



1. Background

These guidelines are compiled from G-34 and the experience shared from other conferences. They will help Sponsors and SAMs to guide the Alateen members that attend events outside of their meetings to have fun, but to remind them the PRIMARY PURPOSE of the event is to share the strength, hope and experience of the other Alateen members, in order to gain knowledge and understanding of themselves and others.

Excerpt from OSA motion October 2005:

“An environment of trust and safety must exist. It is the responsibility of Al-Anon and Alateen as a whole to work together to maintain a healthy, loving, and supportive environment.”

A motion was received by the Chairperson at AWSC 2005 (but was not tabled) that a committee be formed to make recommendations about Alateen safety issues not already addressed in the Behavioural Requirements. It was felt that additional safety guidelines would be helpful. The Executive took action and, as suggested in the motion, formed a small committee of the Alateen Coordinator, two Sponsors and two Alateens. The result was the development of Sections 11D and 11E in this manual.

Draft versions of Sections 11D and 11E were distributed at AWSC 2007.

They were posted on the Ontario South website.

The Alateen Coordinator circulated them by email several times to Alateen Sponsors.

This was to allow members to review and comment.

In April 2008, at an Ontario South Workshop for Sponsors/SAMs and Alateens the guidelines were discussed in depth, amended, and by blind ballot vote, adopted by those present.

Like our Traditions, these guidelines cannot be enforced, but it is strongly suggested that, our common welfare is best served by following these guidelines.

The term ‘conference’ refers to Al-Anon/Alateen and AA events whether they are one day events or weekend events, and to Assembly.

2. General

1. Read Guidelines G-16 Alateen Conferences and G-34 Alateen Safety Guidelines.
2. Before attending a conference, it is important for Sponsors/SAMs to take time to discuss these guidelines with the Alateen group members to ensure everyone is aware of their responsibilities to Al-Anon/Alateen and that they are expected to follow these guidelines.
3. Sponsors of each Alateen group/member should be aware of their special responsibility as adult escorts of their Alateen group/member. It is important for the Alateen group/member to understand, that because the Sponsors/SAMs are responsible for the Alateen members they bring to any event, 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.
4. Alateen members who are legally adults must adhere to the same requirements as Alateen members who are minors when they are registered and participating as an Alateen member. The option is to register as a Guest.

3. At the Conference/Assembly/AWSC

1. Alateen members attending an event must have the required forms. See Section 10, Form A: Information and Permission Form and Form B: Medical Form. (These forms have been adapted from the WSO version to meet the needs of our area.)
2. Alateen members are responsible for their own behaviour and their belongings. Alateen members must remember that what they do reflects on their group, the conference/assembly and the name of Alateen and Al-Anon.
3. Sponsors/SAMs, that have Alateen members under their care, should have knowledge of the Alateen member's whereabouts at all times.
4. Alateen members attending the conference with a parent are the responsibility of the parent while the Alateen is not in the Alateen meeting room.
5. When more than one adult responsible for an Alateen, are at the conference, it must be clear who is responsible for the Alateen at any given time. In this situation, all parties **MUST** keep each other informed should the Alateen ask to leave with either party. No Alateen is allowed to be unsupervised in the conference location at any time.
6. When arriving with Alateen members, before leaving Alateen members at the Alateen room, check with attending Sponsors/SAMs that there is a sufficient number of Sponsors/SAMs to cover the ratio in point 10.
7. Everyone is expected to attend the conference/assembly sessions and meetings.
8. Section 11A Alateen General, 2. Affirmation of appropriate conduct with the Alateen Program, point 2. states 'no conduct contrary to applicable laws' such conduct is prohibited, and G-34, 'Possession of alcohol, drugs, or any

substance prohibited by local law is strictly forbidden. Any member found using or in possession of alcohol, drugs or any substance prohibited by law will be asked to leave the event immediately at their own expense. The authorities may be notified.

9. All Alateen members under medication must report to their Sponsors and the designated nurse, when available, upon arrival at the conference/assembly.
10. For the safety of the Alateen members and the Sponsors/SAMs there must be a minimum of three Sponsors/SAMs in the Alateen room, ensuring adequate coverage in the case of an emergency.
11. Treat others with respect and be mindful of your language at all times.
12. Leave the room neat and tidy.
13. Name tags must be worn at all times.

4. Overnight stays:

1. For those staying at the conference location (hotel, university etc.) G-34 states 'No girls or female Sponsors/SAMs in boys or male Sponsors rooms, and no boys or male Sponsors in girls or female Sponsors/SAMs rooms. Ideally, girls and boys on different floors.
2. Sponsors/SAMs will arrange amongst themselves for monitoring of rooms.
3. Sponsor/SAM may wish to hold hotel room keys of Alateen members.

5. Alateen Participation in AI-Anon/Alateen or AA Conference Committee.

1. The Alateen member on the committee will have an Alateen Advisor to support them. The Advisor must be a registered Sponsor/SAM.

6. Other suggestions

1. Make parents aware of the safety guidelines. For example, have a statement on the event flyer, and give Alateen members and parents a hand out when registering.