

**AFG of Mass Area 25**  
**Safety & Behavioral Requirements for Al-Anon Members Involved in**  
**Alateen Service & Behavioral Requirements for Alateens**

**As approved at Assembly October 16, 2004**

**With amendments approved at Assembly May 20, 2006 to be effective July 1, 2006**

**With amendments approved at Assembly May 18, 2013 to be effective July 1, 2013**

*These requirements are presented in response to the December 8, 2003 motion passed by the Board of Trustees of Al-Anon Family Group Headquarters, Inc. Please note that any Alateen group not in compliance with these requirements will not be listed in area or district schedules and will be legally prohibited from using the Alateen name. In addition, any individuals not in compliance with these requirements will be removed as Al-Anon Members Involved in Alateen Service (AMIAS).*

**Every Alateen group member and certified AMIAS is responsible for ensuring that they and their groups are in compliance with these requirements.**

**I. MASSACHUSETTS AREA 25 DEFINITION OF AMIAS**

- A. An **AMIAS (Al-Anon Member Involved in Alateen Service)** is a responsible member of Al-Anon who attends Al-Anon meetings regularly, shares his or her recovery experience gained through working the Al-Anon 12 Steps, 12 Traditions, 12 Concepts, and Warranties, and has completed the certification process. He or she helps the Alateens to focus on the principles of the Al-Anon program. Alateen Group Sponsors attend their Alateen meeting regularly and are responsible for serving the group as a whole.
- B. Any AMIAS can serve Alateen in the following ways:
1. Regular attendance as an Alateen Group Sponsor\*
  2. Attendance as needed\*
  3. By transporting Alateens to/from Al-Anon/Alateen events
  4. By chaperoning Alateens at Al-Anon/Alateen events
- \*Please note that an AMIAS can choose to serve multiple groups.
- C. The following Trusted Servants are required to become certified AMIAS, and remain certified for their entire term :
1. Area Alateen Process Person (AAPP)
  2. Area Chairperson
  3. Area Delegate
  4. Area Alateen Coordinator
  5. Adult Chair and Co-Chair of Massachusetts Alateen Conference
  6. General Chair and Co-Chair of Massachusetts Al-Anon/Alateen Convention
  7. Al-Anon Liaison to AA
  8. Alternate Alateen Coordinator

## **II. SAFETY REQUIREMENTS FOR AMIAS**

- A. Minimum age of 21
- B. Currently attending Al-Anon meetings and an active Al-Anon member for at least 2 years, excluding attendance in Alateen
- C. Participating member of an Al-Anon home group
- D. Has never been convicted of a felony, never been charged with and/or convicted of any offense involving sexual misconduct, child abuse or physical violence against children or adults, or any other inappropriate sexual or violent behavior
- E. Has not demonstrated emotional problems or instability that could result in harm to Alateen members

## **III. BEHAVIORAL REQUIREMENTS FOR AMIAS**

- A. AMIAS are prohibited from conduct contrary to applicable laws of the Commonwealth of Massachusetts, directly before, during, and directly after an Alateen meeting or event.
- B. Overt or covert sexual interaction or unauthorized or unwelcome touching between any adult and any Alateen member is prohibited.
- C. At every Alateen meeting, contact information for the DR, Area Chair, Area Delegate, and the Area Alateen Coordinator must be made available to the Alateens. It must be explained that any Alateen can contact these trusted servants with concerns regarding the Alateen group, an AMIAS, as well as concerns about Alateen.
- D. If you are a Mandated Reporter, you may review and clarify with your licensing body whether and how you are mandated in the context of being an AMIAS.
  - 1. Mandated Reporters should inform the Alateen Group that if they are made aware or suspect abuse, they may be required to report such information to the appropriate authorities. Explain the purpose of a personal sponsor to be able to talk these things through.
- E. The primary goal of the AMIAS is to help Alateen members follow the Al-Anon/Alateen program. Should anything interfere with this, i.e., accusations, controversy, threats of personal harm, etc., the AMIAS is encouraged to discontinue serving in this position with the understanding that even if totally blameless, this action will protect Alateen members and preserve unity for the fellowship as well.
  - 1. If an AMIAS is notified by the DR, Area Chair, Area Delegate, or Area Alateen Coordinator that he/she needs to step down and/or away from Alateen sponsorship, he/she agrees to do so immediately and without controversy, until the complaint process has been completed.

## **IV. BEHAVIORAL REQUIREMENTS FOR ALATEENS**

- A. Directly before, during, and directly after Alateen meetings and events, such as but not limited to: Al-Anon events with Alateen participation, any Public Outreach commitments and AA events with Al-Anon / Alateen participation:
  - 1. Alateens are responsible for their own behavior
  - 2. Alateens focus on Al-Anon/Alateen's 12 Steps, 12 Traditions, 12 Concepts and Warranties
  - 3. Alateens comply with all public safety laws of the Commonwealth of Massachusetts, such as but not limited to:
    - a. No alcohol or drugs
    - b. No concealed weapons
    - c. No assault behavior
    - d. No unauthorized or unwelcome touching
    - e. No smoking in public buildings or where prohibited
    - f. No destruction of buildings or personal property
    - g. No bullying

- B. As examples of recovery, Alateens contribute to a Group Conscience defining acceptable standards of language, conduct, appearance and use of personal electronics at meetings.
- C. Alateens are responsible for knowing how to contact the DR, Area Chair, Area Delegate, and Area Alateen Coordinator should they need to report any concerns about the Alateen Group. (Please refer to the most current version of *Al-Anon Guidelines # G-34 – Alateen Safety Guidelines* for additional information.)

## **V. CERTIFICATION REQUIREMENTS FOR AMIAS**

- A. Initial Certification
  - 1. Application packets are available from the AAPP or Area Alateen Coordinator
  - 2. Background check is completed on each applicant
  - 3. Applicant attends at least one AMIAS workshop or equivalent
- B. Annual re-certification
  - 1. AMIAS continues to be a participating member of an Al-Anon group
  - 2. AMIAS performs Alateen service by attending at least two Alateen meetings/events as an AMIAS per certification year
  - 3. AMIAS attends at least one AMIAS workshop per certification year. These workshops will be organized by the Alateen Coordinator with input and participation from DRs and AMIAS.
  - 4. Recertification packets will be sent by the AAPP. Forms must be returned by the specified deadline.
  - 5. Each AMIAS is notified of their status by June 30
- C. Change in AMIAS Status
  - 1. If at any time for any reason an AMIAS decides to no longer serve, notification is immediately made to the AAPP in writing (by fax, e-mail, or mail). They must also notify fellow group sponsors, DR, and the Area Alateen Coordinator.

NOTE: If not a resident of Massachusetts, applicant must be certified in state of residence prior to submitting application in Mass. If residence changes during service, AMIAS must become certified in state of residence to continue to serve in Mass. Area 25 will cooperate with neighboring Areas in reverse situations.

## **VI. ALATEEN GROUP REQUIREMENTS**

- A. Requirements for registering a new Alateen Group

Groups not in compliance with these requirements are prohibited from using the Alateen name and will not be listed in area or district schedules.

  - 1. Forms are available from the AAPP
  - 2. Each group must have 2 certified AMIAS on file with the WSO
  - 3. If an Alateen group is not being held at the same place and time as an Al-Anon group, one or both of the AMIAS must have a discussion about location and safety issues with the Area Alateen Coordinator.
- B. Requirements for maintaining group registration

The Alateen members of the group and the AMIAS are responsible for ensuring the following group requirements are met and communicated to new members of the group:

  - 1. Have 2 certified AMIAS who are registered with the WSO as associated with the group
  - 2. Have a minimum of 2 certified AMIAS at every meeting
  - 3. Maintain a list of AMIAS to serve as backups
  - 4. Create, maintain, and distribute an emergency cancellation plan
  - 5. The Group's copy of the *Al-Anon/Alateen Service Manual* (P-24/27) is available at every meeting. Members refer to it for questions of group format or procedure.

6. Groups must renew their registration annually by completing the annual update sheet which is sent to the group's CMA (current mailing address), by the WSO. The form is returned to the AAPP.
  7. The AAPP notifies WSO of the recertification status of the group
  8. If the group does not meet the area requirements, the Area Chairperson will notify the group contact and the DR by July 1. The AAPP will remove the group from any area lists and notify WSO.
- C. Requirements for changing AMIAS status or meeting details
1. An AMIAS is responsible for notifying the AAPP of any change in location, day, time, current mailing address, group name, Group Representative (Alateen member), or phone contact information. Changes must be submitted in writing (by fax, e-mail, or mail).
  2. When stepping down from service, AMIAS must notify the AAPP in writing (by fax, e-mail, or mail).
    - If an AMIAS is no longer in contact with the group, an AMIAS of that group must notify the DR, the Area Alateen Coordinator, and the AAPP in writing (by fax, e-mail, or mail).
  3. The AAPP will keep records of all changes on file
  4. To disband an Alateen group, any AMIAS actively involved with the group must notify the AAPP of the effective disbanding date in writing (by fax, e-mail, or mail). This notification should include evidence that all currently listed AMIAS have been notified.

Notes:

- *These requirements apply to all Alateen groups, including: limited access and introductory.*
- *Alateen groups will ideally be held at same time and place as an Al-Anon group.*
- *Alateen groups will ideally have a mix of male and female AMIAS.*

## **VII. REQUIRED PROCEDURES FOR TRANSPORTING AND/OR TAKING OVERNIGHT RESPONSIBILITY FOR AN ALATEEN**

- A. Any AMIAS providing transportation to or from an Alateen or Al-Anon event, any Public Outreach commitment or AA event with Al-Anon/Alateen participation, must secure written parental/legal guardian permission for each Alateen.
- B. Any AMIAS taking overnight responsibility for an Alateen at an Al-Anon event or AA event with Al-Anon/Alateen participation must secure written parental/legal guardian permission and a notarized medical care authorization form for each Alateen.
- C. Any AMIAS will transport Alateens in groups or with another adult whenever possible.