



1) **GENERAL**

Forms for the certification process can be found in Section 10 of this manual, obtained from the DR or printed from the Ontario South website.

Who needs to become certified to work with Alateen members?

Every Al-Anon member who participates in Alateen service work in Ontario South must be certified annually to WSO as a SAM, including every:

- Alateen group sponsor, whether a committed, temporary, emergency, or probationary.
- Al-Anon member who serves as an Alateen Co-ordinator, at the area or local level;
- Al-Anon member who serves as an Alateen adviser on any conference planning committee.
- Al-Anon member that is willing to drive Alateen members to events.

Every Sponsor is a SAM, but not every SAM, is a sponsor.

At a workshop of SAMs, held in 2008, these comments were noted.

SAM: attends Al-Anon weekly; drives Alateen members to events (with the required forms when necessary); helps on committees to support Alateen members; helps to ensure enough SAMs are present in Alateen meeting rooms at events other than regular weekly meetings,

Sponsor: attends Al-Anon weekly; is a SAM and may give service in any of the ways listed under SAMs; listens; is an emotionally available adult; attends Alateen meetings weekly (or as a back-up when required); is a responsible adult; follows guidelines; attends sponsor meetings if held in the district or area; able to give good guidance to Alateens on how to use the Al-Anon/Alateen program.

Contact your DR if you have questions related to certification process.

Some Police Forces reduce or eliminate the Police Record Check fee, if an original signed letter stating the applicant is a volunteer is submitted. All Districts should require the letter because

Police Record Checks must include screening for volunteers caring for Vulnerable Individuals. This letter is provided to DRs by the OSA Chairperson to give to Al-Anon members applying for a PRC for the purposes of SAM certification.

B: SUPPORTIVE AL-ANON MEMBER (SAM)
AREA CERTIFICATION AND RE-CERTIFICATION
PROCESS

Revision date: 2020 07

Regarding Police Record Checks for the City of Toronto (Districts 19, 20, 21, 22). The current Area Alateen Process Person (AAPP) is to contact the Toronto Police Contact Person at the end of each year and at the end of each term, to confirm their willingness to continue in the position. When the

Toronto Police Contact Person chooses to relinquish the position, the current AAPP along with the four District Representatives in the City of Toronto (Districts 19, 20, 21, 22) will meet to determine the new Toronto Police Contact Person. The current AAPP will inform the Delegate of the name and contact information of the new Toronto Police Contact Person.

DRs, if you need further clarification, contact the AAPP if you have questions related to the certification process.

NOTE: If you are also registering a new group or changing group information (new sponsor), it helps the AAPP if the Alateen Registration/Group Records Change Form is included. Please send all forms at the same time.

2) The Supportive Al-Anon Member (SAM) Certification Process:

A. The Applicant:

- a) Contacts their DR.
- b) Obtains the required forms.
 - Ontario South Assembly Section 10 FORM C, Supportive Al-Anon Member (SAM), Screening Application and Certification Form. (2 pages)
- c) Obtains a Police Record Check (PRC) that meets the requirement as set out in section 11 B 2)D.a)(i)(4). This PRC MUST include vulnerable sector screening to ensure the applicant has no record in the RCMP Sexual Offender Database. Area Supportive Al-Anon Member (SAM) volunteer letters may be received through your District Rep.
- d) Guideline Change: Section 11B your local police force may vary. Add this line to the policy manual. If the letter required is differing from the process stated in the manual please contact the chairperson for clarification.

Regarding Police Record Checks for the City of Toronto (Districts 19, 20, 21, 22). The current Area Alateen Process Person (AAPP) is to contact the Toronto Police Contact Person at the end of each year and at the end of each term, to confirm their willingness to continue in the position. When the Toronto Police Contact Person chooses to relinquish the position, the current AAPP along with the four District Representatives in the City of Toronto (Districts 19, 20, 21, 22) will meet to determine the new Toronto

B: SUPPORTIVE AL-ANON MEMBER (SAM)
AREA CERTIFICATION AND RE-CERTIFICATION
PROCESS

Revision date: 2020 07

- Police Contact Person. The current AAPP will inform the Delegate of the name and contact information of the new Toronto Police Contact Person.
- e) Submits completed Ontario South form, and the PRC to their DR. The PRC should be in a signed, sealed envelope. OSA will reimburse you for any costs related to obtaining a PRC. Districts may choose to reimburse the PRC costs, according to district group conscience. DO NOT send your receipt for the cost of the PRC to the AAPP with your forms. The receipt should be submitted to your District or to the Area Treasurer.

B. The District Representative (DR):

- a) Signs a portion of the Ontario South FORM C on the second page.
- b) Submits completed Ontario South form, and the PRC to the AAPP.
- c) Following completion of the process, informs the applicant of the results of certification.
- d) Requests Area SAM volunteer letter from Area chairperson for reduced rates for PRC

C. The Area Alateen Process Person (AAPP):

- a) Sends the PRC to the Legal Counsel for review.
- b) Once advised of successful PRC by Legal Counsel, records the applicant as a Supportive A-Anon Member (SAM).
- c) Signs the portion of the Ontario South FORM C on the second page.
- d) Submits the completed WSO form to WSO,
- e) Following completion of the process, informs the DR of the results of the certification.

D. Certification Application Documents:

- a) In order to be certified for the purposes of Alateen service, the Al-Anon member must complete and sign the following 2 pieces of information:
 - (i) Section 10 FORM C: Supportive Al-Anon Member (SAM), Screening Application and Certification Form, which contains:
 - A signed declaration that the Al-Anon member applicant:
 - (1) Attends Al-Anon meetings weekly.
 - (2) Has spent at least two years in Al-Anon (in addition to any time spent in Alateen).
 - (3) Is at least 23 years of age.
 - (4) Has not been convicted of an indictable offence under the Criminal Code of Canada, and has not been charged with any offence involving violence, threats of violence, harassment, domestic abuse, sexual assault, or any other inappropriate sexual behaviour.
 - (5) Has not demonstrated serious emotional problems which could result in harm to Alateen members.

B: SUPPORTIVE AL-ANON MEMBER (SAM)
AREA CERTIFICATION AND RE-CERTIFICATION
PROCESS

Revision date: 2020 07

- (6) Has read and agrees to abide by the safety and behavioural requirements adopted by Ontario South Area 86, including those set forth by the Board of Trustees AFG Inc. See Sections 11:A, 11:D, 11:E.
 - (7) Agrees to obtain a police background check, as required, verifying statement (4).
 - (8) Is aware of the requirements set forth by AFG Inc that:
 - a) All Alateen groups must adhere to the area's safety and behavioural requirements, failing which, the area must notify WSO, and WSO will remove from its approved registration list, any Alateen group that does not so comply
 - b) Each area must provide annual certification to WSO that each Al-Anon member involved in Alateen service has met the area's safety and behavioural requirements.
 - (9) The "District Certification to WSO" box in FORM C is completed by the DR.
 - (10) The "Area Certification to WSO" box on FORM C is completed by the AAPP
- (ii) A PRC, submitted to one's District Representative in a signed and sealed envelope. This PRC must include vulnerable sector screening to ensure the applicant has no record in the RCMP Sexual Offender Database. Signed permission letters from the Ontario South Chairperson can be obtained from either the DR or AAPP to obtain this check.
- (iii) Regarding Police Record Checks for the City of Toronto (Districts 19, 20, 21, 22). The current Area Alateen Process Person (AAPP) is to contact the Toronto Police Contact Person at the end of each year and at the end of each term, to confirm their willingness to continue in the position. When the Toronto Police Contact Person chooses to relinquish the position, the current AAPP along with the four District Representatives in the City of Toronto (Districts 19, 20, 21, 22) will meet to determine the new Toronto Police Contact Person. The current AAPP will inform the Delegate of the name and contact information of the new Toronto Police Contact Person.

B: SUPPORTIVE AL-ANON MEMBER (SAM)
AREA CERTIFICATION AND RE-CERTIFICATION
PROCESS

Revision date: 2020 07

3) **Re-Certification Process, Year 2 of AAPP Term**

Under Section 11, 2) D a)(i), FORM C: Supportive Al-Anon Member (SAM), Screening Application and Certification Form, point (8)(b) states: Each area must provide annual certification to WSO that each member involved in Alateen service has met the area's safety and behavioural requirements.

The AAPP requires re-certification documents to be submitted by March 1st of year 2 of the AAPP's term to allow time for area process to be completed and to meet WSO time frames. Applicants are encouraged to begin the process in November of the previous year to allow time to obtain a new PRC, complete all forms and submit according to the process.

WSO requires the AAPP to return the information regarding all SAM certifications by June 30th each year.

A) **The Applicant:**

- a) Contacts their DR.
- b) Obtains the required form.
 - Ontario South Assembly Section 10 FORM C, Supportive Al-Anon Member (SAM), Screening
 - Application and Certification Form.
- c) Obtains a Police Record Check (PRC) that meets the requirements as set out in section 11 2)D.a)(i)(4). This PRC MUST include vulnerable sector screening to ensure the applicant has no record in the RCMP Sexual Offender Database. Signed permission letters from the Ontario South Chairperson can be obtained from either the DR or AAPP to obtain this check.
- d) Regarding Police Record Checks for the City of Toronto (Districts 19, 20, 21, 22). The current Area Alateen Process Person (AAPP) is to contact the Toronto Police Contact Person at the end of each year and at the end of each term, to confirm their willingness to continue in the position. When the Toronto Police Contact Person chooses to relinquish the position, the current AAPP along with the four District Representatives in the City of Toronto (Districts 19, 20, 21, 22) will meet to determine the new Toronto Police Contact Person. The current AAPP will inform the Delegate of the name and contact information of the new Toronto Police Contact Person.
- e) Submits completed WSO and Ontario South forms, and the PRC to their DR. The PRC should be in a signed, sealed envelope. OSA will reimburse you for any costs related to obtaining a PRC. Districts may choose to reimburse the PRC costs, according to district group conscience. DO NOT send your receipt for the cost of the PRC to the AAPP with your forms. The receipt should be submitted to your District or to the Area Treasurer.

B: SUPPORTIVE AL-ANON MEMBER (SAM)
AREA CERTIFICATION AND RE-CERTIFICATION
PROCESS

Revision date: 2020 07

B) The District Representative(DR):

- f) Signs a portion of the Ontario South FORM C on the second page.
- g) Submits completed Ontario South form, and the PRC, as required (The PRC should be in a signed, sealed envelope) to the AAPP
- h) Following completion of the process, informs the applicant of the results of certification.

C) The Area Alateen Process Person (AAPP):

- i) When required, sends the PRC to the Legal Counsel for review.
- j) When required, once advised of successful PRC adjudication by Legal Counsel, records the applicant as a Supportive A-Anon Member (SAM).
- k) Completes the WSO paperwork to confirm the status of all SAMs and submits to the WSO.
- d) Following completion of the process, informs the DR of the results of the certification.

D) Re-certification Application Documents:

- l) In order to be re-certified for purposes of Alateen service, the Al-Anon member must complete and sign FORM C and submit with a PRC.
 - (i) FORM C: Supportive Al-Anon Member (SAM), Screening Application and Certification Form, completed as described in Section 2.
 - (ii) A PRC, as noted above, submitted in a signed and sealed envelope.

4) Re-certification All Other Years

Each area must provide annual certification to WSO that each member involved in Alateen service has met the area's safety and behavioural requirements.

The AAPP requires re-certification documents to be submitted by March 1st each year to allow time for area process to be completed and to meet WSO time frames. Applicants are encouraged to begin the process in November of the previous year to allow time to complete all forms and submit according to the process. If re-certification is completed in the required time frame, the WSO form, Al-Anon Member Involved in Alateen Service, is not required. However if the deadline for re-certification is missed, this form must be submitted.

WSO requires the AAPP to return the information regarding certification of SAM by June 30th each year.

B: SUPPORTIVE AL-ANON MEMBER (SAM)
AREA CERTIFICATION AND RE-CERTIFICATION
PROCESS

Revision date: 2020 07

A. The Applicant:

- a) Contacts their DR.
- b) Obtains the required forms.
 - Ontario South FORM C, Supportive Al-Anon Member (SAM), Screening Application and Certification Form.
- c) Submits the completed Ontario South form to their DR.

B. The District Representative (DR):

- d) Signs a portion of the Ontario South FORM C on the second page.
- e) Submits completed Ontario South form to the AAPP
- f) Following completion of the process, informs the applicant of the results of certification.

C. The Area Alateen Process Person (AAPP):

- g) Completes the WSO paperwork to confirm the status of all SAMs and submits to the WSO.
- h) Following completion of the process, informs the DR and/or applicants of the results of certification.

Applicants are encouraged to begin the process in November of the previous year to allow ample time to obtain a new PRC, complete all forms and submit them according to the process.