

AL-ANON FAMILY GROUPS

VICTORIAN SOUTHERN AREA INC

A15431J



AREA ALATEEN SAFETY AND BEHAVIOURAL REQUIREMENTS

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AREA ALATEEN SAFETY AND BEHAVIOURAL REQUIREMENTS

The Area Alateen Safety and Behavioural Requirements have been created to ensure the safety of the Alateen members, the Alateen Group Sponsors and to protect the safety of the Al-Anon Family Group organisation.

Al-Anon is responsible for Alateen.

Al-Anon Family Groups Victorian Southern Area (Incorporation number **A15431J**) is committed to child safety as outlined in the Statement of Commitment.

Each Alateen Group and 'Parent' Al-Anon Group in the Victorian Southern Area is required to abide by these Area Alateen Safety and Behavioural Requirements and to be guided by the relevant AGSO Guidelines.

Statement of Commitment

Al-Anon Family Groups Victorian Southern Area is committed to helping young people whose lives have been affected by alcoholism in a family member or close friend. We support the rights of children and young people and are committed to providing a safe and supportive service environment directed at ensuring their safety and wellbeing. This includes cultural safety for Aboriginal children and for children from culturally and/or linguistically diverse backgrounds. We endeavour to provide a safe environment for children with special needs. We do not tolerate child abuse; all allegations and safety concerns will be treated seriously and consistently. We have legal and moral obligations to contact authorities if we are concerned about a child's safety. Any allegations of abuse, likely abuse or safety concerns must be reported to the Police and/or in accordance with any Reportable Conduct Scheme and our Child Safety Officer who is appointed by the Area Association Committee. We have a Child Safety Code of Conduct, Child Safety Risk Management Procedure and a Child Safety Policy.

We are dedicated to our child and youth risk management strategy which is in place to effectively address the safety and wellbeing of children and young people when attending Al-Anon/Alateen fellowship meetings and events both online and face-to-face.

Alateen's Twelve Traditions in Appendix 18 reflect the culture that Al-Anon and Alateen Groups in the Victorian Southern Area are committed to.

Alateen Membership and Age Range:

'As the name implies, Alateen is designed for members in their teens. It is within the autonomy of each Alateen group to lower the age limit or divide groups according to age. The Alateen program does require the ability of members to participate and share experience, strength and hope. Alateen is not a teaching program. For group unity and safety, members in their teen years who are legally adults agree to abide by the same requirements as minor Alateens when they attend Alateen meetings and events. Alateen members in the upper teen years are encouraged to begin attending Al-Anon in addition to Alateen meetings.' P24/27 2022-2025 Al-Anon/Alateen Service Manual

Abbreviations:

CSO	Child Safety Officer of the Area Association Committee
Area	Al-Anon Family Groups Victorian Southern Area Inc
VSAAFG	Victorian Southern Area Al-Anon Family Groups Inc
AGSO	Australian General Service Office
AMIAS	Al-Anon Member Involved in Alateen Service
S&BRs	Safety and Behavioural Requirements
WWCC	Working with Children Check
AAPP	Area Alateen Process Person

NOTE: The term Al-Anon Member Involved in Alateen Service (AMIAS) includes Alateen Group Sponsors.

1. Requirements for Alateen Group Sponsor Applicants

- 1.1. Alateen Group Sponsor applicants are required to:
 - 1.1.1. be an Al-Anon member attending Al-Anon meetings regularly (weekly or fortnightly)
 - 1.1.2. be at least 21 years old
 - 1.1.3. have been an Al-Anon member for at least three (3) years, in addition to any time spent as a member of Alateen
 - 1.1.4. have a good understanding of the Al-Anon program, including the Steps, Traditions and other principles
 - 1.1.5. not have been convicted of a crime relating to violence, drugs or sexual matters, and not have been charged with child abuse or any other inappropriate sexual behaviour and not have demonstrated emotional/behavioural problems which could result in harm to Alateen members.
 - 1.1.6. hold a current Working with Children Check card regulated by the Victorian State Government, Department of Justice and Community Safety (DJCS).

2. Desirable qualities for Alateen Group Sponsor Applicants

- 2.1. It is desirable for Alateen Group Sponsor applicants to:
 - 2.1.1. understand the importance of child safety
 - 2.1.2. be reliable
 - 2.1.3. have good communication skills
 - 2.1.4. be willing to seek advice
 - 2.1.5. have or be willing to acquire a Service Sponsor and link with other Alateen Group Sponsors where possible.

3. Registration of Alateen Group Sponsors

- 3.1. It is important for applicants to read and understand the S&BRs before undertaking a preliminary interview with the Area Alateen Coordinator or another delegated person.
- 3.2. The completed Area Alateen Group Sponsor Application Form (Appendix 2) needs to be submitted to the Area Alateen Coordinator, nominating three (3) Al-Anon members as referees. Please supply each referee with a copy of the referee questions (Appendix 3). Each referee should complete the referee questions confidentially, sign the document and return the form directly to the Area Alateen Coordinator. Each referee will be contacted by a member of the interview panel to assist in the process of verifying the applicant's suitability as an Alateen Group Sponsor. All references will be treated as strictly confidential.
- 3.3. The interview must be undertaken with at least two (2) Al-Anon members from a list approved by the Area Association Committee. The applicant will be given a copy of possible interview questions (Appendix 4) prior to the interview. The applicant will be required to make a commitment to attend ongoing training sessions for Alateen Group Sponsors on topics including child safety.
- 3.4. A Working With Children Check is required. Application is made through the Department of Justice and Community Safety (DJCS). Al-Anon Family Groups needs to be listed on the application. Any information obtained as a result of this check will be regarded as strictly confidential. All obligations under applicable legislation in relation to this information will be complied with.
- 3.5. After receiving a Working With Children Check card, a copy must be sent to the Area Alateen Coordinator/Area Alateen Process Person to be registered at the Area Office. At least four (4) Alateen meetings must be observed and the Trainee Alateen Group Sponsor attendance record (Appendix 5) signed by a Group Sponsor at each meeting. Special circumstances will be considered by the Area Service and Association Committees, for example, if distance makes it impractical to observe Alateen meetings in person, then attendance may be by virtual means.

After four (4) meetings have been observed, the prospective Alateen Group Sponsor sends the

completed and signed form to the Area Alateen Process Person who will arrange an interview at a time and place suitable to all parties. The interview can be conducted over the phone or online if necessary.

- 3.6. After successful completion of the interview, the applicant shall:
 - 3.6.1. sign the Alateen Group Sponsor responsibility statement (Appendix 6).
 - 3.6.2. complete the AGSO Registration Form for AMIAS (Appendix 7).
- 3.7. An Alateen Group Sponsor card with AGSO identification number will be issued by the Area Alateen Process Person.

4. Alateen Group Sponsors from other Areas

- 4.1. An Alateen Group Sponsor registered in another state who wishes to be an Alateen Group Sponsor regularly in Victorian Southern Area needs to register as a Victorian Southern Area Alateen Group Sponsor.
- 4.2. Convention Alateen Group Sponsorship: An Alateen Group Sponsor registered in another Area attending a Convention or similar event may be able to be a Alateen Group Sponsor in another Area unless local laws prohibit this. For example, only Alateen Group Sponsors who have a current *Queensland Working with Children Blue Card* can be an Alateen Group Sponsor in Queensland.

5. Alateen Group Sponsors - Code of Conduct

5.1. Alateen Group Sponsors must abide by the Code of Conduct which includes:

- 5.1.1. Understanding the content of the Area Alateen Safety and Behavioural Requirements, Child Safety Code of Conduct, Child Safety Risk Management Procedure and the Child Safety Policy.
- 5.1.2. Treating Alateen members (this includes any child or young person who attends an Alateen meeting/events) with courtesy, dignity, respect, and fairness.
- 5.1.3. Creating an environment that is welcoming, promoting, and enabling children's participation and encouraging Alateen members to be involved in the decision-making process of Alateen.
- 5.1.4. Protecting Alateen members from harm, discrimination, violence or bullying, teasing, threatening and sexist or racists remarks.
- 5.1.5. Demonstrating appropriate personal and professional boundaries.
- 5.1.6. Protecting Alateen members and their family's anonymity.

5.1.7. Alateen Group Sponsors will, under no circumstances:

- 5.1.7.1. Attend Alateen meetings while under the influence of alcohol or prohibited drugs.
- 5.1.7.2. Disclose personal or sensitive information about an Alateen member, including images of a child, unless the child and their parent or guardian¹ consent or unless required to do so as per Alateen's policy and procedure on reporting and pursuant to mandatory reporting obligations under Children, Youth and Families Act 2005 for Victoria.
- 5.1.7.3. Engage in any activity that is likely to physically, sexually, mentally, or emotionally harm an Alateen member.
- 5.1.7.4. Ignore or disregard any suspected or disclosed child sexual abuse pursuant to mandatory reporting obligations under Children, Youth and Families Act 2005 for Victoria.

¹ Guardian could mean a legal guardian or an adult who is responsible for the care of the Alateen member.

6. Alateen Group Sponsors – Communication, Support and Responsibilities

- 6.1. Alateen Group Sponsors must be able to display their current Working with Children card as well as their current Victorian Southern Area - issued Alateen Group Sponsor's card with their AGSO ID number, at all times when acting in the capacity of Alateen Group Sponsor.
- 6.2. Alateen Group Sponsors need to have read and understood the current S&BRs; they are also to have a current copy so that they can refer to it.
- 6.3. Alateen Group Sponsors are responsible for the Alateen members while they are at the meeting. The Alateen Group Sponsors are to know where each Alateen member is, at all times.
- 6.4. Alateen Group Sponsors need to obtain a Consent / Registration Form for every new Alateen member prior to them attending their first meeting whether in person or online. The form needs to be completed by the teen and their parent/guardian. See Appendix 13 for details. Completed forms need to be forwarded to the Area Alateen Coordinator.
- 6.5. Alateen Group Sponsors shall assist their Alateen group to develop its own Code of Conduct (Appendix 12) and ensure that all group members are aware of and adhere to the code at each meeting.
- 6.6. Alateen Group Sponsors need to be familiar with the procedures to follow in case of a medical emergency, i.e. location of a first aid kit, evacuation procedures, etc. Refer to the emergency contact list.
- 6.7. Alateen Group Sponsors need to inform the Area Alateen Process Person of any changes to an Alateen Group Sponsor's status using AGSO Alateen Form for AMIAS (Appendix 7) and/or Alateen Group Update Form (Appendix 9), or the Alateen Group Sponsor Responsibility Statement (Appendix 6).
- 6.8. Alateen Group Sponsors must report to the Area Alateen Process Person as soon as practicable any matter which may affect their eligibility to act as an Alateen Group Sponsor.
- 6.9. Alateen Group Sponsors are encouraged to have a Service Sponsor, and link with other Alateen Group Sponsors where possible.
- 6.10. Alateen Group Sponsor registration needs to be updated annually using Victorian Southern Area Appendix 6 (Alateen Group Sponsor Responsibility Statement) and AGSO Renewal Form (Appendix 7). *Failure to do this before a date provided by AGSO may result in the Group Sponsor's registration being suspended.*
- 6.11. Alateen Group Sponsors shall attend Alateen Group Sponsor meetings and undertake any educational and awareness programs deemed appropriate by the Service and Association Committees. (This is the ongoing training mentioned in 3.3.)
- 6.12. An Alateen Group Sponsor who does not abide by the Alateen S&BRs including attendance at Alateen Group Sponsor meetings and training programs without a legitimate reason, e.g. illness, may have their registration suspended.

7. Registration of Alateen Groups

- 7.1. In order for an Alateen Group to be registered with the AGSO and included in Area records it needs to:
 - 7.1.1. Have at least 4 registered Alateen Group Sponsors registered with the Area who are willing to support it. These Sponsors need not only come from the parent Al-Anon Family Group.
 - 7.1.2. Have a 'Parent' Al-Anon Family Group which has agreed in writing to be responsible for it (Appendix 8).
 - 7.1.3. Have a completed AGSO Registration/ Update form for Alateen Group (Appendix 9) signed by

the Area Alateen Coordinator or the Alateen Process Person as well as the Area Association Committee Child Safety Officer with a copy of the Alateen Group Approval form (Appendix 10) attached and lodged with AGSO.

8. Other Requirements for Alateen Groups

- 8.1. Two (2) Alateen Group Sponsors must be in attendance at every Alateen group meeting, including electronic meetings.
- 8.2. There must be at least two Alateen Group Sponsors at every Alateen meeting and at least two Alateens present at an Alateen meeting; the Alateens may be attending electronically or at the venue. In the event of one Alateen member attending, they would be asked to attend the Al-Anon meeting or return to their parents.
- 8.3. With electronic meetings, the Group Sponsor's camera is to be on at all times.
- 8.4. Any Alateen activities that fall outside normal Alateen meetings need prior approval from the Service and Association Committees. Refer to the Area's Child Safety Policies for more information.
- 8.5. Each Alateen Group is to develop its own Code of Conduct with the assistance of its Alateen Group Sponsors. This Code of Conduct is to be read at regular intervals, particularly when there are new members.
- 8.6. There cannot be any sexual interaction, obvious or hidden, consensual or not, between any adult and any Alateen member at any Al-Anon/Alateen event.
- 8.7. There cannot be any sexual interaction, obvious or hidden, consensual or not, between any Alateen Group Sponsor and any Alateen member at any time.
- 8.8. There cannot be any sexual interaction, obvious or hidden, consensual or not, between any Alateen members at any Al-Anon/Alateen event.

9. Responsibilities of 'Parent' Al-Anon Groups

The 'Parent' Al-Anon Group is the group that assists the Alateen Group to start up and has agreed to be responsible for the group. Their support could include venue hire, literature purchases, Public Information and supply of Alateen Group Sponsors for both electronic and face-to-face meetings.

- 9.1. The Alateen meeting needs the full encouragement and support of the Parent Al-Anon group.
- 9.2. The Parent Al-Anon Group needs to be familiar with the first aid procedures for the venue; i.e. location of first aid kit, evacuation procedures, etc. If no first aid kit is available, then the Parent Al-Anon Group is to provide a basic first aid kit for face-to-face meetings.
- 9.3. The Parent Al-Anon Group needs to complete Appendix 8 prior to registration of new Alateen group.
- 9.4. The Parent Al-Anon Group is responsible for ensuring that the requirements for all Alateen groups are met, including ensuring there are two Alateen Group Sponsors present at every Alateen meeting.

10. Parent or Guardian Responsibilities for Alateen Members under 18 Years of Age

- 10.1. The parent or guardian of an Alateen member must accept responsibility for their child before and after each Alateen meeting. Any known medical conditions are to be communicated by the parent or guardian to the Alateen Group Sponsors.
- 10.2. A Consent / Registration form must be completed and signed by the parent/guardian and young person prior to an Alateen member participating in an Alateen meeting, whether in person and or online, for the first time. See Appendix 13
- 10.3. An emergency contact number must be provided to the Alateen Group Sponsor.

10.4. If it becomes necessary for an Alateen member to be asked to leave an Alateen meeting, the parent or guardian will be contacted to collect their child promptly.

11. Duties and Responsibilities of the Area Alateen Coordinator

The duties and responsibilities of the Area Alateen Coordinator include the following:

- 11.1. Must be at least 21 years of age, be an Al-Anon member for at least 3 years, attending Al-Anon regularly and be prepared to be an Alateen Group Sponsor.
- 11.2. Ensures that all Alateen Group Sponsors, Alateen members and Al-Anon Parent Groups are fully aware of the significance of the Area Alateen Safety and Behavioural Requirements, AGSO guidelines, Child Safety Code of Conduct, Child Safety Risk Management Procedure and the Child Safety Policy.
- 11.3. Collect Consent / Registration forms for all Alateen members from Alateen Group Sponsors where the teen is attending for the first time. These are to be forwarded to any other Group/s the teen intends to attend and also forwarded to the Area Alateen Process Person to be stored in a secure manner.
- 11.4. Visit all Alateen groups in the Area (physically or virtually) and stays in contact with the groups on a regular basis.
- 11.5. Attends all Area Service Committee meetings.
- 11.6. Prepares reports for each Area Service Committee meeting and Assembly, plus an Annual Report.
- 11.7. Makes education available to parents of Alateens about the Safety and Behavioural Requirements.
- 11.8. Supports and encourages Alateen Group Sponsors.
- 11.9. Adheres to: Alateen Group Sponsors - Code of Conduct within the Child Safety Code of Conduct.
- 11.10. Assists in fundraising activities for Alateen.
- 11.11. Encourages Alateen members to participate in service, for example, by attending Assemblies and Conventions.
- 11.12. Assists the Groups in arranging Alateen guest speakers at Al-Anon Group and District anniversaries, conventions and other Al-Anon activities.
- 11.13. Chairs Area Alateen Group Sponsors meetings and ensure minutes are distributed to all Alateen Group Sponsors.
- 11.14. Maintains a record of attendance at Alateen Group Sponsors meetings and workshops
- 11.15. Liaises with the Child Safety Officer within the Area Association Committee to ensure appropriate training is provided to Alateen Group Sponsors including mandatory reporting training.
- 11.16. Liaises with the Area Service Committee, Area Alateen Process Person and AGSO on matters affecting Alateen.
- 11.17. Encourages Alateen Group Sponsors, to encourage the Alateen members to contribute to Australia's Alateen Link-Up (newsletter published and distributed by AGSO inside AUSTRALINK).
- 11.18. Collaborates with the Area PI Coordinator to raise the profile of the Alateen program.
- 11.19. Coordinates any approved Area Alateen activities.
- 11.20. Must hold a valid Working With Children Check Card

12. Duties and Responsibilities of the Area Alateen Process Person

Either the Child Safety Officer or the Alateen Coordinator may carry out the duties of the Alateen Process Person but the CSO is a member of the Association and thus, bears the legal responsibility that Al-Anon complies with its

legislative requirements. The Area Alateen Process Person shall:

- 12.1. Before any Alateen Group Sponsor or volunteer carries out child-related work, record and verify the following details:
 - 12.1.1. the Alateen Group Sponsor or volunteer's full name, address and date of birth
 - 12.1.2. *Working with Children Check card*: Check number or application number
 - 12.1.3. expiry date of the person's clearance.
- 12.2. Verification occurs when the details are matched with the details in the *Working with Children Check* status checker.
- 12.3. Certify initially, and then annually, that each Alateen Group Sponsor has satisfied the S&BRs and forward the relevant forms to the Child Safety Officer for signature before forwarding the forms onto AGSO.
- 12.4. Certify to AGSO that an Alateen Group has satisfied the S&BRs prior to registration.
- 12.5. Ensure that Area records are updated and notify AGSO of any change of details for an Alateen Group Sponsor.
- 12.6. Keep a record of the application number or card number of all Alateen Group Sponsors or other volunteers engaged in child-related work. This record must also be retained securely indefinitely after the Alateen Group Sponsor or other volunteer ceases child-related work.
- 12.7. Conduct regular checks of the status of Alateen Group Sponsors' *Working with Children Check* card. Check assessment notices as required by legislation.
- 12.8. Inform AGSO of any changes to the S&BRs by emailing the new S&BRs to AGSO.
- 12.9. Adhere to Alateen Group Sponsors Code of Conduct within the Child Safety Code of Conduct.
- 12.10. Must hold a valid Working with Children Check card
- 12.11. Collects and stores securely Alateen Consent / Registration forms

13. Procedure for Reporting Non-compliance in Alateen - Handling disclosures or suspicions of harm

- 13.1. For background and definitions, see the Child Safety Policy document. This section is to highlight the role of Group Sponsors in this Procedure.
- 13.2. If you believe a child is in immediate danger, contact the police immediately on 000.
- 13.3. Alateen Group Sponsors have a duty to report any concerns to the appropriate authorities, following the steps outlined below:
 - 13.3.1. Receive the allegation: Obtain and document the specific details of why you have formed a reasonable belief. Depending on the circumstances this could be a report of what has been said to you by a victim or a witness.
 - 13.3.2. Report the allegation: If you have a reasonable belief that a child has experienced sexual abuse or is at risk of sexual abuse, immediately report any allegation of child abuse to the police or in accordance with any relevant Reportable Conduct Scheme. To report an offence, contact Police Link on 131 444. If it's an emergency, phone Triple Zero (000).
 - 13.3.3. As soon as practical after notifying the police, the Child Safety Officer must be notified.
 - 13.3.4. Alateen Group Sponsors must cooperate with any police or child protection investigation.

14. Making Changes to the Area Alateen Safety and Behavioural Requirements

- 14.1. Alterations to the Area Alateen Safety and Behavioural Requirements as a result of experience or changes in legislation can be proposed by Al-Anon/Alateen members through the Group, District and Area service structure.
- 14.2. Suggested changes need to be approved by the Area Service and Association Committees, ratified by the AGSO, and then accepted by the Area Assembly.
- 14.3. Substantial changes need to be reviewed by legal counsel.

15. Composition of the Area Alateen Safety and Behavioural Requirements Subcommittee

- 15.1. This is an advisory subcommittee of the Association Committee.
- 15.2. The purpose is to ensure that the requirements meet the Victorian Government child safe standards and Al-Anon Family Group guidelines.
- 15.3. The Chairperson must be a member of the Association Committee.
- 15.4. It shall consist of a minimum of three (3) interested Al-Anon members, ideally including past or present Alateen Group Sponsors and the Child Safety Officer.

16. Procedures for ensuring Safety of Alateens in Electronic meetings

- 16.1. Alateen members wishing to participate in Electronic Alateen meetings, are to be pre-registered. This a process which consists of:
 - 16.1.1. completing a Consent / Registration Form (Appendix 13) for the teen and parent/guardian
 - 16.1.2. both the Alateen member and the parent or guardian participating in a 'Welcome Meeting' conducted by two Alateen Group Sponsors prior to attending their first Electronic Alateen Meeting.
- 16.2. Once registered, new Alateen Members and their parent or guardian are provided with the log-in details for the Electronic Alateen meetings.
- 16.3. Electronic meeting IDs and passwords are not to be published anywhere and to be updated regularly.
- 16.4. Only *Working with Children Check* card registered Alateen Group Sponsors are to have access to the Alateen Electronic meeting logins, IDs and passwords.
- 16.5. All contact details collected for the purpose of registration are to be kept safe and are not to be shared with anyone who is not on a needs-to-know basis.
- 16.6. Alateen members attending Electronic Meetings are required to turn their camera on before the meeting starts. This is to ensure that only Alateen members are present.
- 16.7. The chat function is to be disabled during Alateen meetings between teens and only allowed between teens and the Alateen Group Sponsor.
- 16.8. Due to various Child Safety Laws in other countries, only teens residing within Australia are permitted to attend electronic Alateen meetings hosted in Australia.

APPENDIX 1: PROCESS AND CHECKLIST FOR BECOMING AN ALATEEN GROUP SPONSOR

		Complete
Step 1	Obtain a copy of the Area Alateen Safety and Behavioural Requirements from the Area Alateen Coordinator or via the Area page on the Al-Anon Australia website https://al-anon.org.au/southern-victoria/ and read through these to ensure you understand the role and responsibilities of an Alateen Group Sponsor.	
Step 2	Contact the Area office to arrange a preliminary discussion with the Area Alateen Coordinator or delegated person. Tel: (03) 9629 8900	
Step 3	Fill in application form (Appendix 2), nominating three (3) Al-Anon members as referees. Please supply each referee with a copy of the referee questions (Appendix 3). These need to be returned to the Area Alateen Coordinator when completed (confidentially). The process cannot proceed until your three (3) references have been received and checked. The Area Alateen Coordinator will make contact with each referee.	
Step 4	Two or three Area Committee members, chosen from a list approved by the Area Association Committee, will ask you questions based on Appendix 4, which you will have already received.	
Step 5	Complete an Application for a <i>Working with Children Check</i> card form. Applicants already holding a current <i>Working with Children Check</i> card must have Al-Anon Family Groups Victorian Southern Area added to their list of organisations.	
Step 6	The <i>Department of Justice & Community Safety (DJCS)</i> will mail your <i>Working with Children Check</i> card when it has been approved.	
Step 7	Contact your Area Alateen Coordinator to arrange attending four (4) Alateen meetings as an observer. Your <i>Working with Children Check</i> card is required BEFORE attending any Alateen meeting as an observer.	
Step 8	When four (4) Alateen meetings have been attended, send the completed and signed Trainee Alateen Group Sponsor Attendance Record (Appendix 5) to the Area Alateen Process Person - AlateenProcess@alanon-vsa.com or phone the Area office, 9629 8900 to arrange an interview.	
Step 9	The Area Alateen Coordinator/Area Alateen Process Person will notify you in writing of the result of your application.	
Step 10	Successful applicant will be required to complete Child Safety Online training modules. The Area Child Safety officer will email information with link to the online course	
Step 11	Successful applicants are to sign the Area's Appendix 6 'Alateen Group Sponsor Responsibility Statement' and AGSO AMIAS registration form Appendix 7 and forward both forms to the Area Alateen Process Person - AlateenProcess@alanon-vsa.com	
Step 12	The Area Alateen Process Person will issue you with an Alateen Group Sponsor card after receiving your registration number from AGSO, which is required before you can Sponsor an Alateen meeting.	
Step 13	If you do not understand any of the above steps, contact the Victorian Southern Area Alateen Process Person by emailing alateen@alanon-vsa.com	

APPENDIX 2: VICTORIAN SOUTHERN AREA ALATEEN GROUP SPONSOR APPLICATION FORM

Name: _____

Address: _____

Phone: _____

Email: _____

1. How long have you been attending Al-Anon meetings? _____

2. Which Al-Anon group(s) do you attend regularly? _____

3. Were you an Alateen member prior to attending Al-Anon? Yes No

4. You are required to attend 4 Alateen meetings as an observer as part of the application process. If you are unable to do this, please state your reasons: _____

5. Are you willing to commit to attending weekly/ fortnightly Al-Anon meetings? Yes No

6. Are you willing to commit to attending Alateen Group Sponsors meetings? Yes No

7. If you take up this service position, your name, address and contact details will be entered on the Victorian Southern Area and AGSO databases. Do you have any objection to this? Yes No

8. Do you understand that you will be required to obtain a *Working with Children Check (or equivalent)* card clearance? Or add Victorian Southern Area Al-Anon Family Groups to an existing card? Yes No

Please provide your WWWC Number.....

9. Please provide the name, Group and contact number for three (3) Al-Anon members willing to be your referee for the service role of Alateen Group Sponsor. Please give each referee a copy of Appendix 3 to be completed and returned to the Area Alateen Process Person email at AlateenProcess@alanon-vsa.com

Name: _____

Group: _____ Phone: _____

Name: _____

Group: _____ Phone: _____

Name: _____

Group: _____ Phone: _____

Applicant's Signature: _____ Date: _____

Office Use:

Other:

APPENDIX 3: SUGGESTED QUESTIONS FOR AL-ANON MEMBERS ACTING AS A REFEREE

This is a confidential document, please return this completed form directly to the Area Alateen Coordinator/ Process Person, and NOT to the potential Alateen Group Sponsor.

Name: _____

Contact number: _____

You have been nominated as a referee by: _____

To assist in the process of verifying his/her suitability as an Alateen Group Sponsor you will be contacted by a member of the interview panel.

1. How long have you known the applicant? _____

2. Does the applicant attend Al-Anon meetings regularly? _____

3. Does the applicant demonstrate a good knowledge of the Steps, Traditions and principles of Al-Anon? Please explain:

4. Do you have any reservations about this person's ability to be an Alateen Group Sponsor? Please explain:

Referee's Signature: _____ Date: _____

Thank you for assisting in the selection of Alateen Group Sponsor. Please be assured that your responses will be kept in strict confidence.

Please return this form to the Area Alateen Coordinator via email to Alateen@alanon-vsa.com and marked 'Confidential'.

APPENDIX 4: SUGGESTED QUESTIONS FOR AL-ANON MEMBERS APPLYING TO BE AN ALATEEN GROUP SPONSOR

Applicants should be aware that other questions may be asked during the interview.

1. What is your Al-Anon home group?
2. How often do you attend Al-Anon meetings?
3. What commitment are you prepared to make to Alateen?
4. What knowledge and personal experiences of the Al-Anon/Alateen programs do you bring?
5. What can Alateen gain from having you as a Alateen Group Sponsor?
6. What could you gain from being an Alateen Group Sponsor?
7. Are you aware of the relevant guidelines for Alateen? (Guidelines are listed below)
8. What is your understanding of Alateen Group Sponsor sharing in Alateen meetings?
9. What is your understanding of the difference between 'guiding' and 'dominating'?
10. What would you do if a child was disruptive or dominant during an Alateen meeting?
11. Would you be willing to help the Alateens develop their Code of Conduct?
12. Do you have any questions?

List of Guidelines Names (those in green need to be updated to reflect the new Requirements)

G-5 Alateen Meetings in Schools

G-16 Alateen Conventions in Australia

G-17 What is expected of an Alateen Group Sponsor

G-19 How to start an Alateen Group in Australia

G-20 Al-Anon / Alateen Conventions

G-24 Area Alateen Coordinators

G-34 Alateen Safety Guidelines

APPENDIX 5: TRAINEE ALATEEN GROUP SPONSOR ATTENDANCE RECORD

Name: _____

	DATE	ALATEEN MEETING	SUPERVISING ALATEEN GROUP SPONSOR SIGNATURE
1.	/ /		Name:
			Signature:
2.	/ /		Name:
			Signature:
3.	/ /		Name:
			Signature:
4.	/ /		Name:
			Signature:

If an electronic meeting signatures are not necessary.

Please return completed form to the Area Alateen Coordinator/ Process Person Alateen@alanon-vsa.com and AlateenProcess@alanon-vsa.com, marked 'Confidential'.

APPENDIX 6: ALATEEN GROUP SPONSOR RESPONSIBILITY STATEMENT

I have read the Alateen Group Sponsor Responsibility Requirements, in particular the Code of Conduct for Alateen Group Sponsors, and I fully understand my responsibilities under the Area Alateen Safety and Behavioural Requirements.

I agree to abide by these requirements.

1. I understand it is my responsibility to ensure these requirements are followed at all times.
2. I agree to attend Al-Anon Family Group meetings regularly to maintain my personal program of recovery.
3. I understand the importance of maintaining my own recovery to be an effective Alateen Group Sponsor.
4. I agree to participate in Alateen Group Sponsors meetings, as required, for the purpose of linking with other Alateen Group Sponsors.
5. I agree to attend at least two mandatory training workshops per year for training and obtaining information about the tasks, rights and responsibilities of the service position.
6. I agree to forfeit the service position of Alateen Group Sponsor if so, directed by the Victorian Southern Area Association Committee in the event of a breach of any of the Requirements.
7. I understand that it is my duty to take any disclosure of harm seriously and, when necessary, take the steps provided in the Alateen Safety and Behavioural Requirements, Child Safety Code of Conduct, Child Safety Risk Management Procedures and Child Safety Policy.

.....
Alateen Group Sponsor (please print)

.....
Witness (please print)

.....
Signature

.....
Signature

.....
Date

.....
Date

APPENDIX 7: AGSO REGISTRATION FORM FOR AMIAS
AL-ANON FAMILY GROUPS (AUSTRALIA) PTY. LTD

GPO Box 1002, Melbourne, Vic., 3001

ABN 20 005 700 112

ACN 005 700 112

Telephone (03) 9620 2166

Mon-Thurs.

AGSO Registration Form
for Al-Anon Member Involved in Alateen Service (AMIAS)

It is required that this form be completed by all Al-Anon members involved in service to Alateen
A separate form is to be used for each Al-Anon Member Involved in Alateen Service

NEW REGISTRATION:

RENEWAL: (Please tick one)

(Please Print)

FIRST NAME: _____

LAST NAME: _____

STREET ADDRESS: _____

(P.O. Box only not acceptable)

CITY / TOWN: _____

STATE: _____

P/CODE: _____

POSTAL ADDRESS: _____

(If not same as above)

PHONE No.: _____

MOBILE: _____

E-MAIL: _____

I am in compliance with my Area Alateen Safety and Behavioural Requirements and agree to abide by them.

Signature

Date

To the best of my knowledge, the above Al-Anon member meets the Area's Safety and Behavioural Requirements.

Please print name of Authorised Area person here and sign below: _____

Authorised Area Signature

Area

Date

Each Area must certify to the AGSO annually **before the 1st May that each Al-Anon Member Involved in Alateen Service has met the Area's Safety and Behavioural Requirements and has agreed to abide by them.**

AGSO Assigned ID number: _____

Office Use

APPENDIX 8: 'PARENT' AL-ANON GROUP RESPONSIBLE FOR AN ALATEEN GROUP APPLICATION FORM

The _____

Al-Anon Family Group which holds meetings on _____ [day]

starting at [time] _____ and finishing at [time] _____

at [address] _____

is willing to take responsibility as the Parent Al-Anon group for the Alateen Group

which will hold regular meetings on [day] _____

starting at [time] _____ and finishing at [time] _____

at [address] _____

Name (please print)
Group Representative

Name (please print)
Secretary/Treasurer (select one)

Signature

Signature

Date _____

Date _____

INTERNAL USE ONLY

Date received: _____

Area Alateen Coordinator: (print name):

APPENDIX 9: AGSO REGISTRATION / UPDATE FORM FOR ALATEEN GROUPS

AL-ANON FAMILY GROUPS (AUSTRALIA) PTY. LTD.



GPO Box 1002, Melbourne, Vic., 3001

ABN 20 005 700 112 ACN 005 700 112 Telephone (03) 9620 2166 Mon-Thurs.

Website: www.al-anon.org.au Email: office@al-anon.org.au

AGSO Registration / Update Form for Alateen Groups

NEW GROUP REGISTRATION:

GROUP INFORMATION UPDATE: (Please tick one)

ASSEMBLY AREA (e.g., Southern NSW): DATE:

NAME OF GROUP: (preferably town where it meets, e.g., Sydney Alateen)

.....
MEETING DAY AND TIME:

MEETING PLACE (if online, include the platform used):

.....
WHEELCHAIR ACCESS AND TOILET FACILITIES?:

GROUP'S CURRENT MAILING ADDRESS (C.M.A.):

NAME:

ADDRESS:

POSTCODE:

EMAIL ADDRESS:

AL-ANON GROUP RESPONSIBLE:

ALATEEN GROUP SPONSOR:

Name:

Address:

ALATEEN GROUP SPONSOR:

Name:

Address:

.....
Phone:

.....
Phone:

.....
Email:

.....
Email:

.....
AGSO ID Number:

.....
AGSO ID Number:

GROUP CONTACTS: (First name and phone number of adult Alateen Group Sponsors)

(1)..... (2).....

Those who list themselves as the group's CURRENT MAILING ADDRESS and GROUP CONTACTS are Alateen Group Sponsors willing to accept mail on behalf of their group and are willing to accept phone calls from those seeking Alateen's help.

I certify that this group has been registered in accordance with the Area Alateen Safety and Behavioural Requirements.
Area Alateen Process Person:

Name: Signature: Date:

APPENDIX 10: ALATEEN GROUP APPROVAL

The Area Service and Association Committees are satisfied that the.....

Alateen Group which will hold regular meetings on [day]

starting at [time] at [address]

.....
has satisfied the requirements set out in the Area Alateen Safety & Behavioural Requirements.

Alateen Coordinator/Process Person (please print)

Signature

Date

Area Association Committee Child Safety Officer
(please print)

Signature

Date

* Attach this form to the AGSO Registration/Update Form for Alateen Groups (Appendix 8)

APPENDIX 11: ALATEEN GROUP SPONSOR TRAINING PROGRAM

Statement of Purpose:

The Victorian Southern Area acknowledges the importance of supporting Alateen Group Sponsors by providing education and training on topics relevant to this service position.

For example:

- The Area Alateen Safety & Behavioural Requirements
- Code of Conduct for Alateen Group and Procedures
- How to deal with difficult situations
- How to handle complaints/concerns/enquiries from Alateen Group Sponsors, Alateen members and parents
- Information for a 'Parent' Al-Anon Group sponsoring an Alateen Group.

Note: It is *not* the responsibility of Area Alateen Coordinators to present information or education on topics beyond their experience or knowledge. Assistance may be sought from Al-Anon members who have particular expertise or external sources if necessary.

Since the process of becoming an Alateen Group Sponsor takes place as an individual, not as part of a group, the preliminary training is designed to be done individually. New Alateen Group Sponsors are required to undertake training on child safety specific to the fellowship in the Victorian Southern Area.

Once an Alateen Group Sponsor is registered, attendance at Alateen Group Sponsor meetings and workshops provides general ongoing training on a variety of subjects. Alateen Group Sponsors are required to attend each meeting and workshop unless they have a valid reason. Such reason must be provided in writing to the Association Child Safety Officer. A consequence of being absent could result in having their registration suspended.

TRAINING PROGRAM ON CHILD SAFETY FOR ALATEEN GROUP SPONSORS

Objectives: At the conclusion of this training program the Alateen Group Sponsor will:

1. Be aware of and comprehend the Child Safety documents applying to Al-Anon members working with children in the Victorian Southern Area
2. Be able to identify the risks to child safety in and around Alateen group meetings and events and know how to prevent, reduce and remove known risks
3. Understand what constitutes child abuse, grooming and neglect
4. Know how to handle a disclosure or suspicion of child abuse or neglect including the reporting procedure and their statutory obligations.
5. Understand the role of the Child Safety Officer and how to contact that person
6. Understand the legal responsibilities of an Alateen Group Sponsor to report suspected child abuse.
7. Confirm their commitment to child safety by signing the relevant documents.

CONTENT AND LEARNING METHODS

The new Alateen Group Sponsor will:

1. Receive a package of written materials containing the:
 - Area Alateen Safety and Behavioural Requirements, Child Safety Code of Conduct, Child Safety Policy and Risk Management Procedures.
 - Relevant documents to be signed
2. Attend an orientation meeting with the Area Alateen Coordinator, one or more Alateen Group Sponsors, and possibly the Child Safety Officer. *Ideally this meeting could be arranged to orient several new Alateen Group Sponsors. Participants will be asked to bring their package of written materials to the meeting.*

Agenda:

- Overview of the Child Safety training program
- Discussion of the Child Safety documents including the opportunity to ask questions
- Reminder of the importance of having a Service Group Sponsor
- Signing of relevant documents

3. At a later date, attend a follow-up meeting with the Area Alateen Coordinator, other new Alateen Group Sponsors, and possibly the Child Safety Officer to discuss any issues that have arisen during attendance at Alateen group meetings.

APPENDIX 12: SUGGESTIONS FOR ALATEEN GROUP'S CODE OF CONDUCT

Each Alateen group is required to develop its own Code of Conduct with the assistance of the Alateen Group's Sponsors. All members need to be aware of and adhere to the Code at each meeting. The following questions may assist in the process:

1. What behaviour do I expect from:
 - (a) myself?
 - (b) other Alateens in my group?
 - (c) the Alateen Group Sponsors?
2. What behaviour would I find unacceptable during the Alateen meeting?
3. What behaviour would I find unacceptable before or after the Alateen meeting?
4. How can I keep the focus on the Alateen program during the meeting?
5. What else would I like included in this group's Code of Conduct?
6. What process should this Group take if there is any breach of the Code of Conduct?

APPENDIX 13 CONSENT/REGISTRATION FORM FOR ATTENDANCE AT ALATEEN GROUPS

An Alateen Consent Form (Appendix 13) must be completed and signed by the young person and parent/guardian. The parent/guardian accompanies the young person to their first meeting to give permission to attend. The permission is given before the meeting starts and only needs to be given once. The parent/guardian does not stay at the meeting. If attending an in-person Group, the form is given to the Alateen Group Sponsor who will add their own name and the Group name to complete the form. If attending an online Group, the young person and parent/guardian completes the form including the Alateen Group details then sends the completed form to the Area Alateen Coordinator. If the young person plans to attend other Alateen meetings (in person or online) the Group names can be included on the form. The Area Alateen Coordinator will forward the relevant information contained on the form to all the Groups the young person attends/plans to attend and to the Area Alateen Process Person for storage in a secure manner.

Alateen Group details (to be completed by a registered Alateen Group Sponsor or parent/guardian if online)

Name of Alateen Group: _____

Name of registered Alateen Group Sponsor: _____

Details of the child/young person (to be completed by the parent/guardian)

Name of young person: _____

Address: _____

Phone: _____ Date of birth: ____ / ____ / ____ Gender: **Male:** _____ **Female:** _____ **Other:** _____

Emergency contact: Phone: _____

Other relevant information (Please mention any medical conditions, special needs or dietary requirements).

Please note that the Alateen Group Sponsors cannot administer any medication. Should your child require medication or personal care, please discuss this with the Alateen Group Sponsors who will work with you to establish how your child can be accommodated, in accordance with the relevant policies and procedures.

Parent or Guardian contact details

Name: _____

Phone: _____ Email: _____

In cases of a medical emergency

In the event of illness or an accident, I give permission for medical treatment to be administered to my child, where considered necessary, by a suitably qualified medical practitioner and/or hospital. I understand that every effort will be made to contact me as soon as possible. In an emergency I can be contacted at the phone numbers provided.

Name: _____

Signature: _____

APPENDIX 13. Cont'd

Child's/Young Person's Consent Form (to be completed by the parent/guardian and young person)

I _____ (insert full name of the young person) would like to take part in the Alateen Group.

I understand that during group activities I will be appropriately supervised at all times.

Signed: _____ (Child/young person)

Parent/Guardian's consent

I agree to allow the above-named child/young person to attend this activity which may be an online/electronic meeting in accordance with the permission granted by (insert name of child/young person) _____ above.

I understand that there will be suitable supervision while the children/young people are in the care of the Alateen Group.

I understand and agree that before and after the Alateen meeting, the Alateen Group Sponsors have no further duty of care to the above-named child/young person. I accept and agree that I am then responsible for the child/young person.

Signed: _____ (parent/guardian)

Name (block letters): _____

Relationship to child/young person:

APPENDIX 14: ALATEEN MEMBER EMERGENCY CONTACT LIST

This is a sample of the information that is stored confidentially and only for the use in an emergency.

Name of Alateen member:	Illness, allergy or Medical condition,	Contact Person:	Contact Phone:	Date:

Emergency Information

Relevant phone no's: Emergency: 000 (Triple Zero)
 Non urgent police: 131444
 Poisons info Line: 131126
 Nurse on call: 1300 60 60 24
 Other:

Location of First Aid Kit:

Location of nearest Hospital or Emergency Centre:

If an incident should occur, please complete the Incident Report (Appendix 15)

APPENDIX 15: INCIDENT REPORT

Please complete this form to record any incident where the Area Alateen Safety and Behavioural Requirements have been breached or if injury or illness occurs during any Alateen activity.

Please forward to the Child Safety Officer and Area Alateen Coordinator promptly. In the case of injury or illness of an Alateen member, please provide a copy of the incident report to the parent/guardian. If the issue relates specifically to child abuse please refer to the Procedure for Handling Allegations of Child Abuse

Incident date Alateen group

Description of incident:

Who was notified?

Action taken?

Any further action required:

Circle outcome: Satisfactory

Unsatisfactory

Ongoing

Form completed by:
[Please Print]

Form witnessed by [Parent Group member]:
[Please Print]

APPENDIX 16: CONTACT INFORMATION

List will be updated each year and provided to Alateen Group sponsors.

DELEGATE: delegate@alanon-vsa.com or 1300 252 666

ALATEEN COORDINATOR: alateen@alanon-vsa.com or 1300 252 666

AREA ALATEEN PROCESS PERSON: AlateenProcess@alanon-vsa.com or 1300 252 666

AREA OFFICE: office@alanon-vsa.com or 1300 252 666

AUSTRALIAN GENERAL SERVICE OFFICE. office@al-anon.org.au or 9620 2166

CHILD SAFETY OFFICER: childSafety@alanon-vsa.com or 1300 252 666

ASSOCIATION PRESIDENT: president@alanon-vsa.com or 1300 252 666

VICTORIAN GOVERNMENT DEPARTMENT OF JUSTICE & COMMUNITY SAFETY & ATTORNEY-GENERAL
Tel: 03 8684 0000, Tel: 1300 365 111 (for regional callers)

TASMANIAN GOVERNMENT DEPARTMENT OF JUSTICE: Tel: 1300 135 513

VICTORIAN SOUTHERN AREA: <https://al-anon.org.au/southern-victoria/>

APPENDIX 17: AGSO GUIDELINES

Guidelines are available from <https://al-anon.org.au> within the Member Resources page

Guidelines for Al-Anon Family Groups (those in green need to be updated to reflect the new Requirements)

G-5 Alateen Meetings in Schools

G-16 Alateen Conventions in Australia

G-17 What is expected of an Alateen Group Sponsor

G-19 How to start an Alateen Group in Australia

G-20 Al-Anon / Alateen Conventions

G-24 Area Alateen Coordinators

G-34 Alateen Safety Guidelines

[Alateen e-manual](#)

APPENDIX 18: TWELVE TRADITIONS OF ALATEEN

Our group experience suggests that the unity of the Alateen groups depends upon our adherence to these Traditions.

1. Our common welfare should come first; personal progress for the greatest number depends upon unity.
2. For our group purpose there is but one authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is that there be a problem of alcoholism in a relative or friend. The teenage relatives of alcoholics, when gathered together for mutual aid, may call themselves an Alateen Group provided that, as a group, they have no other affiliation.
4. Each group should be autonomous, except in matters affecting other Alateen and Al-Anon Family Groups or AA as a whole.
5. Each Alateen Group has but one purpose: to help other teenagers of alcoholics. We do this by practicing the Twelve Steps of AA *ourselves* and by encouraging and understanding the members of our immediate families.
6. Alateens, being part of Al-Anon Family Groups, ought never endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim. Although a separate entity, we should always cooperate with Alcoholics Anonymous.
7. Every group ought to be fully self-supporting, declining outside contributions.
8. Alateen Twelfth Step work should remain forever nonprofessional, but our service centres may employ special workers.
9. Our groups, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. The Alateen Groups have no opinion on outside issues; hence our name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, and TV. We need guard with special care the anonymity of all AA members.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles above personalities.