

## UTAH AREA GUIDELINES FOR ALATEEN SAFETY

**Purpose:** This document provides the Utah Area Minimum Safety and Behavioral requirements for Al-Anon Members Involved in Alateen Service (AMIAS), Alateen Groups, Alateen members, and others in Alateen service. It defines Alateen safety requirements relating to conferences, conventions, and events. The AMIAS certification process is described, along with instructions for reporting safety concerns.

**Scope:** Substantial changes to these guidelines, as determined by the Area Chair and Guidelines Coordinator, shall be reviewed by an attorney familiar with Utah law concerning the care of children at events and groups.

### 1.0 GENERAL

- 1.1 **Statement of principles:** In establishing the Utah Area Guidelines for Alateen Safety, the Utah Area recognizes as an integral part of the Al-Anon/Alateen program that we must exercise care in the safety of the Alateen and Al-Anon members.
- 1.2 **Implementation of principles:** This guideline is intended to set the minimum requirements that will:
  - 1.2.1 Help assure the safety of Alateen members who attend an Alateen group, conference and/or Al-Anon function that includes Alateen participation if the function is sponsored by the Utah area, a district or group.
  - 1.2.2 Help assure Alateen members, sponsors, parents/guardians and the public that Al-Anon and Alateen functions are a safe place for Alateens and sponsors.
  - 1.2.3 Meet or exceed the minimum requirements of the WSO Guidelines.
  - 1.2.4 This guideline shall be reviewed and revised for updates at a minimum of every year and as new versions of the Al-Anon/Alateen Service Manual are released.
  - 1.2.5 Each certified AMIAS or Al-Anon member who has knowledge of child abuse has an obligation to report such abuse to local law enforcement. Reference Title 62A Chapter 4a Section 403 of the Utah Code, which may be obtained from the web address listed below. This is not a link but rather can be copied and pasted in to any web browser.  
<http://le.utah.gov/code/TITLE62A/htm/62A04a040300.htm>
  - 1.2.6 An Alateen group can hold an open Alateen meeting on rare occasions. This request must be made to the District or Area Alateen Coordinator.

### 2.0 MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS FOR APPROVED AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE (AMIAS) AND ALATEENS

- 2.1 **Every Al-Anon member involved in Alateen service:**
  - 2.1.1 Must be an Al-Anon member regularly and consistently attending Al-Anon meetings.

- 2.1.2 Must be at least 21 years old.
- 2.1.3 Must have at least two years in Al-Anon in addition to any time spent in Alateen.
- 2.1.4 Suggested to complete annual training.
- 2.1.5 Must 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.
- 2.1.6 Must disclose any involvement in an investigation by Child Protective Services or other similar government agency.

**2.2 In addition, every Al-Anon Member Involved in Alateen Service must:**

Agree not to have overt or covert sexual interaction (whether consensual or not) with an Alateen member, including but not limited to:

- 2.2.1 Touching an Alateen member inappropriately
- 2.2.2 Dating a person who is an Alateen member
- 2.2.3 Holding or hugging in an inappropriate manner
- 2.2.4 Having any inappropriate communication in person, by phone, or electronically.
- 2.2.5 Agree to have a criminal background check

**2.3 It is the responsibility of each Alateen member adhere to the following:**

- 2.3.1 Have at least one AMIAS sponsor and if none shows up at the meeting, the Alateen group will meet with the Al-Anon meeting or not hold a meeting.
- 2.3.2 Avoid overt or covert sexual interaction with any Al-Anon Member Involved in Alateen Service (AMIAS).
- 2.3.3 If inappropriate actions occur or statements are made in or around an Alateen Group Meeting, a District or Area function, or any AA, Al-Anon, or Alateen Conference, it is appropriate that the Alateen member report this to their Group Sponsor, the District Alateen Coordinator, the District Representative, any other AMIAS or an Al-Anon member. If an action or statement appears threatening, it is appropriate to call the police or speak to an attorney.

**3.0 MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS FOR THE ALATEEN GROUP**

- 3.1 To be called an Alateen Group and listed as such in the Utah Area schedule and with WSO, the Alateen Group agrees to abide by these requirements:
  - 3.1.1 Group Sponsor(s) must be Area certified Al-Anon Member(s) Involved in Alateen Service (AMIAS).
  - 3.1.2 At least one AMIAS sponsor must be present at every Alateen Group meeting.

- 3.1.3 Maintain Alateen group registration by corresponding with the District Alateen Coordinator and Area Alateen Process Person whenever any meeting change has occurred.

#### **4.0 ALATEEN SAFETY REQUIREMENTS RELATING TO CONFERENCES, CONVENTIONS & EVENTS**

- 4.1 In order to use the Alateen name in the geographic area served by the Utah Area, Alateen Conferences, Al-Anon/AA Conferences & other events that include Alateen activities are required to abide by this requirement by:
  - 4.1.1 Notifying the Utah Area Alateen Coordinator or Area Alateen Process Person of procedure placed into service for their function and place the following statement on any flyers publicizing their activities – “The [name of conference, convention or event] abides by the Utah Area requirement for Alateen Member Safety”.
  - 4.1.2 Have an appropriate ratio of AMIAS to Alateen members.
  - 4.1.3 Obtain the proper form A22-4 Travel Authorization/Consent to Medical Treatment of a Minor signed by a parent or guardian when transporting or releasing Alateen to the care of an AMIAS.

#### **5.0 MINIMUM REQUIREMENTS FOR DISTRICTS CONCERNING ALATEEN SAFETY**

- 5.1 Provide forms listed in this document for AMIAS certification application.
- 5.2 Provide name and address of the \*District Alateen Coordinator, District Alateen Process Person and the current or acting District Representative (DR) to the Utah Area Alateen Process Person.
- 5.3 Keep confidential and secure the content of AMIAS application forms and reports until surrendered to the Utah Area Alateen Process Person. In no case shall copies of these documents be made for use at a District Level.  
*\*District Alateen Coordinator and District Alateen Process Person may be combined into one position in some districts. In some districts these tasks may be filled by the District Representative.*

#### **6.0 MINIMUM REQUIREMENTS FOR THE UTAH AREA CONCERNING ALATEEN SAFETY:**

- 6.1 Elect the Utah Area Alateen Coordinator to oversee all aspects of the Area Alateen program.
- 6.2 Elect the Utah Area Alateen Process Person, and provide the name and address of the Utah Area Alateen Process Person to the World Service Office and to each current or acting District Representative.
- 6.3 Keep confidential and secure the content of AMIAS application forms & reports, and to use, distribute or destroy content only in accordance with applicable law.

## **7.0 REPORTING OF ALATEEN SAFETY CONCERNS:**

- 7.1 All Alateen Group safety concerns should ideally be addressed by the group sponsor and the Alateens themselves.
- 7.2 All Alateen Group safety concerns that cannot be addressed at a group level should be reported as follows:
  - 7.2.1 All concerns will follow the guideline for Resolving Dissatisfaction and Conflict as necessary.
  - 7.2.2 Any AMIAS or Al-Anon member should report any safety concerns to their District Alateen Coordinator or current or acting District Representative (DR).
  - 7.2.3 If safety concern(s) cannot be resolved at the District Level the District Alateen Coordinator, District Alateen Process Person or the current or acting District Representative (DR) is to escalate concern(s) to the Area Alateen Coordinator.

## **8.0 SELECTING AND APPROVING ADULTS WHO WORK WITH ALATEENS IN AN ALATEEN ENVIRONMENT:**

### **8.1 Information at the District Level:**

- 8.1.1 The AMIAS Applicant first meets with the District Alateen Coordinator or District Alateen Process Person or the current or acting District Representative (DR) to start the paperwork process.
- 8.1.2 Every Applicant will be given a packet of Conference-Approved Literature (CAL) explaining the Alateen Program and the responsibilities of sponsorship.
- 8.1.3 Each Applicant receives the following information:
  - 8.1.3.1 A22-1 Al-Anon Member involved in Alateen Service Candidate Profile Form.
  - 8.1.3.2 A22-2 Al-Anon Member Involved in Alateen Service Form (WSO form).
  - 8.1.3.3 A22-3 Letter to Alateen Sponsor Applicant. This explains the process of being interviewed to become an AMIAS candidate.
  - 8.1.3.4 A22-5 Be AMIAS that explains the function(s) of the AMIAS.
  - 8.1.3.5 World Service Guidelines and Utah Area Guidelines for Alateen Safety. See List of Forms and Reference Guidelines section.

- 8.1.4 The AMIAS candidate must return the completed forms along with fingerprints to the District Alateen Coordinator, or District Alateen Process Person or the current or acting District Representative (DR) as applicable. The applicant should keep a copy for their own records.
- 8.1.5 The Utah Area will reimburse the fingerprint expense, provided a receipt is submitted to the District Alateen Coordinator, District Alateen Process Person, or the current or acting District Representative (DR) as applicable. The District Alateen Coordinator, District Alateen Process Person, or the current or acting District Representative (DR) will obtain and complete an expense report and submit the report and receipts to the Utah Area Alateen Process Person, along with all other forms being submitted. The Utah Area Alateen Process Person will send the expense report and receipt to the Utah Area Treasurer.
- 8.1.6 The District Alateen Coordinator or District Alateen Process Person or current or acting District Representative (DR) will send the forms to the Utah Area Alateen Process Person who will complete the certification process and add successful applicants to the AMIAS list.
- 8.1.7 Once the applicant is on the AMIAS list the Utah Area Alateen Process Person will notify the AMIAS applicant or District Alateen Coordinator, or District Alateen Process Person or the current or acting District Representative (DR), as applicable, that the applicant is certified to serve the Alateen program at the Group level and all other Alateen functions.

## **9.0 RESIGNATION / REMOVAL / RECERTIFICATION OF AMIAS**

Sometimes circumstances change and a person may not be willing or able to continue as an AMIAS. In addition, information received after approval as an AMIAS may require a review of the original application.

9.1 Resignation: In the event an approved AMIAS wants to resign, they will:

- 9.1.1 Notify the District Alateen Coordinator, District Alateen Process Person, or the current or acting District Representative or the Utah Area Alateen Process Person. If the coordinator or district representative is notified, they should forward the information to the Area Alateen Process Person, who will inactivate the AMIAS on WSO records.
- 9.1.2 Notification may be verbal or written.
- 9.1.3 Resignation will take effect the date of receipt of the resignation notice or the date specified, whichever is later.
- 9.1.4 A voluntary resignation will not alone be used as a reason to prevent that person from serving as an AMIAS in the future.

9.2 Removal: In the event it is necessary to remove from the candidate list an approved AMIAS, the member will be notified in writing by the Utah Area Alateen Process Person.

- 9.2.1 Failure to return the annual recertification notice before May 31st to the Utah Area Alateen Process Person.

- 9.2.2 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.
- 9.2.3 Should there be changes to the information supplied at the time of certification that would have prevented the AMIAS Applicant from having been selected as an AMIAS, Area Alateen Process Person may require that the person step down from the position.
- 9.2.4 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 with the Area Alateen Process Person reflecting the change if the AMIAS was also the CMA. An AMIAS that has been removed as a group sponsor may continue to be AMIAS for other work with Alateen functions provided the reason for removal as group sponsor was not due to any violations in the behavioral requirements set forth in this guideline.

#### 9.3 Recertification

- 9.3.1 The annual recertification notice must be returned to the Area Alateen Process Person before May 31<sup>st</sup> of each year.
- 9.3.2 Complete annual training, as provided.

## 10.0 APPEALS

- 10.1 In line with the Al-Anon and Alateen Warranties, these Utah Area Guidelines for Alateen Safety recognizes that “no member shall be placed in unqualified authority over other members”, including any person who is an AMIAS Applicant, Certified AMIAS, Area Alateen Process Person, District or Area Alateen Coordinator, or member of an Alateen or Al-Anon Group.
- 10.2 Any member of Al-Anon and Alateen may appeal the Area Alateen Process Person’s decision. This includes the decision to certify an AMIAS member or applicant, the decision not to certify an applicant and the interpretation of the criteria used to make the decision.
- 10.3 Appeals are to be communicated in writing to the Utah Area Alateen Coordinator or the Utah Area Process Person. If decision is still unsatisfactory, use the Utah Area Guidelines for Resolving Dissatisfaction and Conflict. Request time to be added to the Utah Area Assembly Agenda to the Area Chairperson.
- 10.4 The last appeal made to the Area World Service Committee “AWSC”. The decision of the AWSC is final.

## 11.0 LIST OF FORMS & REFERENCED GUIDELINES

- 11.1 Utah Area Guidelines for Resolving Dissatisfaction and Conflict
- 11.2 A22-1 Utah Area Alateen Service Member Applicant Profile (Spanish available)
- 11.3 A22-2 Al-Anon Member Involved in Alateen Service form (WSO form)
- 11.4 A22-3 Letter to the Alateen Service Member Applicant
- 11.5 A22-4 Travel Authorization and Consent to Medical Treatment of a Minor
- 11.6 A22-5 Be AMIAS
- 11.7 AMIAS Background Check Form
- 11.8 Al-Anon/Alateen Service Manual

- 11.9 AMIAS Training Manual
- 11.10 G-5 Alateen Meetings in Schools
- 11.11 G-7 Al-Anon/Alateen Participation in a AA Convention
- 11.12 G-16 Alateen Conferences
- 11.13 G-19 Starting An Alateen Group
- 11.14 G-20 Al-Anon/Alateen Area Conventions
- 11.15 G-22 A Meeting on Wheels
- 11.16 G-24 Area Alateen Coordinators
- 11.17 G-34 Alateen Safety Guidelines

## Appendix A

### DEFINITION OF TERMS:

<b>AA Conference or Convention with Al-Anon and Alateen</b>	An event sponsored by Alcoholics Anonymous where Al-Anon and Alateen members have been asked to participate.
<b>AA Member as Sponsor:</b>	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.
<b>Al-Anon Conference or Convention with Alateen Member participation:</b>	An event, such as a conference or convention, sponsored by an entity in the Al-Anon service structure, such as the Utah Area or any District, which has separate participation by Alateen members.
<b>Al-Anon Member Involved in Alateen Service (AMIAS):</b>	<p>An Al-Anon member who has been certified through our Area process and is on file with the World Service Office (WSO)</p> <p>(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:</p> <ul style="list-style-type: none"> <li>a) Sponsoring an Alateen Group,</li> <li>b) Attending an Alateen conference,</li> <li>c) Being responsible for the Alateen portion of a District or Area function such as a Day In Al-Anon or Convention,</li> <li>d) Being responsible for the implementation of event safety plans,</li> <li>e) Providing transportation and traveling with Alateen members to or from an Al-Anon or Alateen function,</li> <li>f) Administering Alateen safety procedures and processes,</li> <li>g) All Alateen Group Sponsors, even temporary or substitute sponsors must be certified through the Utah Area Alateen guidelines process before being of service to Alateen groups or events.</li> <li>h) All AMIAS are responsible for handling dissatisfaction and resolution in accordance with Utah Area Guidelines. Information flows to any one of the following individuals: the District Alateen Coordinato, District Process Person, District Representative, Area Alateen Coordinator, or</li> </ul>

	<p>Area Alateen Process Person as necessary for all safety or general concerns.</p>
<b>Alateen Conference or Convention:</b>	<p>An event where the Alateen members structure a gathering under the supervision of appropriate ratio of AMIAS.</p> <p>Any adult who attends an Alateen Conference or Convention must be on the AMIAS List unless they do not serve in any capacity that allows them to supervise Alateen members.</p>
<b>Alateen Group Sponsor:</b>	<p>A person who is a currently certified AMIAS and who serves as a sponsor of an Alateen Group.</p> <ul style="list-style-type: none"><li>a) Facilitates Alateen Group Meetings</li><li>b) Is responsible for handling dissatisfaction and resolution in accordance with Utah Area Guidelines. Flows information to any one of the following individuals: The District Alateen Coordinator, District Process Person, Current or acting District Representative, Utah Area Alateen Coordinator, or Utah Area Alateen Process Person as necessary for all safety or general concerns.</li><li>c) Is required to attend annual Training in order to Maintain AMIAS certification.</li></ul>
<b>Alateen Group:</b>	<p>As defined in the Service Manual. In addition, a group that:</p> <ul style="list-style-type: none"><li>a) has one or more Alateen Group Sponsors; and</li><li>b) has completed the registration process defined in this guideline and updates registration annually.</li></ul>



<b>Alateen Member:</b>	A person under the age of 21 who attends an Alateen Group meeting and who meets the requirements for membership listed in the current revision of the Al-Anon/Alateen Service Manual. For purposes of the Utah Area Guideline For Alateen Safety, this definition applies to any person under the age of 21 who is present at an Alateen meeting or function, whether or not the person has previously attended an Alateen meeting (Newcomer).
<b>Utah Area Alateen Process Person:</b>	<p>An Al-Anon member elected by the Utah Area to process applications of AMIAS and Alateen Group Registrations, correspond with the WSO and District Representatives throughout the Utah area, and to maintain records in accordance with Al-Anon principles as well as state and federal laws.</p> <ul style="list-style-type: none"> <li>a) Certifies AMIAS candidates at the area level</li> <li>b) Processes applications of AMIAS and Alateen Group Registrations,</li> <li>c) Corresponds with the AWSC, WSO, and District representatives through the Utah Area</li> <li>d) Compiles A22-1, A22-2 and background checks, and forwards for A22-2 to WSO</li> <li>e) Notifies the District Alateen Coordinator(s) of approved AMIAS candidates</li> <li>f) Reports certifications annually</li> <li>g) Maintains a list of AMIAS for the Utah Area and is charged with updates.</li> <li>h) Keeps confidential the content of AMIAS Applicant information.</li> <li>i) Reports safety concerns to the Area Alateen Coordinator as necessary.</li> </ul>
<b>AMIAS Applicant:</b>	An Al-Anon member who wishes to service Alateen and is going through the Area certification process.
<b>Utah Area Alateen Coordinator</b>	<p>A currently certified AMIAS elected by the Utah Area to coordinate Alateen activities and events throughout the Area.</p> <ul style="list-style-type: none"> <li>a) Responsible for handling dissatisfaction and resolution in accordance with Utah Area Guidelines.</li> <li>b) Gives assistance to Alateen sponsors and Districts forming new groups.</li> <li>c) Helps set up Alateen meetings and activities at area conferences and supports UTAC.</li> <li>d) Works with District Alateen Coordinators to develop a list of Alateen speakers throughout the area.</li> <li>e) Oversees Alateen Process Person and their duties.</li> <li>f) Is required to attend and/or administer annual training in order to maintain AMIAS certification.</li> </ul>
<b>AMIAS list:</b>	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.
<b>Current Mailing Address (CMA)</b>	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. CMA's must file group registration/change forms when moving.
<b>District Alateen Coordinator</b>  <b>NOTE: Section c) may or may not be applicable based on each district's structure.</b>	A person who is a currently certified AMIAS and who serves as an Alateen Coordinator at the District level.  a) Responsible for handling dissatisfaction and resolution in accordance with Utah Area Guidelines.  b) Flows information to the Area Alateen Coordinator as necessary or all safety concerns.  c) Collects all applicable forms and fingerprint cards for AMIAS candidates, interviews candidates to certify that all requirements are met. (Background check excluded) and forwards all applicable forms to the Utah Area Alateen Process Person.  d) Is required to attend annual Training in order to Maintain AMIAS certification.
<b>District Alateen Process Person</b>  <b>Note: This section may or may not be applicable based on each district's structure; however, the duties will be absorbed by the District Alateen Coordinator.</b>	A person who is a currently certified AMIAS and who serves as an Alateen Process Person at the District level.  a) Collects all applicable forms and fingerprint cards for AMIAS candidates, interviews candidates to certify that all requirements are met. (Background check excluded) and forwards all applicable forms to the Utah Area Alateen Process Person.  b) Is required to attend annual Training in order to Maintain AMIAS certification
<b>District Representative</b>  <b>Note: Section (b) may or may not be applicable based on the district's structure.</b>	A person elected by the district to act as the liaison between the area and the district. This position does not require that the individual be AMIAS certified.  It is suggested that each DR attend annual AMIAS training in order to answer potential questions regarding Alateen service.  Collects all applicable forms and fingerprint cards for AMIAS candidates, interviews candidates to certify that all requirements are met. (Background check excluded) and forwards all applicable forms to the Utah Area Alateen Process Person.
<b>Recertification:</b>	Each AMIAS who wishes to remain certified until June 30 of the following year must:  a) Attend AMIAS training annually. b) Recertify through the Alateen Process Person by May 31 <sup>st</sup> .  Inactive AMIAS may not serve until they have gone through a process to become recertified

<b>Parent or Guardian:</b>	A parent or guardian has the primary responsibility for their children and as such is not required to meet this Alateen Safety Guideline for Alateen member Safety as long as their children are under the supervision of the parent or guardian. Should an Al-Anon parent or guardian supervise other Alateen members, the parent or guardian must be a currently certified AMIAS. A parent or guardian, whether or not in Al-Anon, must have a signed Travel Authorization/Consent to Medical Treatment of a Minor Form A22-4 from the parent or guardian of other Alateen members to assure the safety of the parent, guardian and the Alateen member.
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## Revision History

<b>Revision Date</b>	<b>Contact</b>	<b>Revision</b>
<b>2005</b>	<b>Pat D. – Initial Author</b>	<b>Initial Release of guideline</b>
<b>09/20/2013</b>	<b>Norma D. – Guidelines Committee Chairperson</b>	<b>Added the Background checklist.</b>
<b>9/5/2015</b>	<b>Denise L. – Guidelines Committee Chair Person</b>	<p><b>Reformatted and renumbered document.</b></p> <p><b>Recreated the Definition of Terms table and moved to Appendix A. Updated the job descriptions for Area Alateen Coordinator and Area Alateen Process Person to match other guidelines.</b></p> <p><b>Corrected Grammatical &amp; spelling errors.</b></p> <p><b>Added 1.2.4 thru 1.2.6 and numbered last sentence to 1.2.7.</b></p> <p><b>Rewrote section 2 and added subsections in order to provide clarity to the minimum safety and behavioral requirements for approved AMIAS and Alateen members. Added sections 3.0 and 4.0 to identify the minimum safety and behavioral requirements for Alateen groups and Alateen participation at conferences, conventions, and events.</b></p> <p><b>Added sections 5.0 and 6.0 to identify the minimum requirements for the Districts and Utah Area concerning Alateen safety.</b></p> <p><b>Added section 7.0 to provide direction for reporting Alateen safety concerns.</b></p>

		<p><b>Section 8.0 was reorganized in such a manner as to add more clarity to the process of selecting and approving AMIAS candidates.</b></p> <p><b>Section 9.1.1 identified additional positions in which a resignation may be submitted.</b></p> <p><b>Added 9.1.4.</b></p> <p><b>Section 9.2.1 through 9.2.4 to identify when removal of an AMIAS is necessary.</b></p> <p><b>Added section 10.3 Added the Utah Area Alateen Coordinator as a position to which a request for appeal maybe submitted .</b></p> <p><b>Section 11 added form 22-5 “ Be AMIAS” and added reference to the Al-Anon Service Manual, AMIAS Training Manual, UTAC Guidelines, applicable WSO Guideline Pamphlets.</b></p>
<b>9/26/2015</b>	<b>Denise L.</b>	<b>Presented to the 2015 Fall Assembly and approved by the body.</b>