

HAWAII AREA WORLD SERVICE ALATEEN SAFETY AND BEHAVIORAL REQUIREMENTS

GENERAL

A. Statement of Principles: In establishing this Requirement for Alateen Safety, HWS recognizes as an integral part of the Al-Anon/Alateen program that we must exercise care:

1. In selecting Sponsor Candidates,
2. In supervising Sponsor Candidates,
3. In preventing abusers from serving or continuing to serve as groups sponsors,
4. To ensure that the Alateen members conduct themselves in appropriate behavior towards other Alateen members in meetings.
5. To ensure that all Alateen members are responsible for their actions and
6. To see that Alateen members should arrive no sooner than 15 minutes before the beginning of the meeting and be picked up no later than 15 minutes after the meeting has closed.
7. To ensure that the use of the Alateen name for meetings and events is with permission and connected to the Area.

B. Implementation of Principles: The 2004 Assembly has accepted this HWS Requirement for Alateen Safety in order to comply with the requirements of the AFG Board of Trustees Alateen Motion. This Requirement is intended to set the minimum requirements that are approved by WSO and will:

1. Ensure the safety of Alateen's who attend an Alateen Group, an Alateen Conference and/or Al-Anon function that includes Alateen participation, whether the function is sponsored by HWS, by a District or by an Intergroup within the Area's boundaries.
2. Ensure Alateen, sponsors, parents and the public that Al-Anon and Alateen functions are a safe place for Alateen's.
3. Meet or exceed the minimum requirements of the Board's Alateen Motion.
4. Following the preliminary Area approval of this Requirement, an attorney

familiar
laws

with Hawaii law will review this requirement for compliance with local
concerning adults responsible for the care of Alateen's.

IMPLEMENTATION OF THE HAWAII AREA ALATEEN SAFETY AND BEHAVIORAL REQUIREMENTS

A. PROCESS FOR COMMUNICATION BETWEEN AREA ALATEEN COORDINATOR, DISTRICTS, AREA, AND WSO.

1. **FLOW OF COMMUNICATION BETWEEN THE AREA AND THE WORLD
SERVICE OFFICE FOR ALATEEN** – The Area specifies
that only one individual be designated as the communicator on
Alateen business and must be a certified AMIAS. In the Hawaii Area that person is the
Area Alateen Coordinator who also serves as the Area Alateen Process Person.
Responsibilities include:

- a) Training of Area Alateen Sponsor Candidates
- b) Registers and maintains up-date Alateen groups' information.
- c) Updating and verifying Al-Anon Members Involved in Alateen Service (AMIAS) and registered groups in our Area annually.
- d) The Alateen Coordinator / AAPP will follow the area process for annual re-certification of all AMIAS in the area by:
 - (1) Each year each Alateen group is mailed an Annual Alateen Group Recertification Form.
that goes to the CMA. This form is then forwarded to the AAPP to confirm info or to provide updates.
 - (2) All information is entered into the Online Group Records database.
- e) Responding to requests and/or questions forwarded from WSO about Alateen in the Area
- f) Communicating with any Alateen group or AMIAS should concerns arise about adherence to HWS Area Alateen Safety and Behavioral Requirements
- g) When necessary, following the procedure for inactivating an Alateen group or an AMIAS of sharing such action by communicating with any and all individuals involved.
- i) Inactivating any AMIAS who does not complete the recertification process by May 15.

2. FLOW OF COMMUNICATION BETWEEN DISTRICTS AND ALATEEN COORDINATOR/AAPP (COORDINATOR):

- a) The COORDINATOR agrees to abide by the conditions under the HWS Safety Guidelines necessary for a group to be called an Alateen Group and be listed as such on al-anon.org and HWS District or Area lists/websites:
 - (1) Select Sponsors only from the list of certified AMIAS
 - (2) Require two sponsors to be present at every group meeting
 - (3) Correspond with the District and/or District Alateen Coordinator whenever any meeting change has occurred e.g., meeting location or meeting time, and including the addition or loss of a sponsor.
- b) The COORDINATOR agrees to:
 - (1) Advise the District Alateen Coordinator, DR or Alateen group sponsor of Conference Approved Literature (CAL) which explains the Alateen program and the responsibilities of a Sponsor.
 - (2) Provide forms required by this HWS Alateen Safety Requirement to the District Alateen Coordinator, to the District Representative, and to any Alateen Sponsor Candidates who requests them.
 - (3) Provide "Alateen Group Registration" or "Alateen Group Records Change" forms to Alateen Groups and/or Alateen Sponsors who request them.
 - (4) Provide DRs with the list of current certified AMIAS and active Alateen groups that meet the Area HWS Alateen Safety and Behavioral Requirements at least annually.
 - (5). If the Coordinator has any questions about any portion of this process, seek help from any of the following sources:
 - a. Current Area Delegate, Past Area Delegates
 - b. Past Area Alateen Coordinator/AAPP
 - c. Current Area Secretary, Past Area Secretary/Records Keeper

d. AFG Records or Group Services at the WSO.

c) DISTRICT agrees to:

- (1) Provide names and addresses of the District Alateen Coordinator and the District Representative to the Area Alateen Coordinator/AAPP;
- (2) Identify potential AMIAS candidates in the District and share their names with the Area Alateen Coordinator / AAPP;
- (3) The DR has view access to all information regarding Alateen groups and AMIAS within the District in the Online Group Records application to check the Alateen Groups that meet the Hawaii Area Alateen Safety and Behavioral Requirements in their District at least annually and confirm this information with the Area Alateen Coordinator/AAPP.

B. PROCESS FOR SPONSOR CERTIFICATION AND GROUP REGISTRATION

1. **Finding and Selecting Alateen Sponsor Applicants.** Alateen sponsor applicants can be found in several ways:

- a) An Al-Anon member volunteers to be of service to Alateen.
- b) An Alateen group can request that an Al-Anon member become an AMIAS.
- c) A current Alateen Group Sponsor can recommend an Al-Anon member.
- d) District servants can make regular announcements about the need for certified AMIAS to serve Alateen.
- e) To begin the selection process, anyone who finds an Alateen Sponsor Candidate refers the person to the District Representative, District Alateen Coordinator, or Area Coordinator for information about the certification process.

2. **Evaluation of an Alateen Sponsor Applicant.** A person who applies to become an AMIAS must agree to adhere to the following minimum safety and behavioral requirements, including signing the HWS Alateen Sponsor Candidate Profile.

a) **Minimum Safety and Behavioral Requirements for a Sponsor Candidate.**

Every Al-Anon member involved with Alateen service must:

- (1) Be an Al-Anon member regularly attending Al-Anon meetings;
- (2) Be at least 21 years old;
- (3) Have at least two years in Al-Anon excluding any time spent in Alateen;
- (4) Not have been convicted of a felony, and not have been charged with child abuse or any inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.

b) In addition, every Al-Anon Member Involved in Alateen service must:

- (5) Agree not to have overt or covert sexual interaction (whether consensual or not) with an Alateen member, including but not limited to
- (6) Agree not to carry teens under the age of 19 1/2 in an auto to or from an Alateen or Al-Anon function unless the teen has an HWS permission slip signed by a custodial parent(s) or legal guardian and the driver has a current valid driver's license and proof of current automobile insurance;
- (7) Agree to allow the Area Alateen Coordinator/AAPP to independently verify through public records the information entered on the HWS Alateen Sponsor candidate Profile;

- (8) Agree not to conduct him/herself in a manner contrary to applicable laws;
- (9) Agree to promptly notify the Area Alateen Coordinator/AAPP if, after certification, an Alateen Sponsor is charged with child abuse or with inappropriate sexual behavior.

3. Certification Process for Al-Anon Member Involved In Alateen Service (AMIAS):

- a) All Adults in the Hawaii Area who wish to be involved with Alateen Service—which includes Sponsors, Drivers, Chaperones, and anyone in contact with Alateen’s at an Al-Anon/Alateen activity or transporting Alateen’s to and from such activities—must go through the certification process before serving Alateen’s.
- b) If the Alateen Sponsor Candidate meets all of the above Requirements, s/he notifies her/his District Alateen Coordinator of the wish to become an AMIAS. If there is no District Alateen Coordinator, the Candidate contacts the Area Alateen Coordinator/AAPP. A face-to-face meeting is preferable wherever possible; this is left to the discretion of the Coordinators.
- c) The District or Area Alateen Coordinator/AAPP will give the Candidate a packet of Conference Approved Literature (CAL) explaining the Alateen program and the responsibilities of Group Sponsorship.
- d) All Al-Anon members who are currently (or who may be considering) serving Alateen’s attend Alateen Sponsor Workshops held at the District and/or Area Levels.
- e) When provided with the contact information for the Sponsor Candidate, the Area Alateen Coordinator/AAPP will send to the Candidate the necessary forms.
- f) The Candidate fills out the Area forms according to the instructions and returns them to the Area Alateen Coordinator / AAPP to sign for processing. The Candidate should keep a copy of the application.
- g) The Area Alateen Coordinator / AAPP verifies the forms are complete, signs off on and processes them.
- h) Upon entering all information in the Online Group Records database, the Sponsor Candidate remains in “pending AMIAS” status until reviewed by AFG Records who will activate the new status of “certified AMIAS” for the Candidate, whose name is added to the Area AMIAS list. The Area Alateen Coordinator / AAPP retains all paperwork in a secure location due to the confidential nature of the information found on the documents.

4. Selection of Sponsors by an existing Alateen Group

- a) Alateen Groups have the autonomy to select their group sponsors. However, they are restricted in their choices of sponsors to those who are on the list of certified AMIAS in the Area. Selected sponsors are not required to accept the service invitation. All Al-Anon Groups supporting Alateen meetings are encouraged to have a number of certified AMIAS available to serve Alateen when requested.
- b) All Hawaii Alateen Groups will be provided with a current version of the “HWS Area Alateen Safety and Behavioral Requirements” in order to be informed.
- c) It is recommended that voting be done by secret ballot (on pieces of paper) to prevent peer pressure from swaying opinion.
- d) Alateen Groups, in the spirit of group autonomy, have a voice in selecting their group sponsors. However, they are restricted in their choices of sponsor to those who are currently certified AMIAS, which list is provided by the Area Alateen Coordinator / AAPP. Upon the initial registration of an Alateen Group, the Alateen Group Sponsors are assigned by the Area Alateen Coordinator / AAPP. The Alateen Group Sponsors are responsible to provide the Alateen group with the

Hawaii Area Alateen Safety and Behavioral Requirements outlining the seriousness of selecting their Alateen Group Sponsors and providing suggestions for going about that process. Any change of a sponsor (or AMIAS acting as CMA or Group contact) requires filing an Alateen Group Records Change Form through the Area Alateen Coordinator / AAPP .

e) Should a prospective sponsor be rejected at the group level or if a temporary or permanent Alateen Group Sponsor is voted out, the Alateen Group's Group Representative, or other member, must notify the Area Alateen Coordinator / AAPP and/or the District Alateen Coordinator or the District Representative. To maintain status as an active Alateen group, there must be a minimum of two certified AMIAS registered to the group to serve as group sponsors, a CMA and Phone contact for the Public. There must be at least two sponsors present in order for the group to hold a meeting.

5. Starting an Alateen Group

- a) Before an Alateen group can meet, the group must be registered with a verified WSO ID Number.
- b) A meeting must register two sponsors who attend together. It is also advantageous to be co-located with an existing Al-Anon meeting that has members who are on the Area list of certified AMIAS's who could serve as temporary sponsors.
- c) The proposed Group Sponsors must be current certified Hawaii Area AMIAS (see Process for Sponsor Certification). The sponsors notify the Area Alateen Coordinator / AAPP of their intention to start a group and request an "Alateen Group Registration Form" and, after filling it out, send it on to the Area Alateen Coordinator / AAPP .
- d) After verifying that the proposed Group Sponsors are Hawaii Area current certified AMIAS, the Area Alateen Coordinator / AAPP submits the Alateen group information into the Online Group Records application to be processed by AFG Records at the WSO.

6. When present at an Alateen meeting, the responsibilities of the Sponsors include:

- a) Ensuring that the spiritual principles of the Al-Anon program are shared in the Alateen Meeting.
- b) Supervising Alateen's in the meeting area. If brought by a parent or legal guardian, not let Alateen's out of room until pick up by parent(s) or legal guardian (within 15 minutes of completion of Alateen meeting).
- c) Protecting Alateen's and discourage Alateen's from any physical, sexual, emotional, and verbal abuse among each other during the meeting.
- d) Enforcing the rule of no drugs, smoking, drinking, and swearing among Alateen's during the meeting.
- e) It is recommended that Alateen Group Sponsors meet with (if at all possible) Alateen's in age-appropriate groups a. 9-12 years: b. 13 to 19 years.

7. When transporting Alateen's to and/or from Al-Anon/Alateen assemblies, or conventions or conferences held by Al-Anon/Alateen or Alcoholics Anonymous with Al-Anon participation, the Alateen Group Sponsor must:

- a) Be a licensed and insured driver.
- b) Have the custodial parent or legal guardian sign a permission form in the presence of the sponsor.
- c) Have the custodial parent or legal guardian fill out forms G-34 about legal matters, medical and emergency issues.

d) The parent or legal guardian keeps a copy of the G-34 form with all of the sponsor information on it on how to reach Sponsor during the time the Alateen is in the care of Sponsor.

8. **ANNUAL RECERTIFICATION PROCESS** for AMIAS and Alateen Groups.
- a) The list of Hawaii Area Certified AMIAS is viewable in the Online Group Records application in January.
 - b) The AMIAS on the list must be recertified or inactivated by the Area COORDINATOR by June 15.
 - c) To recertify each AMIAS, the Area COORDINATOR will send an e-mail to each certified AMIAS on the list to ask if their information is current including:
 1. Name (if changed, must submit new AMIAS form)
 2. Address (must be physical address)
 3. Phone number
 4. E-mail
 5. Still attends regular Al-Anon meetings
 6. Still wants to be of service to Alateen.
 7. None of the minimum safety and behavior requirements for a AMIAS has changed
 - d). If the AMIAS does not respond to the e-mail, the DR will be sent an e-mail to request follow up assistance, keeping in mind the May 15 deadline.
 - E). If the Certified AMIAS does not respond and cannot be located, the COORDINATOR will change their status to INACTIVE.

FAILURE TO RECERTIFY AMIAS in accordance with the Area process BY JUNE 15 as well as to verify that all active Alateen groups are connected to current certified AMIAS RESULTS IN THE AREA not being able to use the Alateen name in connection with ALATEEN MEETINGS, GATHERINGS, EVENTS, or CONVENTIONS.

ALL AMIAS WILL BE INACTIVATED AND THE AREA ALATEEN PROGRAM WILL BE suspended until the Hawaii Area Alateen Safety and Behavioral Requirements are reviewed and approved by local counsel and the WSO.

f). INACTIVE is defined as the member requesting a change in status or does NOT meet the AREA'S

requirements to serve; however once meeting the requirements, the member can be certified/ recertified. A new AMIAS form needs to be submitted at that time. INACTIVE means only that they are not certified at this time.

Examples of inactive status are:

1. AMIAS requests inactivation
 2. Moved from the state
 3. Does not regularly attend Al-Anon meetings
 4. The member does not meet the current Hawaii Area Safety and Behavioral Requirements.
- g). INELIGIBLE means the member is NEVER able to be certified in the Hawaii Area. The status CANNOT later be changed by the Area.
- Examples are:
1. Felony conviction
 2. Charges of child abuse
 3. Continuous emotional problems that could be harmful to Alateen's
- h). If a member moves to Hawaii and wants to be certified in our Area they must:

1. Certify by filling out a Hawaii Area Alateen

Sponsor Profile and follow the process stated in these requirements for the Hawaii Area

2) Once all AMIAS are recertified, all Alateen groups require verification. This is confirmed through review of the Annual Alateen Group Recertification Sheet that is mailed to the Alateen Group CMA. The Area Alateen Coordinator/AAPP will record any group changes and ensure that each Alateen group is

connected to current certified AMIAS as Alateen Group Sponsors, Current Mailing Addresses (CMA) and Phone Contacts for the Public.

9.REMOVAL or RESIGNATION as an Alateen group sponsor:

a) Resignation: It may occur that a person is not willing or able to continue as an Alateen Group Sponsor.

(1) A sponsor may resign or give notice any time by communicating with the Area Alateen Coordinator/AAPP who will update the Alateen group record in the Online Group Records application and assign a replacement if indicated.

(2) It is recommended that the Alateen Group Sponsor speaks directly to the Alateen Group, informing the group of her/his needs to resign and then makes every effort to work with the group and other sponsors toward a smooth transition, maintaining the presence of sponsors at every meeting.

(3) A voluntary resignation from an Alateen group will not affect the current AMIAS certification status and will not be a reason to prevent that person from becoming an Alateen Group Sponsor to another Alateen group.

b) **Removal of an Alateen Sponsor:**

(1) An Alateen Group Sponsor may be asked to step down or be removed from an Alateen group by the Area Alateen Coordinator/AAPP as a decision supported by the Area through the HWS Executive Committee:

(a) If the Sponsor fails to update and return the necessary paperwork for the annual re-certification process on the date specified by the Area Alateen Coordinator. This is an instance where an AMIAS will be inactivated but not ineligible to serve.

(b) If it is determined that, at the time of application to become an AMIAS, there was a withholding of information that would have prevented the Sponsor Candidate from being certified.

(c) If, after being certified, it comes to light that the Sponsor fails to meet the requirements in B.2.

10. APPEAL PROCESS, if removed:

c) In keeping with the Warranties as part of Concept Twelve, this HWS Alateen Safety and Behavioral Requirements recognizes the “no member shall be placed in unqualified authority over other members,” including any person who is an Area Alateen Coordinator/AAPP, certified AMIAS, Sponsor Candidate, or member of an Alateen or Al-Anon Group.

d) Any member of Al-Anon and Alateen may appeal an Area decision for removal. This includes:

(1) Information of which the Area might not be aware;

(2) Personal experiences that could be a factor ;

- (3) Old charges that no longer apply.
- e) Appeals must first be made to the Area Alateen Coordinator/AAPP, as the initial link of service to the Area, outlining in writing reasons why the result is to be reconsidered. If the person appealing the decision is not satisfied with the result, that person may make the next appeal to the Area Executive Committee of Hawaii World Service.
- f) As the Board of Officers of HWS, the decision of the Area Executive Committee is final.

11. Alateen Behavior and Responsibility

- a) At Alateen Meetings:
 - (1) All Alateen's are responsible for their own conduct before, during and after Alateen meetings and Alateen events.
 - (2) Alateen's are to arrive at their meetings no sooner than 15 minutes before the meeting and be picked up no later than 15 minutes after the meeting.
 - (3) Alateen Groups are responsible for establishing their own Group behavior guidelines.
 - (4) In compliance with State law and in consideration of the health and welfare of the Alateen's, there will be no smoking in Alateen meeting rooms before, during and after the Alateen meeting.
 - (5) Illegal drugs, alcohol, or weapons of any kind is forbidden.
- b) At Alateen/Al-Anon Events
 - (1) Alateen's must be compliant with the behavior requirements above.
 - (2) When an overnight stay is necessary, the Alateen must room with a parent, legal guardian or with an AMIAS who has notarized permission to assume responsibility for the Alateen during the event.
- c) For conflicts that arise use the Al-Anon Conflict Resolution Guidelines (K-70).