- ix. An AMIAS 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.
 - x. While anonymity is a spiritual principle of the program, it cannot be used as a legal basis to shield criminal behavior. An AMIAS is a mandatory reporter in NC, [PowerPoint Presentation](#) (NC Mandatory Reporting), and should be made known to the Alateens, so they can make an informed decision regarding what they choose to share. Some Alateen groups read a safety statement to remind Alateens of this distinction. It is suggested this safety statement be shared with the AAC. Any reporting is done as an individual, not as an Al-Anon member or AMIAS. As always, AMIAS abide by the applicable laws.
 - xi. Alateens with disabilities who require the attendance of a caregiver are permitted to have a non-AMIAS caregiver present in the meeting provided the caregiver does not participate in the meeting and agrees to abide by our principles of anonymity and confidentiality.
 - xii. All Alateen meetings must be in compliance with the NC/BDA AFG ASBR. Noncompliant meetings will be inactivated and removed from local and World Service (al-anon.org) meeting directories.
- c. Annual Paperwork:
- i. Any update in information for the Alateen group will require completion of the Annual Alateen Group Recertification Sheet, to be submitted to the AAC/AAPP.
 - ii. If an Alateen Group does not have sufficient certified AMIAS in place as group sponsors, the Alateen group's status will no longer be 'Active' until the group has the group sponsors needed.
4. **Alateen Events:** The events mentioned in this document refer to Al-Anon/Alateen/AA combined events and/or conferences where Alateen is participating. Each event with Alateen participation will have safety requirements in place that are in compliance with the NC/BDA AFG ASBR (Assembly motion May 21, 2005). AMIAS to Alateen ratio will have 1 AMIAS to every 5 Alateens. The AMIAS for any event with Alateen participation will follow the guidelines set in the Al-Anon Guidelines - [Alateen Conferences \(G-16\)](#) and

the Al-Anon Guidelines - [Alateen Safety Guidelines \(G-34\)](#). Examples of such events are:

- a. Alateen conferences
 - b. Al-Anon/Alateen conventions
 - c. A.A. conventions with Al-Anon/Alateen participation
 - d. Area business meetings (Assembly, Area World Service Committee)
 - e. District/AIS local event
 - f. Public outreach opportunities
5. **Area Alateen Process Person (AAPP) and Area Alateen Coordinator (AAC):** These are two AMIAS who act as liaisons between groups, districts, Al-Anon Information Services, and the World Service Office (WSO); conveying service information from WSO to districts, information services, and groups; and distributing and submitting Alateen forms and WSO Group Records reports by the required dates.
- a. The AAC and the AAPP must be current certified AMIAS's. These service positions are appointed at the beginning of each Panel by the Area Chairperson for a three-year term.
 - b. Annual Recertification: No later than May 1 of each year, the AAPP will process all AMIAS members' and Alateen groups' documentation using the WSO database.
 - c. As a trusted servant, the AAC is responsible to keep current with WSO training activities, conference calls, and other support opportunities. The AAC, districts, groups, and area will communicate accordingly.
 - d. It is the responsibility of the AAC to ensure that all AMIAS in the Area are trained and that all Alateen groups have current certified AMIAS connected as Alateen Group Sponsors with a Current Mailing Address (CMA) and Phone Contact.
 - e. Once all information is entered into the online Group Records database, no paperwork is retained.
6. **Review and Change Process:** When it is determined that the NC/BDA AFG ASBR need review, that they be reviewed by an ad hoc committee formed for that purpose made up of three Alateens, three Alateen Group Sponsors/AMIAS and three Al-Anon members and the AAC and that this ad hoc committee be appointed by the Area Chairperson. (from November 6, 2004 North Carolina/Bermuda An-anon/Alateen Assembly Motions)
- a. Changes to these requirements will be noted in a dated footer.
 - b. Only the latest approved NC/BDA AFG ASBR will be posted on the Area Website.

APPENDIX: RESOURCES & FORMS/DOCUMENTS FOR ALATEEN SAFETY & SERVICE

Recommended WSO Resources:

- [Al-Anon/Alateen Service Manual \(2022-25, v4\)](#)
- [Alateen Service e-Manual](#) (April 20, 2020)
- Alateen Guidelines:
 - [Alateen Safety Guidelines \(G-34\)](#)
 - [Starting an Alateen Group \(G-19\)](#)
 - [Alateen Meetings in Schools \(G-5\)](#)
 - [Alateen Conferences \(G-16\)](#)
 - [Al-Anon/Alateen Area Conventions \(G-20\)](#)
- [Alateen Sponsorship – It is for You? \(S-27\)](#)
- [Information for Educators/Alateen Meetings in Schools \(S-64\)](#)
- [2003 Alateen Motion from the Board of Trustees](#) – Located in appendix of the Al-Anon/Alateen Service Manual.

NC/Bermuda Forms and Documents:

Annual Alateen Group Recertification Sheet	Sent by WSO to Alateen Group CMA; required for group's annual recertification
Alateen Group Registration Form	Fill this form out to start a new Alateen Group and submit to the AAPP.
Alateen Group Records Change Form	Fill this form out if there are any changes to your Alateen meeting (e.g., time, location) and submit to the AAPP.
NC/Bermuda Safety & Behavioral Requirements	Once approved this will be available on the Area NC/Bermuda website.
NC/Bermuda AMIAS Training Schedule	AMIAS certification occurs throughout the year. The annual recertification is from January - May.
NC/Bermuda Alateen Medical Travel and Information Form	This form is required whenever an Alateen is transported by and/or attending with an AMIAS at an Alateen-related event.
NC/Bermuda Annual AMIAS Certification Form	Prospective Al-Anon members interested in Alateen service complete this form after completing the NC/Bermuda AMIAS Training with the AAPP.
NC/Bermuda Annual AMIAS Recertification Form	AMIAS must submit this form to their District Representative (DR) to confirm all information is accurate. The DR forwards the form to the Area Alateen Process Person.
NC/Bermuda AMIAS Decertification Process	The process followed to revoke AMIAS certification.
NC/Bermuda AMIAS Training Presentation	This presentation is a helpful reference for AMIAS throughout the year and will be available on the Area NC/Bermuda website

Approved by WSO December 27, 2024

Approved by Group Reps at Fall Assembly November 24, 2023