

NEW YORK NORTH AREA 39



ALATEEN GUIDELINES 2018

Revised 2/2/2019

Alateen Guideline

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NEW YORK NORTH (NYN) AREA ALATEEN GUIDELINES AND REQUIREMENTS

(Proposed changes 2018)

(A) DEFINITIONS

1. **Al-Anon World Service Office (“WSO”)** – Better known as the WSO is the headquarters for the entire Al-Anon Program.
2. **Alateen** – Alateen is a part of the Al-Anon Family Groups, is a fellowship of young people whose lives have been affected by alcoholism in a family member or close friend.
3. **Alateen Coordinator** – Coordinates the activities of their service in the Area and are a liaison between the Area World Service Committee (AWSC), other Area committees, and the groups. They convey service information for the World Service Office (WSO) to the local Area.
4. **Al-Anon Member Involved In Alateen Service (AMIAS)** – Is an Al-Anon member who is currently certified through their Area Alateen process and is, therefore, eligible to be directly responsible for Alateens while being of service to Alateen, including service as an instant or temporary Alateen Group Sponsor.
5. **Alateen Group Sponsor** – An Al-Anon member who is currently certified by their Area process as an AMIAS and has made a commitment to be of service to an Alateen meeting on a regular basis.
6. **Area** - The Area is made up of all the Districts in a state or province (some large state/provinces are divided into more than one Area). Each Area is represented by a Delegate at the annual World Service Conference.
7. **Area Alateen Process Person (“AAPP”)** – Serves as the Area’s designated Alateen contact with the World Service Office Group Records Department regarding Alateen forms and processes all Alateen group and AMIAS information for the Area.
8. **District** – The District is a geographical segment within an Area containing a number of groups, located relatively close to one another.
9. **Registered Alateen Group** – An Alateen group is a meeting of teens coming together to share their experience, strength, and hope. The group has at least two Alateen Sponsors who are Al-Anon members certified in accordance with their Area’s Alateen Safety and Behavioral Requirements. The group is registered with the Al-Anon World Service Office.
10. **District Representative (“DR”)** – Is an Al-Anon member elected by the Group Representatives within their District. The DR chairs the District meetings, represents the groups in their District at Area World Service Committee meetings, and serves as a resource and information source for the groups.
11. **World Service Delegate** – An Al-Anon/Alateen member elected at the Area Assembly to represent all the groups in his or her Area at the annual World Service Conference. The Delegate is the primary communication link between the groups and the World Service Office (WSO).

(B) MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS

1. Every Al-Anon Member Involved in Alateen Service (will be referred to as AMIAS in the remainder of this document) must:
 - be an Al-Anon member regularly attending Al-Anon meetings.
 - be at least 21 years of age.
 - have at least two years in Al-Anon - excluding any time spent in Alateen.

- have an Al-Anon Personal Sponsor and/or Al-Anon Service Sponsor.
 - not have been convicted of a felony, and not have been charged with child abuse and/or any other inappropriate behavior, and not have demonstrated emotional problems which could result in harm to Alateen members
2. It is highly recommended that there be two certified AMIASes at every Alateen meeting; if one AMIAS is not able to attend they should contact another certified AMIAS within the Area to attend in their absence.
 3. The Area requirements prohibit overt or covert sexual interaction between any adult and an Alateen member.
 4. The Area requirements prohibit conduct contrary to applicable laws.
 5. The Area requirements contain procedures for parental permission and medical care when applicable.
 6. The Area requirements have been reviewed by local counsel.
 7. **Every AMIAS must comply with the Area Alateen Registration/ Certification Process.**
 8. **All AMIASes must agree to a background check with the**
 - **United States Department of Justice National Sex Offenders Registry**
<https://www.nsopw.gov>
 - **New York State Sex Offenders Registry** www.criminaljustice.ny.gov/nsor
 - **Obtain a letter of reference from the AMIAS Program or Service Sponsor and one from a fellow Al-Anon Member.**
 - **This process must be completed as part of the initial certification process to become an AMIAS.**
 - **Using both of these registries and letters of recommendation will be the means to check for felony convictions.**
 9. All AMIASes must be registered with the Area as an AMIAS.
 - At the Area level, the Delegate, Alateen Coordinator, Area Alateen Process Person (“AAPP”), and New York North Alateen Conference Coordinator are required to register as an AMIAS.
 - At the District level where a registered Alateen group is located, the DR must be registered with the Area as an AMIAS. If the DR is unable to comply, the Alternate DR must be registered.
 10. All members connected with Alateen service are encouraged to use the *Links of Service* for communication. (Members>AMIAS>Group>Group Representative>District Representative>Area World Service Committee (Alateen Coordinator)>World Service Conference). It is suggested that all members involved in Alateen service establish and maintain a connection with the District.
 11. Members are encouraged to refer to appropriate Al-Anon and Alateen literature for further ideas. Some of this is also available online at www.al-anon.alateen.org/members. New to the members’ website: Alateen e-Service Manual.
 12. For Area events, **there must be one AMIAS for every five (5) teens**, not necessarily of the same gender. For any overnight events, there must be a male AMIAS rooming with male teens and a female AMIAS rooming with female teens.
 13. Active members of Al-Anon, who are also AA members, may serve as an AMIAS, provided they have completed the certification process. At all times, emphasis shall be placed on the Al-Anon interpretation of the program.
 14. **For ANY Alateen member attending any function carrying the Al-Anon/Alateen name, a notarized Permission/Medical form is required—No Exceptions. (Attachment A)**

In case of a medical emergency for all Al-Anon/Alateen events, follow the guidelines as outlined in NYN MEDICAL EMERGENCY GUIDELINES FOR AL-ANON/ALATEEN EVENT. These guidelines will be strictly followed. (See Section C)

15. Registered Alateen members' identification at any event which includes Al-Anon/Alateen participation will consist of a name badge with a World Service Red Triangle logo sticker on the front. On the back of the badge will be affixed a white label with the name and cell number of the Alateen's Parent, Legal Guardian or the name of the AMIAS listed on the Permission/Medical Form who accompanied the Alateen to the event.
16. **Before departure** for an event, the responsible parent and or AMIAS must verify that all medication listed on the medical form is present. (Must be in original container, includes any over the counter medications)
 - The parent/ AMIAS will take charge of the medications for the duration of the event.
 - If the teen does not have all medications listed with him/her, the teen becomes ineligible and will not be transported to the event.
 - All medications will be held by the AMIAS listed on the permission/medical form.
 - Teens will be responsible to seek out the AMIAS listed in order to take medications at the appropriate times.
17. **As volunteers, AMIASes are NOT Mandated Reporters in New York State. It is recommended that all AMIASes become familiar with the reporting guidelines for New York State. See appendix or go to ocfs.ny.gov/main/publications/Pub1159.pdf (Attachment G)**
 - **If an AMIAS feels a moral responsibility to report a case of suspected child abuse to the authorities, refer to the World Service Guideline G-34 Page 4, "Alateen Safety Guidelines."**

(C) NYN MEDICAL EMERGENCIES GUIDELINES FOR AL-ANON/ALATEEN EVENTS

1. All AMIASes will need to be familiar with the medical emergency guidelines and be willing to accept these responsibilities. **These guidelines will be strictly enforced.**
2. **For ANY Alateen member attending any function carrying the Al-Anon/Alateen name, a notarized Permission/Medical form is required—No Exceptions. (Attachment A)**
 - ****The original notarized form must remain with the AMIAS transporting and responsible for the teen. A copy of the notarized form must be submitted with the event registration. *In the case of the New York North Alateen Conference ("NYNAC"), the copy must be sent to the NYNAC Coordinator.* If an Alateen needs medical care, the original, with the seal, is required.**
 - **One standardized Permission/Medical form will be used for all NYN Al-Anon/Alateen events including any other event with Al-Anon/Alateen participation.**
3. **Before departure** for an event, any person transporting an Alateen must refer to the procedures found under section B number 16.
4. An AMIAS has the right to refuse to bring a teen to an event as the result of a conflict over medications and/or behavior.
5. **Everyone attending an Al-Anon/Alateen event must refrain from sharing any medications, including prescription and over-the-counter drugs. **No over the counter drugs will be administered by the medic or nurse.**
6. Any medical concerns should be directed to the parent/legal guardian or the AMIAS indicated on the Medical Permission form.

7. **In case of any medical situation that cannot be resolved simply, the person whose name is listed on the notarized permission/medical form, must transport the teen to an emergency room. The teen's parent/guardians must be notified immediately.**

(D) NYN AREA PROCESS FOR BECOMING AN AL- ANON MEMBER INVOLVED IN ALATEEN SERVICE (AMIAS)

1. **The AMIAS Candidate must obtain an "AMIAS Candidate Packet" by contacting his/her DR. If the packet cannot be obtained from the DR, the candidate should contact the NYN AAPP.**
2. **The AMIAS Candidate must**
 - **Complete and sign the NYN AMIAS Candidate Certification Form , including permission to perform required background checks) (Attachment D)**
 - **Obtain one (1) Letter of Recommendation from their Al-Anon Program or Service Sponsor (Attachment C)**
 - **Obtain one (1) Letter of Recommendation from an active Al-Anon Member. (Attachment C)**
 - **Complete and sign the Al-Anon Member Involved in Alateen Service Form, (Attachment B)**
 - **All candidates must complete the Area Alateen Training Module before final approval.**
3. **The completed packet must be submitted to the DR who will sign the Al-Anon Member Involved in Alateen Service Form to indicate that all required forms are completed and signed. All forms will be sent to the NYN AAPP for processing. If no DR exists, the AAPP will handle the review and signature process.**
4. **Before submitting any new AMIAS information to the WSO, the AAPP will review the prospective AMIAS paperwork and will check the following registries:**
 - **United States Department of Justice National Sex Offenders Registry**
<https://www.nsopw.gov> &
 - **New York State Sex Offenders Registry** www.criminaljustice.ny.gov/nsor
5. **If the AMIAS fails to comply or does not pass the background check the AAPP will notify the DR and AMIAS that the candidate is ineligible to serve. For furt,her information, contact the AAPP.**
6. **The AAPP will retain all AMIAS information in a safe and secure area, taking reasonable precautions to protect such information from theft, damage, or loss.**
7. **AMIAS candidates must have completed the AMIAS process before attending an existing/newly registered Alateen group that he/she wishes to sponsor.** After two months of the AMIAS attending that group, the Alateens are permitted to take a vote using a paper ballot to decide if they feel the new AMIAS is appropriate for the group. The AMIAS is asked to leave the room during the decision-making process. Any Alateen member who has a concern about the candidate may write that concern on the ballot. These concerns will be discussed before a final decision is made. Minority opinions need to be heard as well. (Concept 5) After a discussion, a second vote will be taken to determine the final decision. Remember to use the principles of the program over personalities. (Tradition 12)
8. **If at any time the teens of a group feel that a AMIAS is inappropriate or a challenge, they can request for the District Representative to attend their meeting to discuss the situation. After**

voicing concerns, the group can take a paper ballot vote as outlined in number 7.

9. AMIASes are encouraged to attend District meetings to promote communication and support between District and Alateen groups. (Concept 4)
10. The NYN Area Alateen Coordinator will provide all AMIASes with an information packet and other training opportunities.
11. **On a yearly basis, all AMIASes should review NYN Area Guidelines and Requirements** and the following WSO Guidelines: G-5/G-7/G-16/G-19/G-20/G-24/G-34 and WSO policy on Alateen found in the current Al-Anon Alateen Service Manual pages 93 - 97. **Also, please review the new Alateen e-Service Manual that can be found on the members' website.** <https://al-anon.org/members/user-login>

(E) NYN AREA PROCEDURE FOR REGISTERING AMIAS

1. The NYN AAPP will review the AMIAS Candidate packet to verify completion of all documents and signatures.
2. The AAPP will verify that the AMIAS Candidate has completed the online AMIAS Training Module.
3. The AAPP will process the background check by researching the
 - **United States Department of Justice National Sex Offenders Registry.** <https://www.nsopw.gov> &
 - **New York State Sex Offenders Registry** (www.criminaljustice.ny.gov/nsor).
4. If the Candidate fails to meet all the Area requirements the AAPP will notify the DR and the candidate that he/she is ineligible to serve.
5. The AAPP will be the authorized signature on the **Al-Anon Member Involved in Alateen Service form.** (Attachment B)
6. The NYN AAPP will enter the AMIAS information into the WSO Al-Anon Online Group Records program. The AAPP will verify within three days of entry that the WSO has issued the AMIAS a WSO ID#.
7. The WSO ID# will be entered on the World Service Al-Anon Member Involved in Alateen Service Form and a copy will be sent to the DR, the Alateen Group Current Mailing Address ("CMA") and the newly registered AMIAS.
8. The AAPP will retain all original AMIAS paperwork in a secure location.

(F) ANNUAL WSO RECERTIFICATION OF ACTIVE AMIASes

1. Each March the World Service Office will provide the AAPP with a list of all active AMIASes within their Area.
2. The AAPP will send each AMIAS the Yearly AMIAS Recertification Form (Attachment E) along with a cover letter of instructions.
3. All AMIASes must complete and sign the form indicating if they wish to continue serving as an AMIAS.
4. Upon receiving the form the AAPP updates any changes in AMIAS' demographic information and then recertifies using the WSO Online Group Records Program.
5. When an AMIAS declines to continue service or no longer qualifies for active status, the AAPP will inactivate the AMIAS using the WSO Al-Anon Online Group Records program.

6. Any AMIAS failing to recertify will be inactivated and sent an Inactivation Letter.
7. By the end of July, the AAPP will send each DR a list of all AMIASes eligible to serve in his/her District.

YEARLY REMOVAL & DESTROYING OF INACTIVE AMIASes RECORDS:

1. Upon completion of the yearly recertification, the AAPP will remove and destroy all documents associates with the AMIASes who have been inactive six years or longer. The purged records will be shredded to ensure privacy.

(G) ALATEEN GROUP REGISTRATION OR RECORDS CHANGE PROCESS

(Based on the WSO Alateen Group Registration Process)

NEW ALATEEN GROUPS:

1. (Taken from WSO Al-Anon Guidelines “Starting an Alateen Group” G-19) When starting a new Alateen Group, contact one or more Al-Anon Groups for support of the Alateen Group. Experience has shown that Alateen Groups which meet at the same time and place as an Al-Anon or AA group are more successful, safer, and the Alateens have fewer transportation problems. Al-Anon groups can also support the Alateen Group by encouraging members to become certified AMIASes in order to serve as regular or back up Alateen Group AMIASes.
2. An **Alateen Registration/Group Records form** (GR-3) (Attachment F) is submitted through the Area process. In order to open a new group, there must be two registered AMIASes connected to the group.
3. When a new AMIAS form is sent with the Alateen Registration/Group Records Change form, the AMIASes information must be processed with the WSO prior to registering the Alateen Group. (Follow instructions under Section E of these guidelines.)
4. The Alateen Registration/Group Records Change form will be processed within five working days of being received by the AAPP if all Group AMIASes are currently registered or from the date of receiving the new AMIAS WSO ID number.
5. The NYN AAPP will process the GR-3 entering all group information in the World Service Office (WSO) Online Group Records program.
6. Once the WSO has assigned an Alateen Group Number, the AAPP will document this information on the GR3 form. A copy will be sent to the group CMA, DR and a copy to the NYN Website Coordinator. The Website Coordinator enters the group information on the NYN Alateen Meeting page. Original documents are retained by the NYN AAPP.
7. Alateen Registration/Group Records Change forms that contain missing information will not be processed. The form will be returned to the Alateen Group CMA for correct,ion.

CHANGES FOR EXISTING ALATEEN GROUPS:

1. Changes involving new Alateen Group AMIASes must include either the AMIAS form or the AMIAS WSO ID #. If a new AMIAS form is sent with the Alateen

Registration/Group Records Change form, the AMIAS information must be processed with the WSO prior to updating the Alateen Group information. (Follow instructions under Section E of these Guidelines.)

2. If an Alateen Registration/Group Records Change form is incomplete, the form will be returned to the Alateen Group's CMA by the NYN AAPP for required information.
3. Alateen group changes will be processed within 5 working days of being received by the NYN AAPP.
4. Notification of processed group changes will be sent to the Alateen Group CMA by the NYN AAPP.
5. The NYN AAPP can print Alateen Group Reports as needed from the appropriate Alateen Group Records information link (available only to AAPP).

YEARLY WSO GROUP RECORD UPDATE

1. Each April, the WSO mails each Alateen Group CMA an **Alateen Group Record Update** form.
2. The CMA must review the form, document any changes to group information, and mail it to the NYN AAPP.
3. The NYN AAPP will process all updates in the WSO Online Group Records Program and enter that the annual update has been completed.
4. The NYN AAPP files the Update Group Records Form with the Alateen Group Records.

YEARLY REMOVAL AND DESTROYING OF INACTIVE ALATEEN GROUP RECORDS.

1. Upon completion of the yearly update, the AAPP will remove and destroy all paperwork of Alateen Groups that are inactive six years or more from the current year. All purged documents will be shredded.

(H) NYN AREA ALATEEN SAFETY SUGGESTIONS

1. It is recommended that each Alateen group have two AMIASes preferably present 15 minutes before and 15 minutes after the meeting.
2. It is highly recommended that Alateen meetings meet at the same time and place as an Al-Anon meeting.
3. A minimum of a one year commitment to Alateen Group Sponsorship is suggested.
4. Rotation of service is encouraged.
5. Alateen Group AMIASes need both financial and emotional support.
6. The name of each Alateen group should not reflect its meeting location. (i.e., name of the church where meeting is held, street location, or town, etc.)
7. Alateen Group AMIASes should always have parental permission to transport Alateens to Alateen meetings. This can be written or oral.
8. Alateen Group AMIASes should be vigilant when dealing with Alateen members and should avoid being one on one (teen/AMIAS) in a room or when traveling.

(I) NYN CONVENTION AND ASSEMBLY GUIDELINES

NYN Convention and Assembly Guidelines will be applied to all New York North Area Conventions, Assemblies, Conferences, AA Conventions/Roundups with Al-Anon and Alateen participation or any other event carrying the Al-Anon/ Alateen name, including NYNAC (New York North Alateen Conference). This is New York North policy.

From WSO Guideline G-16 “Remember all Alateens, even those who are legal adults, are required to comply with the Alateen Conference guidelines and NYN Area requirements when participating as an Alateen.”

1. No Alateen member is permitted to possess alcohol, drugs, and/or weapons of any sort. If possession is discovered the parent or legal guardian will be notified and expected to pick up the involved person(s) irrespective of the teens age or distance to the event.
2. Roughhousing, fighting, any ,
3. Smoking (**Adults**) is allowed in designated areas only. The following requirement comes from WSO. *It is not optional. “**Must prohibit conduct contrary to applicable laws.**” (Smoking in buildings by anyone, is cause for departure.)*
4. Alateens and AMIASes are to abstain from overt/covert sexual activity. Hugs and handholding are acceptable. Use good sense. Be respectful. Teens and AMIASes are to be aware of and to abstain from what someone else could interpret as sexual harassment, which includes offensive language, offensive t-shirts, sexual intimidation, etc.
5. **For ANY Alateen member attending any function carrying the Al-Anon/Alateen name, a notarized Permission/Medical form is required—No Exceptions. (Attachment A)** Medical Emergency Guidelines for all Al-Anon/Alateen events will be strictly followed. (See Section C) NYN MEDICAL EMERGENCY GUIDELINES FOR AL-ANON/ALATEEN EVENT for details.
6. Nonmember attendees who bring their children to the event are responsible for supervising their own children.
7. Participants shall not leave the event facility at any time during the weekend unless accompanied by an AMIAS listed on the Permission/Medical form.
8. Meetings and workshops are MANDATORY. Once in a meeting, please stay there. If for an Alateen needs to leave the meeting for any reason they must notify an AMIAS, doing so quietly. If an Alateen is not in a meeting, they should be with their parent or AMIAS. Alateen Group Representatives are expected to attend and participate in the Area Assembly meeting.
9. Courtesy requires that entering and leaving meetings be at a minimum. Giving loving support to each person who shares requires that side conversations and horseplay be avoided.
10. Each person is expected to be comfortably dressed for the location, function, and occasion. Revealing clothing is not appropriate. Alateens and AMIASes must wear their event badges at all times. Be respectful of all attending. Each of participant represents the face of Al-Anon and Alateen.
11. Alateens know where your group AMIASes are at all times. AMIASes know where your Alateens are at all times.
12. The time of curfew will be indicated on the event schedule. Abide by it. Alateens be good to yourself and others—GET SOME SLEEP!
13. Keep low voices in sleeping areas. CD players and other electronic equipment should be kept in the participant’s rooms and at a reasonable volume.

14. All participants should clean up their messes. This includes sleeping rooms and other event areas. Remember, that we are guests at the event.
15. Speak up if you see any unacceptable behavior. Remember that each of us is responsible.
16. Each Alateen is expected to bring enough food or money to eat properly during the event and while traveling.
17. Alateen Group AMIASes, if you bring teens with you, and attend the event as an Alateen Group AMIAS, you should expect to room with your teens. Be gender appropriate and coordinate with other AMIASes.
18. Alateen Group AMIAS if you have to leave the conference room and return to your room for any reason, let another AMIAS, who your teens are familiar with, know where you will be.
19. AMIASes have the right to refuse to bring any Alateen member who they think will not abide by the guidelines, always remembering to place principles above personalities.
20. These guidelines should be clearly understood before leaving home to come to any Area Convention or Event. Those who do not wish to comply should not come. This should be clearly understood by all AMIASes, Alateens. parents and guardians.

(J) NEW YORK NORTH ALATEEN CONFERENCE (NYNAC) GUIDELINES (Revised 2017)

- **New York North Alateen Conference (NYNAC) will remain a function of the New York North Area.**
- **All adults attending NYNAC must be a certified AMIAS. (**process for certification must be completed before registering for the Conference.)**
- **NYNAC attendance is a privilege, not a right.**

THIS SECTION IS FOR ALL ATTENDING ALATEENS AND AMIASes

NYNAC is a closed Conference. Only AMIASes and Alateens may attend. Paperwork for the AMIAS Certification process must be fully completed and in the hands of the Area Alateen Coordinator/AAPP prior to the Conference. NO EXCEPTIONS. The registration deadline must be respected by everyone. No one will be admitted if showing up at the Conference with registration/money in hand.

- **Minimum age for attendance at NYNAC is 10.** AMIASes have the responsibility for determining who may or may not attend NYNAC in order to ensure a safe and productive environment for the event. If any questions arise, the NYNAC Coordinator or designee should be consulted. In order to attend NYNAC, teens must regularly attend Alateen meetings for three months.

I AM RESPONSIBLE

- If it is necessary for any attendee to leave the grounds for any reason, the NYNAC Coordinator or designee must be notified prior to departure.
- No wandering the grounds after dark.
- **DON'T LET PEOPLE OVERSLEEP OR ACT IRRESPONSIBLY!**
- If someone needs a hand lend a hand. Be there for each other.
- Bring snacks for yourself and for the “munchies” table.
- Bring a banner to identify your group to be shown at the Kick-In Meeting.
- Giving loving support to each person sharing requires no side conversations or horseplay.

- Let's leave other affiliations outside the door. (Traditions 3 & 6)

NYNAC AMIASes Guidelines

1. Remember that NYNAC is an Alateen Conference with AMIAS participation. Without the involvement of all of us, there would be no NYNAC.
2. **All adults attending NYNAC for the weekend must be 21 or older and a certified group AMIAS.**
3. **For ANY Alateen member or AMIAS attending NYNAC a notarized Permission/Medical form is required—No Exceptions. (Attachment A) Medical Emergency Guidelines for all Al-Anon/Alateen events will be strictly followed. (See Section C)**
4. Drivers must have a valid driver's license with current registration, inspection and insurance on the car being driven. Anyone with more than one accident in the past three years will not be able to drive Alateens.
5. If you bring teens with you and attending NYNAC as an AMIAS, you should expect to room with your teens.
6. All AMIAS attending NYNAC are considered "Group AMIAS" for the weekend and should share adult responsibilities equally.
7. AMIASes have the responsibility to refuse to bring any Alateen member who they think will not abide by the guidelines. This includes those who may not have an acceptable level of maturity or understanding of the Alateen program to participate in the event. This includes teens who are likely to engage in destructive/distracting behaviors that could hinder other members' enjoyment of the event. Remember to place principles above personalities.
8. Alateen Meetings will be attended by AMIASes. The ratio will be no more than one adult for five teens. AMIASes should be attending meetings and workshops at NYNAC.
9. AMIASes know where their teens are and vice versa. (AT ALL TIMES)
10. AMIASes are encouraged to share their experience, strength, and hope at the meetings during the weekend. Since this is a teen weekend, it is requested that AMIASes allow all teens to share first before sharing their own experience, strength, and hope. The teens want AMIASes to share as equal members, *not as authority figures*.
11. If AMIAS has to leave the conference room area and return to their room for any reason, let Security and another AMIAS (that your teens are familiar with) know where you will be.
12. All AMIASes are required to attend the AMIAS meeting at NYNAC when scheduled by the Alateen Coordinator. AMIAS on Security Duty during the AMIASes meetings are exempt.
13. In all cases of behavioral concerns, the following process should take place:
 - a. All members involved in the incident, their Alateen Group AMIAS, the NYNAC Coordinator, and the Area Alateen Coordinator have a discussion.
 - b. The situation is reviewed allowing all an equal voice.
 - c. A decision is made that is both appropriate for the situation and respectful of the person(s) involved.
 - d. Use Knowledge Based Decision Making (KBDM). (It means that we gather all the facts, talk it over and decide, even if we don't all agree. Can we live with it?)
14. The Alateen Group AMIAS is responsible for registering their groups and picking up the registration packets for each of their attending members when they first arrive at the facility. Head counts of your teens attending should be done prior to leaving your departure location, upon arriving at conference facility, before departure on Sunday morning, and finally upon arrival at your

- drop off location.
15. AMIASes are reminded that they, too, must follow the NYN Behavioral Guidelines and Requirements. They have legal responsibility for the Alateens they bring to NYNAC, They can be held liable in the event of any harm done to the Alateens in their care.
 16. AMIASes are to abstain from sexual activity. Hugs and handholding are acceptable. Be respectful and set a good example.
 17. For legal and traditional responsibilities of AMIASes, refer to WSO Guideline G-34 / Page 4.

NYNAC Security Guidelines
(The job of security is to guide and protect)

1. Any adult participating in NYNAC **must** be a certified AMIAS prior to attending the weekend.
2. “An Alateen conference with an open meeting(s) should develop a way to identify the Area-certified Al-Anon Members Involved in Alateen Service (AMIAS). There must also be a safety plan to ensure that the Alateens are always in their care. The same principle applies for individuals present to provide services needed such as a nurse, cook, servers facility staff and invited speakers. If any adults present are not Area-certified AMIAS, the safety plan ensures that the Alateens will always be in the care of an AMIAS at the event.” WSO Al-Anon Guideline “Alateen Conferences” G-16.
3. Every AMIAS attending NYNAC should have the cell phone and room number for the NYNAC Coordinator, Alateen Coordinator, and Nurse.
4. If an Alateen drives his or her own vehicle to the conference, the teen will be required to give his/her keys to their Alateen Group AMIAS or other designated trusted servant for the duration of the conference. No other Alateens are permitted to ride with an Alateen who is driving his/her own vehicle to the conference. WSO Al-Anon Guideline “Alateen Conference” G-16.
5. If there is a concern about drug or alcohol use at NYNAC, both the teen’s Alateen Group AMIAS and the Medics need to be called in as well as the NYNAC and Area Alateen Coordinators. No one shall make a determination about substance abuse without an evaluation by the medical team. After discussion, if the concern appears valid, the parents/guardian will be contacted to pick up the teen.
6. Security Team member are not allowed to go into the sleeping area of the opposite sex.
7. All Security shifts will be worked by a male and female AMIAS.
8. The male/female AMIAS are responsible for ensuring all Alateens are accounted for and present prior to lights out. If for any reason a teen must leave the sleeping area after hours, an AMIAS must accompany him/her. The AMIAS must notify one of the coordinators before leaving.
9. The handheld communication units are not toys and should be treated with care. The security team using them should refrain from using offensive language as the units are on a public access frequency and are subject to F.C.C. rules and regulations.
10. Security teams (AMIASes) should familiarize themselves with the other AMIASes attending NYNAC. A teen may need to find his/her AMIAS.
11. Particular attention to security needs to be made at key times to ensure the safety of all attendees, such as Friday after the last meeting until lights out, on Saturday Evening during the speakers meeting, talent show/dance till lights out, and Sunday during the Gratitude/Kick-out Meeting till time of departure.

12. **Room assignments are the responsibility of the NYNAC Coordinator.** If there is a question or issue involving a particular room, the NYNAC Coordinator needs to be consulted for the room assignments and the Alateen Group AMIAS will be contacted.
13. Security team members also need to follow the Guidelines. Be courteous, kind, and go to meetings, get rest, and have some fun. *Please take this responsibility seriously.*
14. If the teens are being quiet and not disturbing anyone (after curfew), they are allowed to stay up in their rooms and talk quietly. They should always be encouraged to get some sleep.
15. Teens are allowed to return to their rooms during the event at the discretion of the medic and Alateen Group AMIAS. Security must be advised at the time. AMIASes are responsible to check on their teens.
16. No wandering the grounds (alone or couples) after dark.
17. Respect and common sense as well as Principles above Personalities prevail in all situations.

Miscellaneous Items for NYNAC

1. **Photographs and videos:** NYNAC Coordinator or designee may be taking pictures for NYN Archive but must obtain permission of the individuals involved. Any AMIASes/Alateens wishing to take photographs and videos are allowed as long as they have the person's permission. Keep in mind that the videos and pictures are to be shared only within the fellowship and the walls of NYNAC. (Tradition 11) No photos or videos are to be posted in any social media.
2. **Electronic Devices/Cell Phones:** All electronic devices and cell phones must be turned off during the meeting. This also pertains to both Alateens and AMIASes.
3. **Lost luggage and other items:** Teens are reminded before they leave home, not to bring anything valuable to NYNAC. If something is lost or missing, the NYNAC Coordinator should be aware of the items. The facility needs a contact in case something is found.
4. **NYNAC Inventory Meeting:** The 1998 NYNAC Group Conscience requested that an inventory meeting be put on all future programs for Sunday mornings before the Gratitude / Kick-Out meeting. (Clearing the Air) (Suggestion from NYNAC Coordinator : Brags and Drags about the weekend) Everyone in attendance has a voice. (Concept 5)
5. **Sleep:** Alateen should respect themselves and their AMIASes. The times for "Lights Out" are on the schedule and should be followed. When sleep is difficult and the Alateen wish to stay up quietly in their room, they may do so. Keep in mind that all meetings are mandatory and the next day starts early in the morning. Be good to yourself and get some sleep.
6. **Rooms:** No open food should be stored in the rooms. A snack table is available for snacks. A plate of snacks can be brought back to the room as long as the remains are disposed of properly. When changing clothing, the shades, curtains and doors should be closed. Sometimes the medics or AMIASes will need to go down the hall of the opposite sex in cases of medical emergencies.
7. **Talent Show:** The Talent Show is a vehicle for self-expression for both the teens and their AMIASes. Participants must use common sense in making sure that routines do not cause emotional, spiritual or physical harm to another person or themselves. Each participants talent is a reflection of themselves.

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