

Saskatchewan Area (089)

ALATEEN SAFETY and BEHAVIOUR REQUIREMENTS

These requirements ensure that Saskatchewan “Alateen Members” and “Al-Anon Members Involved in Alateen Service” meet in an appropriate, safe and conducive to recovery environment.

These requirements have been reviewed and approved by local counsel .

Alateen Groups

All groups using the Alateen name must be approved by Saskatchewan Al-Anon Alateen and registered with the World Service Office at Al-Anon Family Group Headquarters Inc

A registered group must have:

- A current mailing address
- An appropriate name
- A meeting location and time (preferably the same as an Al-Anon meeting, unless a school meeting)
- A minimum of two certified “ Al-Anon Members Involved In Alateen Service” as sponsors at every meeting.

To be certified as an “Al-Anon Member Involved in Alateen Service” the Al-Anon member must :

- Be 21 years of age.
- Have been attending Al-Anon meetings for two years (Not including any time spent in Alateen).
- Continue to attend Al-Anon meetings regularly.
- Have had a " Background Criminal Record Check" within the last five years (and every five years thereafter), to show that the member has not been convicted of an indictable offense, has not been charged with child abuse or any other inappropriate sexual behaviour.
- Have not demonstrated any emotional problems which may harm an Alateen Member.
- Be recommended and approved by their Al-Anon group and the district.
- Be familiar with the Alateen policies in the Service manual P-24/27, the "Area Safety and Behaviour Requirements", the World Service Alateen Safety Guidelines(G34) and the "Sponsorship Training Modules" provided by the Alateen coordinator.
- Complete and sign an AMIAS(Al-Anon Member Involved in Alateen Service) form.

Saskatchewan Alateen Safety and Behaviour Requirements During Meetings

- There must be two AMIAS at every Alateen meeting(If this is not possible the teens will be invited to attend the Al-Anon meeting).
- An information and permission form(Form A) must be signed by a parent/guardian (in the presence of an AMIAS) if the teen is transported to a meeting by “Al-Anon Members Involved in Alateen Service”.
- There must be no conduct contrary to provincial law including no possession of drugs, alcohol or any substance prohibited by law.
- There must be no overt or covert sexual interaction between any sponsor and Alateen members or between Alateen members themselves.
- Al-Anon sponsors must avoid one on one interactions with teens.
- Sponsor corners in full view of other members will be established as a quiet place for speaking to a sponsor during a meeting.
- Sponsors should have on hand a list of community resources where Alateens can seek help for abuse, suicide prevention etc (Refer to Guideline G34).
- The Alateen members should be informed of the presence of a professional before sharing. (professionals are required by law to report abuse).
- The appropriate age range of the group will be an individual group decision. The group may meet to open and close and age groups meet separately for the topic.

Refer to Guideline G 5 “Alateen Meetings in Schools” for requirements specific to Alateen meetings in schools.

Saskatchewan Alateen Safety and Behaviour guidelines during Area Assemblies, Committee Meetings, Conferences and Conventions.

- All teens attending without a parent/guardian must have an "Information and Permission" form(Form A) and a "Medical " form (Form B) signed and witnessed (a notary witness is not required in Saskatchewan).
- All provincial laws must be adhered to (insurance, seat belts, number of passengers, drugs and alcohol in the vehicle).
- All teens must be in the care of two AMIAS during travel and while at the event if not accompanied by a parent/guardian;
- There must be two AMIAS per room or adjoining rooms for overnight safety.
- Alateens and AMIAS must abide by gender specific dorm rules, ie no girls in boys rooms and no boys in girls rooms.
- The responsible AMIAS will provide around the clock security, They must know where the teens are at all times and designate specific times to check in with the AMIAS.
- All teens even those who are legal adults are required to comply with area requirements when participating as an Alateen.
- Possession of alcohol, drugs and any substance prohibited by law is forbidden at all times throughout the weekend.
- All Alateens and their sponsoring AMIAS are to be encouraged to attend all sessions.
- Alateens must remain at the event site for the entire time unless accompanied by two AMIAS.
- "Safety and Behaviour" requirements should be posted in folders and in a visible place.
- Alateens will be made aware of the rules before leaving home.
- A sponsor can refuse to take a member, based on lack of attendance at meetings and acting in an unlawful manner.
- An AMIAS sponsor must be prepared to call the parent /guardian and take the teen to a medical facility for medical attention.
- If a teen refuses to abide by the requirements, the parent/guardian must be called to arrange for the teen to be sent/ taken home.

Saskatchewan Alateen Safety and Behaviour Requirements for Events with Alateen Participation

- The event must have AI-Anon participation in order to have Alateen participation.
- All conventions, conferences and other events that include Alateen participation must comply with the Alateen Safety and Behaviour requirements of the AI-Anon area in which the convention is held.
- Only those AMIAS who are currently certified through the Area's Alateen process may serve as sponsors, chaperones or hold other positions of service that include direct responsibility and care for Alateens at conventions/events.

Saskatchewan Alateen Safety Requirements for Public Outreach

- Ensure the information is current and correct.
- Meeting location may be on posters, ads, announcements and websites.
- Only AI-Anon local public service and AI-Anon World Service phone numbers will be included on a poster, advertisement, announcement or website(i.e. teen contact numbers must not be)

These requirements were approved by Saskatchewan AI-Anon Alateen September/2012 (Motion 20/12)

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Alateen Safety and Behaviour Requirement "PROCESSES"

Process to register an Alateen group:

- The District Representative will contact the Area Alateen Coordinator/Area Alateen Process Person to request an Alateen Registration/Change form (GR3). This form will be completed by the District Representative or the Al-Anon group that will be responsible for the Alateen group (this to be determined by the district).
- The GR3 form will be submitted to the Area Alateen Coordinator/AAPP and upon approval of the Area Delegate, will be submitted to the Al-Anon Family Groups World Service Office for processing.
- The Alateen Coordinator/AAPP will notify the district when the registration is processed and the group ID# is assigned.
- A group must complete an update form annually as well as when necessary during the year. This form is sent from WSO and returned to the Area Alateen Coordinator /AAPP.
- When a group is no longer active, the coordinator /AAPP will be notified and a GR3 form will be submitted to WSO.

Process to certify an "Al-Anon Member Involved in Alateen Service":

- The Al-Anon member is recommended by the sponsoring Al-Anon group and the district, after having completed the requirements as set out in the Alateen Safety and Behaviour Requirements.
- The District Representative requests an AMIAS form from the Alateen Coordinator/AAPP.
- The AMIAS form is signed by the member and returned to the District Representative along with the current Criminal Background Record Check.
- The form and the "Record Check" document is forwarded to the Alateen Coordinator/ AAPP (The record check can be forwarded directly to the coordinator /AAPP if preferred).
- The record check and the form are reviewed by the WS delegate and the coordinator/AAPP.
- The AMIAS form is signed by the WS delegate and Alateen coordinator/AAPP.
- The AMIAS form is forwarded to WSO, WSO processes the AMIAS paper work and returns it to the Coordinator/AAPP.
- The AAPP notifies the DR and the AMIAS that the certification is completed.