

AREA 33 ALATEEN SAFETY AND BEHAVIORAL REQUIREMENTS

In accordance with the 2003 Alateen Motion from the Board of Trustees that was affirmed by the 2004 World Service Conference and the current policy for Alateen, the following requirements and processes are in place for Nebraska Area 33 Al-Anon to serve and support Alateen. (See Digest of Al-Anon and Alateen Policies in current Al-Anon/Alateen Service Manual and Appendix for 2003 Alateen Motion from the Board of Trustees). These Alateen Safety and Behavioral Requirements have been reviewed by local counsel and determined to be in compliance with the laws of Nebraska for adults that interact with minor children.

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Section A: DEFINITIONS

AMIAS: A certified Al-Anon Member Involved in Alateen Service: AMIAS may serve Alateen groups as Alateen Group Sponsors, Current Mailing Address (CMA), Phone Contact for the Public, chaperones/drivers to Alateen meetings and events or other service roles as outlined by Nebraska Area 33.

Alateen Group Sponsor: An AMIAS specifically performing the role of supporting an Alateen Group.

Alateen Member: Teenagers up to and including the age of 19 whose lives are affected by someone else's drinking. It is within the autonomy of each Alateen Group to lower the age limit.

AAC: Area Alateen Coordinator: This person is an AMIAS who is a member of Area 33 and whose duties and responsibilities as the AAC are set forth in the Area 33 Guidelines.

AAPP: Area Alateen Process Person: This person also serves as the Area Alateen Coordinator of Nebraska Area 33. The AAC/AAPP's duties and responsibilities are set forth in the Area 33 Guidelines.

ASBR: Area 33 Alateen Safety and Behavioral Requirements (ASBR). This ASBR includes instructions for initial AMIAS certification, instructions for recertification, roles and responsibilities of the Nebraska Alateen Group Sponsor, requirements for Alateen meetings and other functions, Nebraska State Statutes for child abuse reporting, procedures regarding reporting child abuse, AMIAS training requirements, complaints, appeals and non-compliance, who may attend an Alateen meeting, AMIAS records retention, reviewing and updating requirements (ASBR) and additional references.

District Alateen Chairperson: This person is an AMIAS who serves their district as a liaison between the district and its Alateen groups and the Area 33 AAC/AAPP. The duties and responsibilities are found in each district's guidelines.

Section B: SAFETY AND BEHAVIORAL REQUIREMENTS

Every Al-Anon Member Involved in Alateen Service (AMIAS), including but not limited to, Area Alateen Coordinator (AAC), Area Alateen Process Person (AAPP), Alateen Group Sponsors, substitute Alateen Group Sponsors, and the District Alateen Chairperson, must meet the following requirements and be certified as an AMIAS.

- be an Al-Anon member regularly attending Al-Anon meetings

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- be at least 21 years old.
- have at least two years in Al-Anon in addition to any time spent in Alateen.
- not have been convicted of a felony, and not have been charged with child abuse and any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.

The following safety and behavioral requirements apply to BOTH Alateen and Al-Anon members involved in Alateen service:

- Nebraska Area 33 Al-Anon prohibits overt or covert sexual interaction between any adult and Alateen member. Alateen members involved in relationships with another Alateen member SHALL NOT display any overt or covert sexual behavior at meetings or Alateen Events.
- Nebraska Area 33 Al-Anon prohibits conduct contrary to applicable laws. (Refer to statutes 28-710 and 28-711 as set forth in the ROLES/RESPONSIBILITIES OF THE NEBRASKA ALATEEN GROUP SPONSOR section of this ASBR. These statutes can be reviewed for current language reflecting any revisions at nebraskalegislature.gov under the section "For Citizens" - search by statute number.

Section C: INSTRUCTIONS FOR INITIAL AMIAS CERTIFICATION

1. The interested member contacts the Group Representative, District Representative, or the Area Alateen Coordinator (AAC) who is also the Area Alateen Process Person (AAPP) for information on the AMIAS certification process. The AAC/AAPP will facilitate all steps of this process.
2. Complete and sign the "Area 33 AMIAS Initial Certification Questionnaire" form and return it to the AAC/AAPP.
3. Complete the form(s) necessary for a criminal background check- using the link provided by email from the background check provider to the applicant to access these form(s). Any funds necessary for this criminal background check will be paid by Area 33. Only those who pass the criminal background check are eligible to serve Alateen.
4. Complete the form(s) necessary for a child abuse and sex offender check using the link provided by email from the background check provider to the applicant to access these form(s). This background check requires immediate payment of \$5.00 which will be reimbursed to you by Area 33. Contact the AAC/AAPP with proof of payment if you want reimbursement. Only those who pass the child abuse and sex offender check are eligible to serve Alateen.
5. Provide two recommendations from active members in the Al-Anon program. The "Initial Certification Recommendation Form for Prospective Area 33 AMIAS" will be provided for use in

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determining topics to be addressed in the recommendations. The recommendations are to be returned to the AAC/AAPP.

6. Participate in an AMIAS training session and provide proof of completion of the training to the AAC/AAPP.
7. An Al-Anon member becomes a certified AMIAS after completing the above steps and the World Service Office verifies and accepts the information submitted in the Online Group Records database.

Section D: INSTRUCTIONS FOR RECERTIFICATION

RECERTIFICATION DEADLINES

The Area 33 annual deadline required to meet AMIAS (Al-Anon Members Involved in Alateen Service) recertification is May 10th.

The AAC/AAPP will access the Recertification Page in the Online Group Records database which is released in January of each year to determine who needs to be contacted for recertification.

The AAC/AAPP will provide both the Area 33 AMIAS Recertification Process form along with the Area 33 AMIAS Recertification Questionnaire form to these AMIAS by **February 20th**.

The AMIAS must return the Area 33 AMIAS Recertification Questionnaire and the proof of training completed to the AAC/AAPP by May 10th to be recertified. If the forms are not received by May 10th the non-responding AMIAS may be reported as inactive.

If an AMIAS does not meet the Area 33 Requirements for recertification, they are inactivated in the Online Group Records database.

The WSO recertification deadline is **June 15th**. The AAC/AAPP will submit all recertification information via the Online Group Records database.

RECERTIFICATION INSTRUCTIONS FOR AMIAS

1. Complete and sign the "Area 33 AMIAS Recertification Questionnaire" as an acknowledgement of commitment to the Alateen program and return it to the AAC/AAPP by May 10th. (This form will be kept by the AAC/AAPP in a secure location.)

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2. Complete the form(s) necessary for a criminal background check using the link provided by email from the background check provider to the applicant to access these form(s). A criminal background check will be completed at the initial certification and every 3 years thereafter. Any funds necessary for this criminal background check will be paid by Area 33. Only those who pass the criminal background check are eligible to serve Alateen.
3. Complete the form(s) necessary for a child abuse and sex offender check using the link provided by email from the background check provider to the applicant to access these form(s). A child abuse and sex offender check will be completed at the initial certification and every 3 years thereafter. This background check requires immediate payment of \$5.00 which will be reimbursed by Area 33. Contact the AAC/AAPP if you want reimbursement. Only those who pass the child abuse and sex offender check are eligible to serve Alateen.
4. The AMIAS is required to complete at least one training session per year which is coordinated by the Area 33 AAC/AAPP. The training session for recertification must be completed between January 1st and the Area 33 deadline of May 10th each year. Provide proof of completion of the training to the AAC/AAPP.
5. Notify the AAC/AAPP if you do not desire to be recertified as an AMIAS by May 10th.

Section E: ROLES/RESPONSIBILITIES OF THE NEBRASKA ALATEEN GROUP

SPONSOR

- Regularly attends Al-Anon meetings.
- Provides updated information to the Current Mailing Address (CMA) for the Annual Alateen Group Recertification Sheet upon receipt. Return to the AAC/AAPP by the noted deadline provided by the AAC/AAPP.
- Any updates/changes needing to be made to the Alateen group information needs to be submitted to the AAC/AAPP. The AAC/AAPP will make these changes.
- Know how to contact your District Representative, District Alateen Coordinator, and/or Area Alateen Coordinator/AAPP.
- Guide Alateens towards working the Twelve Steps for personal recovery.
- Help the Alateen members take responsibility for the affairs of the group and implement the Twelve Traditions and the Concepts of Service. This includes encouraging the Alateen Group to elect an Alateen as a Group Representative.

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- Encourage the participation of Alateen members in District and Area Al-Anon functions always following these Requirements for attendance at events outside the regular Alateen meeting.
- In Nebraska, it is your legal responsibility pursuant to Nebraska Statute 28-710 and 28-711 to “report any reasonable cause to believe” that a child has been subjected to abuse or neglect.
- Be aware of the Nebraska State Statutes for Child Abuse Reporting (Nebraska Statute 28-711) which you can view at nebraskalegislature.gov under the “For Citizens” section by choosing the Statute you want to review.

Section F: REQUIREMENTS FOR ALATEEN MEETINGS AND OTHER FUNCTIONS

1. ALATEEN MEETINGS

- Members are teenagers up to and including the age of 19 who are relatives and friends of alcoholics gathered together for mutual aid that, as a group, have no other affiliation.
- The meetings are registered with WSO in order to use the “Alateen” designation.
- Emphasis must be placed on the Al-Anon interpretation of the program at all times.
- Practice anonymity.
- Have a Group Sponsor who is a certified AMIAS.
- Have an AMIAS registered as the CMA (Current Mailing Address) in order to receive correspondence.
- There must be at least two AMIAS at every Alateen meeting.
- Have an AMIAS hold any treasury funds belonging to the Alateen meeting.
- Al-Anon members who are also members of A.A. (Alcoholics Anonymous) may serve as an Alateen Group Sponsor by virtue of their Al-Anon membership. Emphasis must be placed on the Al-Anon interpretation of the program at all times.
- Alateen members abide by any behavior guidelines that the Alateen Meeting may adopt for itself.

2. OTHER FUNCTIONS WITH ALATEEN ATTENDANCE

- The attached Information and Permission Form and Medical Care form is **REQUIRED** when transporting an Alateen to a meeting or other function other than their regular Alateen meeting that takes them away from their custodial parent/legal guardian. Have the responsible party

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(custodial parent/legal guardian) sign the Information and Permission and Medical Care form in your presence. See attached forms.

- Transport Alateens in groups whenever possible with another AMIAS in attendance.
- Alateen Group Sponsors need to always be aware of the specific whereabouts of individual Alateen members during Alateen activities.
- Alateen members are made aware that they bear responsibility for their own actions, and that through their actions, they set an example for Alateen and Al-Anon as a whole.
- Everyone is expected to attend the conference/Assembly sessions, i.e., workshops, meetings, etc.
- When participating in overnight events, it is important to be gender conscious when assigning sleeping rooms. In some instances special accommodations may be necessary.
- Possession of alcohol, drugs, or any substance prohibited by local law is strictly forbidden. All Alateens under medication must report to their Alateen Group Sponsors and the designated nurse, if any, upon arrival at the conference/Assembly.
- AMIAS responsible for each Alateen group/member should be aware of their special responsibility as adult chaperone to their Alateen group/member. It is important for the Alateen group/member to understand that because the Alateen Group Sponsors/AMIAS are responsible for the Alateens they bring, they have the right to refuse to bring a member whom they do not think will abide by these guidelines, always remembering to place principles above personalities.

Section G: NEBRASKA STATE STATUTES FOR CHILD ABUSE REPORTING

Following are the pertinent sections of the Nebraska Statutes 28-710 and 28-711 relating to Child Abuse Reporting in Nebraska. You can view these statutes in their entirety at nebraskalegislature.gov under the "For Citizens" section by choosing the Statute you want to review.

28-710. Act, how cited; terms, defined.

- (1) Sections 28-710 to 28-727 shall be known and may be cited as the Child Protection and Family Safety Act.
- (2) For purposes of the Child Protection and Family Safety Act:

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(a) Alternative response means a comprehensive assessment of (i) child safety, (ii) the risk of future child abuse or neglect, (iii) family strengths and needs, and (iv) the provision of or referral for necessary services and support. Alternative response is an alternative to traditional response and does not include an investigation or a formal determination as to whether child abuse or neglect has occurred, and the subject of the report shall not be entered into the central registry of child protection cases maintained pursuant to section 28-718;

(b) **Child abuse or neglect** means knowingly, intentionally, or negligently causing or permitting a minor child to be:

(i) Placed in a situation that endangers his or her life or physical or mental health;

(ii) Cruelly confined or cruelly punished;

(iii) Deprived of necessary food, clothing, shelter, or care;

(iv) Left unattended in a motor vehicle if such minor child is six years of age or younger;

(v) Placed in a situation to be sexually abused;

(vi) Placed in a situation to be sexually exploited through sex trafficking of a minor as defined in section 28-830 or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or

(vii) Placed in a situation to be a trafficking victim as defined in section 28-830;

(e) **Department** means the Department of Health and Human Services;

(h) **Law enforcement agency** means the police department or town marshal in incorporated municipalities, the office of the sheriff in unincorporated areas, and the Nebraska State Patrol;

(j) **Out-of-home child abuse or neglect** means child abuse or neglect occurring outside of a child's family home, including in day care homes, foster homes, day care centers, residential child-caring agencies as defined in section 71-1926, other child care facilities or institutions and the community. Out-of-home child abuse or neglect also includes cases in which the subject of the report of child abuse or neglect is not a member of the child's household, no longer has access to the child, is unknown, or cannot be identified;

(l) **Report** means any communication received by the department or a law enforcement agency pursuant to the Child Protection and Family Safety Act that describes child abuse or neglect and contains sufficient content to identify the child who is the alleged victim of child abuse or neglect;

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(q) Subject of the report of child abuse or neglect or subject of the report means the person or persons identified in the report as responsible for the child abuse or neglect.

28-711 - Child subjected to abuse or neglect; report; contents; toll-free number.

- (1) When any physician, any medical institution, any nurse, any school employee, any social worker, the Inspector General appointed under section 43-4317, or any other person has reasonable cause to believe that a child has been subjected to child abuse or neglect or observes such child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect, he or she shall report such incident or cause a report of child abuse or neglect to be made to the proper law enforcement agency or to the department on the toll-free number established by subsection (2) of this section. Such report may be made orally by telephone with the caller giving his or her name and address, shall be followed by a written report, and to the extent available shall contain the address and age of the abused or neglected child, the address of the person or persons having custody of the abused or neglected child, the nature and extent of the child abuse or neglect or the conditions and circumstances which would reasonably result in such child abuse or neglect, any evidence of previous child abuse or neglect including the nature and extent, and any other information which in the opinion of the person may be helpful in establishing the cause of such child abuse or neglect and the identity of the perpetrator or perpetrators. Law enforcement agencies receiving any reports of child abuse or neglect under this subsection shall notify the department pursuant to section 28-178 on the next working day by telephone or mail.
- (2) The department shall establish a statewide toll-free number to be used by any person any hour of the day or night, any day of the week, to make reports of child abuse or neglect. Reports of child abuse or neglect not previously made to or by a law enforcement agency shall be made immediately to such agency by the department.

Section H: PROCEDURES REGARDING REPORTING CHILD ABUSE

- When an AMIAS suspects child abuse, it is his/her legal responsibility as a citizen of the State of Nebraska to report child abuse to the toll-free number for the Department of Health and Human Services, 1-800-652-1999.

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- Information on the hotline reporter is kept confidential. Refer to Nebraska Statutes 28-711, 28-719 and 28-722 for further information.
- Prior to reporting suspected child abuse the concerned AMIAS should discuss this with the AAC/AAPP or with the District Alateen Chairperson to reason things out.

Section I: AMIAS TRAINING REQUIREMENTS FOR CERTIFICATION AND RECERTIFICATION

AMIAS Training Requirements:

- INITIAL CERTIFICATION: Attend and complete a training session coordinated by the AAC/AAPP to become initially certified as an AMIAS. Submit proof of completion of the training session to the AAC/AAPP in the manner designated by the AAC/AAPP.
- RECERTIFICATION: Attend and complete at least one training session (coordinated by the AAC/AAPP) per year between January 1st and May 10th (the Area 33 deadline for submission of recertification information is May 10th). Submit proof of completion of the training session to the AAC/AAPP in the manner designated by the AAC/AAPP.

Section J: COMPLAINTS, APPEALS, AND NON-COMPLIANCE

Anyone who has reasonable knowledge that an AMIAS or Alateen Meeting may not be in compliance with Area 33 Safety and Behavioral Requirements is encouraged to follow the conflict resolution steps listed below. All details of the incident will be held in confidence. Any incident reported must be detailed.

CONFLICT RESOLUTION/COMPLAINT PROCESS

1. The first step is to talk to each other and reason things out at the group level.
2. If the group is unable to resolve the situation, the next step is to report it to the District Representative or District Alateen Coordinator.

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3. Any conflict not resolved by the Alateen Meeting, or the District Representative or District Alateen Coordinator-must be submitted in written detail by postal mail or by email to the AAC/AAPP.
4. The AAC/AAPP will contact all involved, by email, to investigate the incident in an attempt to resolve the situation. The AAC/AAPP will also inform all those involved in the situation, by email, of the steps in the complaint and appeals process. This investigation will be completed within 30 days. If a resolution is not reached the incident becomes a Complaint.
 - a. The Complaint will be presented to the **Area Conflict Resolution Committee** which is composed of the AAC/AAPP (Committee Chairperson), Area Delegate, and the District Representative of the District involved. In the event there is no District Representative for the district involved or if the complaint involves any member of the Area Conflict Resolution Committee, a District Representative from another district shall be appointed by the AAC/AAPP (or Area Chairman if the AAC/AAPP has a conflict of interest) to replace the committee member.
 - b. The Complaint shall be reviewed within 30 days of receipt of the Complaint. The result of the review will be provided to all interested parties by email from the chairman of the Area Conflict Resolution Committee.
 - c. The **Area Conflict Resolution Committee** will maintain an Incident Report log which will describe the complaint, state the steps taken to resolve the issue and note the final outcome. The log will be confidential.
 - d. Conflict resolution assistance can be found in Al-Anon publication K-70, Using Al-Anon Principles to Resolve Conflicts.

APPEALS

Concept Five states: "The rights of appeal and petition protect minorities and ensure that they be heard." All appeals must be submitted within 30 days from the date of receipt of the formal notification letter by the party or parties receiving the notification letter.

1. **TO APPEAL A CERTIFICATION/RECERTIFICATION DECISION:**

Submit a written appeal by email or postal mail to the AAC/AAPP for review by the **Area Conflict Resolution Committee**. A decision regarding the appeal must be completed within 30 days from the receipt of the appeal.

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2. TO APPEAL AN AREA CONFLICT RESOLUTION COMMITTEE DECISION:

Submit a written appeal by email or postal mail to the (AAC/AAPP) for reconsideration by the **Area Conflict Resolution Committee**. If not resolved, the member, within 30 days of the non-resolution, can request to the Area Chairperson, by postal mail or email, review by the Area Officers (Chairperson, Secretary, Treasurer, Delegate, Alternate Delegate). A decision regarding the appeal of the non-resolved appeal, must be completed within 30 days from the receipt of the appeal.

NON-COMPLIANCE PROCESS

Alateen members and meetings must adhere to the Area 33 Safety and Behavioral Requirements in order to use the Alateen name. The AAC/AAPP provides support and oversight of these requirements.

Non-Compliance of AMIAS

If an AMIAS fails to comply with the Area 33 Safety and Behavioral Requirements or places the safety of any Alateen member, meeting, or the Alateen program in jeopardy; the District Representative or District Alateen Coordinator in consultation with the AAC/AAPP, will attempt to work with the AMIAS to resolve compliance issues. Failure to resolve the compliance issue(s) will result in the AMIAS certification being inactivated. The Area Conflict Resolution Committee will be requested to hear the non-compliance complaint.

Upon inactivation:

1. The AAC/AAPP, as the Chairperson of the **Area Conflict Resolution Committee**, will send formal written notification by both Certified Return Receipt Requested postal mail and by email to the AMIAS informing them that they no longer have Active AMIAS status.
2. The AAC/AAPP will notify the District Representative and the District Alateen Coordinator of the formal change in status of the AMIAS. The Area Chairperson will be copied on this communication.
3. The District Representative and the District Alateen Coordinator will be responsible for notifying the Alateen meeting, if applicable.

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Non-Compliance of Alateen Meeting

If an Alateen meeting fails to comply with the Area 33 Safety and Behavioral Requirements, the District Alateen Coordinator and the AAC/AAPP will attempt to work with the Alateen meeting to resolve compliance issues. Continued non-compliance will result in the meeting's registration being inactivated.

Upon inactivation:

The AAC/AAPP will notify the appropriate District Representative and District Alateen Coordinator by email.

1. The District Representative and the District Alateen Coordinator will notify the Alateen meeting sponsor(s) that the meeting registration has been inactivated and that the meeting will not be allowed to meet or use the Alateen name.
2. The District Representative and the District Alateen Coordinator will notify the Alateen meeting of its change in status.
3. The AAPP will change the status of the meeting in the WSO Online Group Records database.
4. The District Representative or District Alateen Coordinator will notify the meeting location of the Alateen meeting closure and any Al-Anon group that may be meeting at the same day and time. They will also notify the Area 33 Web Coordinator and the Area 33 AIS Liaison.

Section K: WHO MAY ATTEND AN ALATEEN MEETING

- Teenagers up to and including the age of 19 whose lives are affected by someone else's drinking. It is within the autonomy of each Alateen Group to lower the age limit.
- Trusted servants may attend Alateen meetings in the performance of their service responsibilities and/or as a resource to the group (i.e., Area Delegate, Area Alateen Coordinator, District Representative, District Alateen Coordinator). These trusted servants should request permission to attend the Alateen meeting from the Alateen group ahead of the meeting time.
- Certified AMIAS supporting other Alateen groups may attend an Alateen group as a temporary backup for the group to be able to meet.

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- All adults including parents *are* NEVER allowed to attend an Alateen group. A parent serving as an AMIAS may attend an Alateen group as a substitute Alateen Group Sponsor for the group to be able to meet however they are discouraged from sponsoring the Alateen group their child attends.

Section L: AMIAS RECORDS RETENTION

- AMIAS application and background check documents are confidential and must be kept in a secure location by the Area Alateen Coordinator/AAPP.
- The only trusted servants with access to the AMIAS records are the AAC/AAPP and Area Delegate.
- An AMIAS can remain in "inactive" status until they complete the requirements to certify again.
- If an AMIAS is inactive after 5 years, the completed paperwork will be shredded.
- If an AMIAS is deemed 'ineligible', the AAC will file the Status Change Form to the AFG Records department at the World Service Office. The paper record will be immediately shredded.

Section M: REVIEWING AND UPDATING REQUIREMENTS (ASBR)

These Requirements shall be reviewed by the Area 33 Alateen Coordinator during the 2nd year of his/her 3-year term. The Area Chairperson shall appoint a committee to help in this effort.

If any changes are recommended, they will be incorporated and the proposed changes to the Requirements shall be reviewed initially by the Area 33 Legal representative. After the legal review, a committee appointed by the Area Chairperson will incorporate the changes to the Requirements.

The updated Requirements will then be submitted to the WSO for review and final approval.

After WSO approval the final approved ASBR will be presented to the Area Assembly for acceptance.

Section N: ADDITIONAL REFERENCES

Additional resources will be reviewed and provided as part of the training to certify/recertify AMIAS.