

# **NC / Bermuda Al-Anon / Alateen Convention**

## **Safety and Behavioral Procedures**

The NC / Bermuda Al-Anon / Alateen Convention follows the NC / Bermuda Alateen Safety and Behavioral Requirements and the NC / Bermuda Al-Anon / Alateen Convention Safety and Behavioral Procedures described below:

### **Registration and Verification of Certified AMIAS (Al-Anon Member Involved in Alateen Service)**

The Area Alateen Process Person and registration volunteers are responsible for registering Alateens and assisting-AMIAS who attend Convention. Any Al-Anon member may serve as a volunteer at the Alateen registration desk. The Alateen Process Person will be provided a list of attending Alateens and pre-verified assisting-AMIAS by the Alateen Coordinator. If an Alateen from another Area attends the convention, the certification process for that Area is accepted and we welcome them to our Convention.

The current *North Carolina Alateen Medical Information and Travel Authorization Form* or the *Bermuda Alateen Medical Information and Travel Authorization Form* is included in the Convention registration packet for Alateen, and two copies are required. One copy accompanies the registrant to and from the Convention, and the second copy is kept by the AAPP. No additions, edits, or strikethroughs are permitted on the completed Convention registration forms. It is the responsibility of registrants from outside North Carolina / Bermuda Area to comply with their Area's requirements. Alateens driving themselves are also required to complete and mail one copy of the *Alateen Medical Information and Travel Authorization Form* in with their registration.

Alateens are responsible for coordinating their arrival date and time with their assisting-AMIAS. Unassisted Alateens at registration must stay in the registration area until their assisting-AMIAS arrives or until an AMIAS can be found to temporarily volunteer to assist them. The Area Alateen Coordinator will be responsible for assigning a temporary assisting-AMIAS.

### **Safety**

All attending AMIAS and Alateens are identified by a designation on their name badge. All other attendees are instructed that they cannot be alone with an Alateen, unless they are the teen's parent or legal guardian. The Area Alateen Coordinator and the AAPP will have designations on their name badge for identification purposes.

All Convention meetings are considered open only to all registered attendees. During all Convention meetings with attending Alateens, the ratio will be one AMIAS to five teens throughout the Convention in accordance with *Alateen Conferences* (G-16) guideline. The Alateen Hospitality Room and / or other Alateen designated areas will have no less than two AMIAS present at all times. Al-Anon members, who are not certified AMIAS, are welcome to join the Alateens in the Alateen Hospitality Suite, space permitting.

In keeping with the *Alateen Conferences* guideline (G-16), all Alateen Convention attendees are required to attend all speaker and Alateen-related meetings. Alateens attending the Convention are usually 13 through 19; however, all younger members of the Al-Anon fellowship are welcome to the Convention, subject to parental approval and sponsor or assisting-AMIAS discretion.

The hotel provides the Hospitality Chair, the Area Alateen Coordinator, and the Area Alateen Process Person the name and phone number of a local doctor and hospital that is on call for the hotel. It is the responsibility of the Alateen Coordinator and the Area Alateen Process Person to obtain this information and keep it readily available at all times during the Convention. The Area Alateen Process Person will maintain, safeguard, and keep readily available the *North Carolina and Bermuda Alateen Medical Information and Travel Authorization Forms* during the entire Convention. If the AAPP cannot stay for the entire Convention the above records will be given to the Area Alateen Coordinator for safekeeping. All records will be destroyed once the Convention is over.

Although assisting-AMIAS are responsible for the teens they sponsor, all AMIAS work together to monitor the safety and whereabouts of the Alateens throughout the duration of the Convention.

Any violation of the NC / Bermuda Al-Anon / Alateen Convention Safety and Behavioral Policies will be brought to the attention of the Area Alateen Coordinator, Area Alateen Process Person and assisting-AMIAS or Alateen Sponsor, and may result in disciplinary action, up to and including dismissal from the Convention. In the event that dismissal is warranted, implementation is arranged by the accompanying-AMIAS. In the event of a dismissal the assisting-AMIAS or the Area Alateen Coordinator will call the parent / legal guardian of the Alateen and apprise them of the situation.

## **Policy and Procedure Documents Filing and Updating**

All Alateen Convention Policy and Procedure documents must be filed with the NC / Bermuda AFG, Inc. Area Chairperson including, but not limited to, any updates. The Area Alateen Coordinator will deliver such documents to the Area Chairperson. Revisions must be approved by the Area World Service Committee (AWSC) and becomes a part of the convention guidelines. All documentation will be kept by the Convention Chair.