

**Area 17 Alateen Sponsorship Guidelines
& Alateen Behavioral Guidelines
Changes approved 11/2017**

Area 17 Policy Statement: It is the policy of Indiana AFG to provide an environment that is safe, free from threats and personal harm, and welcoming for Alateen members and all Al-Anon Members Involved in Alateen Service that work with them.

Area 17 Statement of Objective: Our objective is to provide an environment conducive to recovery from the effects of someone else's drinking for all Alateen members.

Minimum Requirements for Conduction of Alateen Meetings and Events Involving Alateens:

1. There must be at least one Alateen Sponsor (Sponsor) at every Alateen Meeting.
2. The Sponsor of that meeting must have passed Area 17 requirements.
3. The Alternate Sponsor must have passed Area 17 requirements.
4. All Alateens, Sponsors, and Al-Anon Members Involved in Alateen Service (AMIAS) are responsible for reporting any abuse according to state and local laws.
- ** Report should be made with discretion as to not involve the Alateen and Al-Anon name.
5. Sponsors must obtain Area Parental Medical Care/Permission Forms from the District Representative (DR) or Area Alateen Coordinator, have them filled out and available before the Alateen attends any Al-Anon/Alateen event that requires the teen to be transported by or under the supervision of an adult other than their custodial parent.

Permitted attendees at Alateen Meetings

****NOTE:** Any Adult attending an Alateen meeting must meet the Area 17 Requirements for any Al-Anon Member Involved in Alateen Service.

1. Young people who feel that his or her life has been affected by close contact with a problem drinker.
2. Alateen sponsor from another group with permission.
3. Area Alateen Coordinator.
4. District Representative, Alternate District Representative, and District Alateen Coordinator.
5. Potential sponsor with permission.

Requirements for the Al-Anon Members Involved in Alateen Service

1. Minimum age of 21.
2. Currently, actively attending at least one Al-Anon meeting per week.
3. At least 2 current and consecutive years Al-Anon membership in addition to any time spent in Alateen.
4. Must pass an annual criminal background check. Not been convicted of a felony and not been charged with child abuse or any other inappropriate sexual behavior, and not to have demonstrated emotional problems which could result in harm to Alateen members.
5. Cannot have a pending charge, conviction, complaints or allegations or any type of behavior inconsistent with the responsibilities of Alateen sponsorship.
6. Cannot be overtly or covertly involved in sexual interaction with an Alateen member. As the consequence of such action the sponsor\ AMIAS will be asked to step down.
7. Attend sponsor training before initial certification and every 2 years thereafter.
8. Refer to "Al-Anon Member Involved in Alateen Service "AMIAS in the service manual for additional information.
9. Must understand that he or she is not an Alateen sponsor.
10. Helps with the transportation and supervisory responsibilities at functions outside of closed meetings.

Additional Requirements for Sponsorship

1. Must have met all the “Requirements for any Al-Anon Member Involved in Alateen Service”.
2. Minimum age of 23.
3. Attend at least one Area 17 Indiana Alateen Assembly prior to sponsorship and at least once every 3 years thereafter and are encouraged to bring their Alateens.
4. A commitment of 3 years is asked in Alateen sponsorship.

NOTE: Alternate sponsors are required to adhere to the same requirements.

Responsibilities of Alateen Sponsors

1. Must abide by all safety and behavioral requirements.
2. Must regularly attend Al-Anon meetings and have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts. We ask that you share that knowledge with the Alateens.
3. Must help Alateens to focus on the Al-Anon/Alateen program.
4. Make sure that your group is registered and information updated as needed.
5. Know how to contact the District Representative, District Alateen Coordinator and Area Alateen Coordinator.
6. Review Area Alateen and Alateen Sponsor Guidelines.
7. Attend your Alateen group or arrange for a proper substitute that has gone through the proper background process.
8. Provide a safe meeting place.
9. Coordinate and encourage the participation of Alateen members in District and Area Alateen functions.
10. Provide stability for the Alateen group.
11. Become familiar with the most recent Al-Anon/Alateen service manual.
12. Become familiar with Alateen literature.
13. Respect and protect the Alateens’ anonymity.
14. Help Alateens take responsibility for their group and implement the 12 Concepts of Service.
15. Gather permission slips and or medical care information when required.
16. Sponsor will observe Alateen members behavior before, during and after any Alateen meeting or function, as well as the behavior of adults involved in Alateen service. When necessary take appropriate action.
17. Alateens are not to be left unattended on the premises.
18. Attend at least one Area 17 Alateen assembly every 2 years during sponsorship.

Alateen Sponsor Candidate Procedure (replaces IN2_Alateen_Candidate_Procedure)

NOTE: Applicant does not participate in any Alateen function until approved and notified by the District Representative (DR)

1. Contact the DR to get the Sponsor Packet, Area 17 Alateen Sponsorship Guidelines & Alateen Behavioral Guidelines, Alateen Safety Guidelines (G34), Indiana AFG (Area 17) Alateen Sponsor/AMIAS Candidate Questionnaire, Al-Anon Member Involved in Alateen Service, and Request for Indiana State Police Limited Criminal History (ISPLCH).
2. Complete all forms and return them to the DR. Forms include Al-Anon Member Involved in Alateen Service, Request for ISPLCH, Indiana AFG (Area17) Alateen Sponsor/AMIAS Candidate Questionnaire, and two letters of reference (These references cannot be related to you. They should attest to your participation in the Al-Anon program, service experience, reliability and stability.)
3. The DR reviews the forms and checks the references. The DR signs the ISPLCH and sends the form to the State Police. When the ISPLCH is returned clean DR notifies the applicant they may proceed with requirements.

4. Applicant completes the requirements for sponsorship by attending training and attending the Alateen Assembly.
5. The applicant obtains permission to sit in and observe at least one Alateen meeting.
6. The DR completes the District Representative Checklist For Alateen Sponsor Applicants.
7. When the Alateen Coordinator receives the District Representative Checklist For Alateen Sponsor Applicants the Alateen Coordinator then sends the Al-Anon Member Involved In Alateen Service Form to the World Service Office (WSO).
8. When the WSO returns the Al-Anon Member Involved In Alateen Service Identification Number to the Alateen Coordinator, the Alateen Coordinator notifies the DR and the DR notifies the applicant that they are an Alateen Sponsor.

The applicant, the DR, and the Alateen Coordinator need to keep the Identification Numbers available.

Information and Permission/Medical forms should be kept for use when transporting teens to meetings or special events.

Enforcement

The District Representative, after consultation with the Area Alateen Coordinator, has the responsibility to remove any Alateen sponsor who has displayed inappropriate behavior, is a threat to the unity of the group, or no longer meets the sponsor qualification. The WSO will register only those Alateen groups whose registration it receives through the Area 17 registration process. The WSO will remove from its registration list any Alateen group that the Area determines does not comply with Area 17 Alateen Sponsorship Guidelines & Alateen Behavioral Guidelines. The Area's request for removal of an Alateen group must be stated in writing to the Associate Director/Alateen. This applies to all Alateen groups, whether currently registered or not. If the Area Delegate or Alateen Coordinator states in writing to the Associate Director/Alateen that a group, meeting, convention or gathering is failing to meet the Area 17 Alateen Sponsorship Guidelines & Alateen Behavioral Guidelines, prior registration or interaction with the WSO shall not constitute any continuing right to use the Al-Anon or Alateen name. Al-Anon Members Involved in Alateen Service and all Alateen members must adhere to the Area 17 Alateen Sponsorship Guidelines & Alateen Behavioral Guidelines or the Area will notify the WSO that those members are prohibited from participating in Alateen service. (from motion passed by the Board of Trustees 12/8/03)

Alateen Complaint/Non-Compliance Procedures

The following procedures are to be followed in the event a complaint is received. It should be noted, all complaints should be handled at the district level if possible. If the complaint involves non-conformity or non-compliance with 'Area 17 Alateen Sponsorship Guidelines & Alateen Behavioral Guidelines' concerns about inappropriate behavior by a Sponsor or Al-Anon Member Involved In Alateen Service (AMIAS), the following steps must be taken. It is understood the Alateen Coordinator will take additional or slightly modified actions at his/her discretion, if appropriate, as all possible circumstances cannot be anticipated. The Alateen Coordinator will take any possible course of action to successfully resolve the complaint with the minimum impact required. For the purpose of these procedures, reference is made to 'Area 17 Alateen Sponsorship Guidelines & Alateen Behavioral Guidelines'.

- I. Incidents involving Complaints Received From Alateens.
 1. The District Representative (DR) of the Alateen's home group must be notified.
 2. The Alateen Coordinator must be notified.
 3. The Area Delegate will be notified by the Alateen Coordinator. This notification is for informational purposes only. The Area Delegate will be kept informed of the progress made and of any circumstances warranted. Anonymity will be protected at all levels. Only the minimum number of

persons necessary will be provided with the names of anyone involved. To ensure anonymity, names will be disclosed only if necessary (and only as a last resort).

4. The Alateen Coordinator and the DR will conduct an interview of the Alateen. This interview must be conducted with both the Alateen Coordinator and the DR together. If the Alateen chooses, his/her Alateen Group Sponsor and/or parents may be present during this process.
5. The Alateen Coordinator will interview the accused Sponsor or AMIAS and any Al-Anon member involved.
6. The Alateen Coordinator will determine to the best of his/her ability the validity of the claim.
 - a. If there is conflicting information, a joint meeting between the Alateen and the Sponsor or AMIAS may be requested
 1. If the Sponsor or AMIAS declines this joint meeting, the person will be asked to step down immediately.
 2. If the Alateen declines this joint meeting, the Sponsor or AMIAS may either be asked to step down or no further action will be taken. This decision will be based on the judgement of the Alateen Coordinator.
 - b. If it can be determined there is sufficient cause, the Sponsor or AMIAS will be asked to step down.
 1. Sufficient cause can be interpreted to mean for the safety and welfare of the Alateen, Al-Anon or Alateen as a whole, and may be under such circumstances where neither guilt nor innocence is implied.

II. Incidents involving Complaints Received From Others (this includes anyone not directly involved with the complaint).

1. The Alateen Coordinator investigates all complaints.
 - a. The Alateen Coordinator will use the Area 17 Alateen Sponsorship Guidelines & Alateen Behavioral Guidelines, the Area 17 Sponsor Candidate Application, G-34 Alateen Safety Guidelines, the safety and welfare of Alateens, and the “good of the program” as guiding principles.
 - b. The Alateen Coordinator will inform the DR of the home district of the Sponsor or AMIAS that there is an investigation.
 1. The initial disclosure will only be that an investigation is taking place. Disclosure of specific information (names, allegations, etc.) will not be discussed at this time. More specific information may be discussed as the investigation warrants.
2. All initial interviews with the accused and Alateen involved will take place in person.
 - a. The Alateen Coordinator and an Area Officer will conduct an interview of the accused and the Alateen involved separately. If the Alateen member chooses, his/her Group Sponsor and/or parents may be present during this process.
 - b. The accused may request the presence of his/her DR, Sponsor, Service Sponsor or other responsible Al-Anon member during the interview.
 - c. Follow-up information may be gathered by other available means (e.g. phone, e-mail, other indirect communications).
3. The Alateen Coordinator can ask any Sponsor or AMIAS to resign or temporarily step down within the scope of section I.6.b.1 as noted above.

III. Alateen Sponsor Candidate Non-Compliance

1. If an Alateen Sponsor Candidate does not meet the minimum Area 17 Alateen Sponsorship Guidelines it is the responsibility of the DR to not sign approval, contact the Alateen Coordinator, and advise the Candidate of non-approval.

IV. Alateen Sponsor or AMIAS Non-Compliance

1. When an Al-Anon member becomes aware that a person who sponsors an Alateen group is not in compliance with Area 17 Alateen Sponsorship Guidelines the member has the responsibility to notify their DR or the Alateen Coordinator.
2. The DR, if notified, has the responsibility to notify the Alateen Coordinator of the non-compliance with the Area 17 Alateen Sponsorship Guidelines.
3. The Alateen Coordinator, if notified, has the responsibility to notify the DR of the non-compliance with the Area 17 Alateen Sponsorship Guidelines.
4. The DR must advise the person in non-compliance that he/she must stop meeting with the Alateens.
5. If this person is the only adult member sponsoring this group, the DR must notify the Alateen group that they are temporarily inactive and welcome in the Al-Anon meetings until they have a qualified Alateen Sponsor.
6. The Alateen Coordinator notifies WSO, the Area Website Coordinator, and all AWSC members that this group is not in compliance with our guidelines and does not have an Alateen Sponsor.

Alateen Behavior Guidelines

1. Disruptive or inappropriate behavior including, but not limited to drinking alcohol, using drugs, sexual harassment, threats or false accusations will not be tolerated. We feel that it is best to take a group conscience resulting in a verbal warning, written warning, suspension, dismissal or later reinstatement.
 - a. If the sponsors believe the individual demonstrates emotional or physical behavior which would result in harm to other Alateens, the group sponsors may take immediate action and inform the individual he/she may no longer attend the meeting. In such cases, the sponsors should promptly notify the district's Alateen Coordinator, if none, then the District Representative, and the Area Alateen Coordinator.
 - b. If the behavior has occurred beyond the group level (such as at Area event or the Kentucky Ohio Michigan Indiana Alateen Conference (KOMIAC) activities) or is so extreme that it is believed that the individual would also pose a physical danger to teens in other groups, the Area Alateen Coordinator is responsible to take appropriate action.
 - c. If the decision is made that he/she shall no longer be allowed to attend Alateen, responsible parties should meet with the individual as soon as possible and inform him/her of the decision. At no time should any sponsor meet privately with the Alateen.
 - d. If a teen/individual is no longer allowed to attend an Alateen meeting, that also means the person may not interact with Alateen members at an Alateen meeting, AA or Al-Anon Convention, Assemblies, or other gatherings of Alateen and Al-Anon members. The only exception would be in the presence of an AMIAS.
2. Sponsors are asked not to bring Alateens to outside functions such as KOMIAC, State Conventions, etc. if they cannot behave accordingly in their meeting.
3. No Alateen may be overtly or covertly involved in sexual interaction with any Adult in Alateen service or another Alateen. As a consequence of such action the Alateen will be asked to attend a meeting not attended by the person they have become involved with.