

NORTH FLORIDA AREA POLICY

ALATEEN SAFETY AND BEHAVIORAL REQUIREMENTS

11/14/2004

I. **PURPOSE:** It is North Florida Area's goal to bring Alateen recovery to as many young people as possible in an environment that is safe for Alateens, their group sponsors and all other members of Al-Anon involved in Alateen Service. Members will be in compliance with applicable laws. This document details NFA Alateen Safety and Behavioral Requirements and supports the North Florida Area's goal. In this document Al-Anon members involved in Alateen service, shall mean an active member of Al-Anon (see this document, "II. AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE" section for requirements) involved in Alateen group sponsorship and any Al-Anon involved in service with Alateen. The words "Requirements" and "Policy" refer to this document. These requirements apply only to Al-Anon/Alateen members.

- A. The North Florida Area (NFA) will recognize only Alateen meetings, Alateen events, or Al-Anon events involving Alateen participation, for which Al-Anon members sponsoring or volunteering for other service to Alateen will have complied with this document.
- B. These requirements extend to any behavior immediately before, during and after any Alateen meeting or activity of Alateens and to adult Al-Anon members involved with Alateen service; including transportation of Alateens to and from meetings and events.
- C. These requirements prohibit any overt or covert sexual interaction, intimidation, or other threatening behavior.
- D. All contact between Alateens and adult Al-Anon members is to be gender conscious; and all Al-Anon adult members will make every effort to avoid one-on-one interactions with Alateen members.

- E. All Al-Anon members involved in service with Alateen shall make a commitment to provide morally instructive modeling of touch, behavior and supervision to all Alateen members.

II. AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE:

- A. All adult Al-Anon members involved in Alateen Service will register with the NFA and the World Service Office (WSO) on a yearly basis. This includes Sponsors, substitute or temporary sponsors, chaperones, drivers and the like.
- B. Anyone being or applying to be an Alateen sponsor or interested in service to Alateen will:
 - 1. Be an Al-Anon member in good standing, regularly attending Al-Anon meetings (at least one meeting a week)
 - 2. Be at least 23 years of age
 - 3. Be a currently active member of at least three (3) years in Al-Anon in addition to any time as an active member of Alateen
 - 4. Not have been convicted of a felony, 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.
 - 5. Attend at least one (1) Alateen sponsor “Safety Orientation” session or workshop each year presented by the NFA Alateen Coordinator and be signed off by the North Florida Alateen Coordinator or Resource person.
 - 6. Submit WSO forms in accordance with paragraph VI.A. signed by the candidate, certifying the above (1 through 4).

III. GROUPS:

- A. The requirements encourage the establishment of Alateen meetings that meet at the same time and place as Al-Anon meetings.

- B. An Al-Anon group sponsors every Alateen meeting. Alateen meetings in schools might not be sponsored by an Al-Anon group. Any Alateen groups, including school groups, not sponsored by an Al-Anon meeting become the responsibility of the specific North Florida District.

- C. Al-Anon World Service Office requires all Alateen meetings in the NFA complete necessary documentation in time to be registered with World Service Office before December 31, 2004. Dates will be established by NFA to insure this deadline can be met. (See NFA deadlines below.)

- D. There must be at least one Alateen sponsor (Al-Anon adult member) present at every Alateen meeting, and the Area encourages a minimum of two Alateen sponsors (Al-Anon adult member) present at every meeting. If no registered sponsors are available for the meeting then an Alateen meeting will not occur, but the Alateens are welcome to attend Al-Anon meetings. If the number of Alateens is such that an unsafe situation exists, Alateens or Alateen sponsors have the option of canceling that Alateen meeting. (If available, Alateens and/or Alateen sponsors may attend regular Al-Anon meetings.)

IV. ROUNDUPS, CONVENTIONS AND OTHER FUNCTIONS INVOLVING ALATEENS:

- A. These requirements apply to any Al-Anon member in direct responsibility for Alateens (such as nurses and security) at all Al-Anon/Alateen functions. Each function shall be considered a separate function and require separate documentation. Area events will fall under the North Florida Area and District events will be the responsibility of the sponsoring District.
- B. In cases where Alateens are being transported or chaperoned by adults other than their legal guardian, a notarized parental consent form will be required. Each adult must have a parental permission form and medical care information form for each child. (One consent form does not “fit all”.)

V. DISTRICTS:

- A. The District Representative, or an appointed district trusted servant, will review all documentation, sign the NFA District Certification Form, and forward all the documentation to the NFA Alateen Coordinator/Alateen Resource Coordinator.
- B. While each district will be responsible for its own safety requirements, the requirements must meet the minimum requirements set forth, herein, of the NFA and the Al-Anon World Service Office.
- C. Upon acceptance of the requirements by the North Florida Assembly, all required documentation will be forwarded to the NFA Alateen Coordinator not later than November 20, 2004. The North Florida Area will establish deadlines for documentation in 2005.

VI. NORTH FLORIDA AREA:

Compliance for these Safety Requirements will be the responsibility of the North Florida Area as represented by the North Florida Alateen Coordinator/Alateen Resource Coordinator. The NFA Alateen Coordinator/Alateen Resource Coordinator will:

- A. Review and forward documentation to WSO:
 - Al-Anon Member Involved in Alateen Service Annual Certification Form
 - Alateen Registration/Group Records Change Form
 - Al-Anon Member Involved In Alateen Service Status Change Form.
 - The Al-Anon Member Involved in Alateen Service (form).
- B. Facilitate training at the district level to insure the implementation of these requirements and sign off on this training.
- C. As required, form a committee to investigate any alleged violations of these requirements. The committee will work with the host Al-Anon group to resolve any violations. In cases where the requirements cannot be met, the committee will recommend to the NFA that the name Alateen be removed from the group.

VII. NORTH FLORIDA AREA WORLD SERVICE COMMITTEE:

- A. The NFA Delegate will submit the Area Alateen Process Form to WSO.
- B. From time to time the NFA World Service Committee will review these Safety and Behavioral Requirements and submit suggested changes to the North Florida Area Assembly.