

# NEW YORK NORTH AREA ALATEEN GUIDELINES AND REQUIREMENTS

(Last revised 5/2007)

## (A) MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS

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1. Every **Alateen Group Sponsor** and **Al-Anon Member Involved with 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 in addition to any time spent in Alateen.
  - 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. There must be at least one Alateen **Group Sponsor** at every Alateen meeting.
3. These Area requirements do prohibit overt or covert sexual interaction between any adult and an Alateen member.
4. These Area requirements do prohibit conduct contrary to applicable laws.
5. These Area requirements to contain procedures for parental permission and medical care when applicable.
6. These Area requirements have been reviewed by local counsel.
7. **Every Alateen, Alateen Group Sponsor and AMIAS will comply with the Area Alateen Registration/Certification Process.**
8. Every member of the Area World Service Committee must be registered with the Area as an AMIAS. (Officers, Coordinators and District Representatives) If a District Representative becomes ineligible, the Alternate District Representative, if certified by the Area, should visit the Alateen groups in their District.
9. Use your *Links of Service* for communication. (members>**Alateen Group Sponsor**>Group>Group Representative>District Representative>Area World Service Committee>World Service **Conference**) Establish and maintain a connection with your District.
10. 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](http://www.al-anon.alateen.org/members)
11. New York North Alateen Conference (NYNAC) will remain a function of the New York North Area.
  - All adults attending NYNAC must be certified AMIAS ( \*\*process for certification must be completed before registering for the Conference)
  - NYNAC attendance is a privilege, not a right.
12. Medical procedures for all Al-Anon/Alateen events will be strictly followed. New York North Area requires *notarized* Permission/Medical forms for participation in NYN Area Assemblies, Conventions, Conferences and AA functions with Al-Anon/Alateen participation. ~~Unless accompanied by a legal guardian, who is willing to stay for the duration of the event, an Alateen member, who is not with a parent or legal guardian, must have proper forms completed and notarized and must be accompanied by a sponsor.~~
13. **Before departure** for an event, the responsible AMIAS/Alateen Group Sponsor must verify all medication listed on the medical form is present. ( Must be in original container-including any over the counter meds)
  - The AMIAS/Alateen Group Sponsor 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.
14. For Area events, **there must be one AMIAS/Alateen Group Sponsor for every (5) teens**, not necessarily of the same gender. For any overnight events, there must be a male AMIAS rooming with male Alateens and a female AMIAS rooming with female Alateens.
15. Active members of Al-Anon who are also AA members may serve as an Alateen **Group Sponsor** or an **AMIAS**, providing they have **completed the certification process**. At all times, emphasis shall be placed on the Al-Anon interpretation of the program.

16. ~~Removed: For any overnight function, any Al-Anon member under the age of 18, who is without a group or a sponsor, who is accompanied by a parent or legal guardian, must have signed the appropriate permission notarized form, which will be provided.>~~

For any Alateen member attending any overnight function carrying the Al-Anon/Alateen name, a notarized Permission/Medical form is required—No Exceptions. \*\*The original notarized form should remain with the AMIAS transporting and responsible for the teen. A copy of the notarized form should be submitted with the registration to the event. In the case of NYNAC, the copy is sent to the NYNAC Coordinator. If an Alateen were to need medical care, it would be necessary to have the original with the seal on it.

- One standardized Permission/Medical form will be used for all NYN Al-Anon/Alateen events. It will be *one page – double sided.*
- Registered Alateen members identification at any event including Al-Anon/Alateen, will consist of a name badge with a red triangle and on the back of the badge, the name and cell # of the AMIAS/Alateen Group Sponsor listed on the Permission Form.

## (B) NYN MEDICAL PROCEDURES FOR AL-ANON/ALATEEN EVENTS

1. These procedures will be strictly enforced.
2. All Alateen Group Sponsors and AMIAS will need to be aware of the medical procedures and be willing to accept these responsibilities.
  - All parents/guardians sending a teen to an event will provide medications and adequate information about these medications to the AMIAS who is responsible for that teen. **Medications need to be in the original container with labels firmly in place. \*\*This should include over the counter meds that the Alateen might require.**
  - 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 meds at appropriate times.
3. The Alateen Group Sponsor/AMIAS has the right to refuse to bring a teen to an event due to conflict over medications and/or behavior.
4. **Everyone** attending this event must refrain from sharing any medication, to include prescription and over the counter drugs. **\*\*No over the counter drugs will be administered by the medic or nurse.**
5. Any medical concerns should be directed to the listed AMIAS.
6. **In case of any medical situation that cannot be resolved simply, the person whose name is listed on the notarized permission/medical form, should not hesitate to transport the teen to an emergency room. Notify parents/guardians as soon as possible.**

## (C) NYN AREA PROCESS OF BECOMING AN ALATEEN GROUP SPONSOR AND/OR AN AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE (AMIAS)

1. Contact your District Representative. Your District Alateen Coordinator may be involved in the process. Provide (2) written local Al-Anon references to your District Representative, responding to the characteristics found in #1 under the Minimum Safety and Behavioral Requirements. The form letter will be provided by the NYN Area Alateen Coordinator/AAPP.
2. Complete the World Service Office Al-Anon Member Involved in Alateen Service Form, including the additional Area Use Questions.
3. Alateen Group Sponsor candidates ~~Remove: should attend~~ must have completed the AMIAS process before attending at least (3) meetings in a row of the Alateen group he/she wish to sponsor, or (3) consecutive existing meetings. A question and answer session with the Alateens (who have read and discussed the letter about choosing an Alateen Group Sponsor) is recommended. \*Letter available online.

- Remember to use the principles of the program over personalities.
4. ~~<Remove: Attend and be welcomed at>~~ Attend District meetings ~~<Remove: a minimum of one>~~ to encourage participation and communication with the **Alateen Group** Sponsor and Alateens at the District level.
  5. A final Alateen Group Conscience will occur with a paper ballot after 4-6 weeks. Alateen members' concerns about a **(Group)** Sponsor Candidate can be expressed on the paper ballot and be discussed before a final decision is made. Minority ~~<remove: >~~ **opinions need to be** ~~<Remove: should>~~ heard. **(Concept 5)**
  6. The **NYN Area Alateen Coordinator/AAPP** will provide all **Alateen Group** Sponsors/**AMIAS** with an information packet and other training opportunities.
  7. **All AMIAS 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 Service Manual yearly.**
  8. **Once a year, please host your NYN Area Alateen Coordinator/AAPP for a training session during a Day of Sharing. Please include as many neighboring Districts as possible.**

**(D) NYN AREA PROCEDURE FOR REGISTERING ALATEEN GROUP SPONSORS AND/OR AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE (AMIAS)**

1. The **NYN Area Alateen Coordinator/AAPP** will be the authorized signature on the Al-Anon Member Involved in Alateen Service form.
2. ~~<Remove: All sponsors and Al-Anon Members Involved in Alateen Service will register by 1/1/05. NO Exceptions. This also includes:>~~ **All NYN Area Officers, Coordinators and District Representatives are required to be AMIAS.** Any Al-Anon member, **before** providing direct service to Alateen members, **must have completed the AMIAS process.**
3. The District Representative will acknowledge, in writing, the references provided and will send the **AMIAS** form onto the **NYN Area Alateen Coordinator/AAPP.** (The letters of recommendation will remain at the District level. **If no District Representative exists, the NYN Area Alateen Coordinator /AAPP (Area Alateen Process Person) will handle the process.**
4. The **NYN Area Alateen Coordinator/AAPP** will send the completed **AMIAS** form to the World Service Office Group Records after which it is returned to the **NYN Area Alateen Coordinator/AAPP** with a World Service Office (**WSO**) ID #.
5. Information returned to the **NYN Area Alateen Coordinator/AAPP** from the World Service Office will be relayed to the ~~<Remove: Area Group Records Coordinator>~~ District Representative and to the Alateen group.
6. The **NYN Area Alateen Coordinator/AAPP** will receive an updated list annually from the WSO which is to be certified and returned to the World Service Office by July 1.
7. When an **AMIAS** no longer qualifies for active status, the appropriate form will be sent to the World Service Office by the **NYN Area Alateen Coordinator/AAPP.**

**(E) ALATEEN GROUP REGISTRATION OR RECORDS CHANGE PROCESS**

(Based on the WSO Alateen Group Registration Process)

**(a) New Alateen Groups:**

1. An Alateen Registration/Group Records form is submitted through the Area Process along with the **AMIAS** form or with an **AMIAS** WSO ID #.
2. When an **AMIAS** form is sent with the Alateen Registration/Group Records Change form, it will be

- processed per the WSO procedure for AMIAS.
3. The Alateen Registration/Group Records Change form will be processed within (7) days of arriving at the WSO Alateen Department and returned to the NYN Area Alateen Coordinator/AAPP.
  4. WSO will send a form letter to the NYN Area Alateen Coordinator/AAPP with the monthly mailing, reminding him/her to follow the Area process to share information with the District Representative.  
<Remove: and the NYN Group Records Coordinator.>
  5. Alateen Registration/Group Records Change forms that cannot be processed due to incomplete Alateen Group Sponsor information will be sent back daily to the NYN Area Alateen Coordinator/AAPP who will then contact the District Representative and the Alateen group.

**(b) Changes for Existing Alateen Groups:**

1. Changes involving new Alateen Group Sponsors must include either the AMIAS form or the AMIAS WSO ID #. If an Alateen Registration/Group Records Change form is received with a change of Alateen Group Sponsor and neither an AMIAS WSO ID # nor an AMIAS form is not provided, the Alateen Registration/Group Records Change form will be returned to the NYN Area Alateen Coordinator/AAPP unprocessed.
2. Alateen group changes will be processed within (7) working days.
3. Notification of processed group changes will be sent to the NYN Area Alateen Coordinator/AAPP on a monthly basis.
4. An annual update will be sent to Alateen groups in March.
5. The NYN Area Alateen Coordinator/AAPP can print Alateen Group Reports as needed off the appropriate Alateen Group Records information link. (only available to AAPP or both Alateen Coordinator/ AAPP, if this is one position)  
<Remove: WSO will continue to send Group Records Coordinator the bi-annual group records printout with Alateen groups printed separately. A copy of the Alateen portion of the printout will be sent to the Area Alateen Coordinator.>

**(F) NYN AREA ALATEEN SAFETY SUGGESTIONS**

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1. It is strongly suggested that each Alateen group have (2) Alateen Group Sponsors. (Preferably, present 15 minutes before and 15 minutes after the meeting.)
2. An Alateen meeting should meet at the same time and place as an Al-Anon meeting.
3. <Remove: The New York North Alateen Conference (NYNAC)>NYN Convention and Assembly Guidelines should be applied to all New York North Area Conventions, Assemblies, Conferences, AA Conventions/Roundups with Al-Anon and Alateen participation or any other event involving Alateen.
4. A minimum of a (1) year commitment to Alateen Group Sponsorship is suggested.
5. Rotation of service is encouraged.
6. Alateen Group Sponsors need both financial and emotional support.
7. The name of each Alateen group should not reflect it's meeting location. (i.e. name of the meeting church, Street location, or town, etc.)
8. Meeting location should not be placed on Al-Anon or Alateen websites or other forms of media coverage. (An Alateen Coordinator or AMIAS at District Level could be listed as a contact phone # or email.)
9. Alateen Group Sponsors/AMIAS should always have parental permission to transport Alateens to Alateen Meetings. This can be written or oral.
10. Alateen Group Sponsors/AMIAS should be gender conscious when dealing with Alateen members and should avoid one on one interaction.

**(G) NYN CONVENTION AND ASSEMBLY GUIDELINES (revised 5/19/2007)**  
**(For All Attending Alateens, Alateen Group Sponsors/AMIAS and Other Members Participating in Any Overnight Al-Anon/Alateen Functions or AA Functions with Al-anon/Alateen Participation**  
**\*\*\*New York North recognizes Alateen age range (12) to (19). 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. Possession of alcohol, drugs, or weapons in any way, shape or form, is cause for contacting parents to pick up involved person(s) from the ~~convention~~ event no matter how far away they are or their age.
2. Roughhousing, fighting, any violent activity or any other serious violation of these guidelines will not be tolerated.
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”. New York State law bans minors from smoking, thus smoking by minors must be prohibited at any events using the Alateen name.** (Smoking in rooms by anyone is cause for departure.)
4. Alateens and Alateen Group Sponsors /AMIAS are to abstain from overt/covert sexual activity. Hugs and handholding are acceptable. Use your good sense. **Be respectful.** Teens and Alateen Group Sponsors / AMIAS 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. NO girls in guys rooms. NO guys in girls rooms. Enough said!
6. ~~All Alateens under 18 years of age MUST have an AMIAS or a parent, who will be responsible for them while at the Convention or Event and must bring the notarized Permission slip to engage in an Area Event and the Medical Release form along with their Registration form. For any overnight function, Any Al-Anon member under the age of eighteen who is without a group or Sponsor, who is accompanied by a parent or legal guardian must have the appropriate permission notarized form which will be provided.>~~ For any Alateen member attending any overnight function carrying the Al-Anon/Alateen name, a **notarized Permission/Medical form is required. No exceptions.** . **\*\*The original notarized form should remain with the AMIAS transporting and responsible for the teen. A copy of the notarized form should be submitted with the registration to the event. In the case of NYNAC, the copy is sent to the NYNAC Coordinator. If an Alateen were to need medical care, it would be necessary to have the original with the seal on it.**
  - One standardized Permission/Medical form will be used for all NYN Al-Anon/Alateen events. It will be **one page – double sided.**
  - Registered Alateen members identification at any event including Al-Anon/Alateen, will consist of a name badge with a red triangle and on the back of the badge, the name and cell # of the AMIAS/ Alateen Group Sponsor listed on the Permission Form.
7. Non-members who bring who bring their children to the event are responsible for supervising their own children.
8. NO leaving the event facility at any time during the weekend unless you are accompanied by your Alateen Group Sponsor / AMIAS listed on the Permission Medical form.  
**For NYNAC: The NYNAC Coordinator must be notified before departure.**
9. Meetings and workshops are MANDATORY. That’s why you come. Once in a meeting, please stay there. If for any reason you have to leave, please do so quietly. If you are not in a meeting, you should be with your Alateen Group Sponsor / AMIAS. Alateen Group Representatives are expected to attend and participate in the Area Assembly meeting. (That is why you come and that is why your group is paying for it.)
10. Keep low voices in sleeping areas. CD players and other electronic equipment should be kept in your rooms and at reasonable volume levels.
11. Courtesy requires that entering and leaving the meeting be at a minimum. Giving loving support to each person who shares, requires that side conversations and horse play be avoided.



12. Each person is expected to be comfortably dressed for the location, function and occasion. Revealing clothing is not appropriate. Alateens and AMIAS must wear their event badges at all times. **Be respectful of all attending. Each of us represent the face of Al-Anon and Alateen.**
13. Alateens know where your Alateen Group Sponsors / AMIAS are at all times. Sponsors know where your teens are. Alateens need to be with their AMIAS at all times.
14. The curfew will be on the schedule. Abide by it. Be good to yourself and others—GET SOME SLEEP!
15. Clean up after yourself. This includes sleeping rooms and other event areas. Remember we are guests here.
16. Speak up if you see any unacceptable behavior. Remember that each of us is responsible.
17. Each Alateen is expected to bring enough food or money to eat properly during the event and while traveling.
18. Alateen Group Sponsors /AMIAS, if you bring teens with you, you are attending the event as an Alateen Group Sponsor and you should expect to room with your teens. **Be gender appropriate and coordinate with other AMIAS.**
19. Alateen Group Sponsors, 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.
20. Alateen Group Sponsors / AMIAS 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.
21. These guidelines should be clearly understood before leaving home to come to this Area Convention or Event. Those who do not wish to comply should not come. This should be clearly understood by all Alateen Group Sponsors / AMIAS, Alateens and parents / guardians.

**(H) New York North Alateen Conference (NYNAC) Guidelines 1/1/1999**

**For All Attending Alateen Group Sponsors, Alateens and AMIAS <Remove: all other members>**

*NYNAC is a closed Conference. Only Alateen Group Sponsors/AMIAS and Alateens may attend. Paperwork for the AMIAS process must be fully completed and in the hands of the Area Alateen Coordinator/AAPP prior to the Conference. NO EXCEPTIONS.*

***\*\*\*Minimum age for attendance at NYNAC is ( 12 ). A minimum of ( 6 ) months regular attendance at Alateen meetings in the year the Alateen plans to attend NYNAC is required.*** If a teen has never attended Alateen or only come once or twice, it can be difficult for the AMIAS not knowing the teen well enough to feel comfortable having that teen in their care for such an intense weekend. The teen has not had enough opportunity to begin to understand the program. Commitment to following requirements and guidelines would not have much meaning to a very new member. Consequences could affect the group as a whole.

**Boundaries**

1. Possession of alcohol and/or drugs in any way, shape or form is cause for contacting parents to pick up involved persons from NYNAC, no matter how far away they live or their age.
2. Smoking in rooms is cause for departure. Smoke in designated areas only.
3. Teens and Sponsors are to abstain from sexual activity. Hugs and handholding are acceptable. Use your good sense. Be respectful.
4. NO girls in guys' rooms. NO guys in girls' rooms. Enough said.

**I Am Responsible**

1. NO leaving the grounds at any time during the weekend. **If it is necessary to leave the grounds for any reason, the NYNAC Coordinator must be notified prior to departure.**
2. NO wandering the grounds after dark.
3. Meetings and workshops are MANDATORY. That's why you come.
4. Keep low voices in sleeping areas.

5. Courtesy requires that entering and leaving the meeting room is at a minimum. Giving loving support to each person sharing requires that side conversations and horseplay is avoided.
6. Each person is expected to be comfortably dressed for the location, function and occasion.
7. Alateens know where your **Alateen Group Sponsors/AMIAS** are. **Alateen Group Sponsors/AMIAS** know where your teens are.
8. The curfew will be on the schedule. Abide by it. Be good to yourself and others. GET SOME SLEEP!
9. DON'T LET PEOPLE OVERSLEEP OR ACT IRRESPONSIBLY!
10. DON'T LET MEMBERS FEND FOR THEMSELVES!
11. Clean up after yourself. THERE IS NO MAID!
12. Bring snacks for yourself and for the "munchies" table.
13. Bring a banner to identify your group to be shown at the Kick-In Meeting.
14. Speak up if you see any unacceptable behavior. Remember that each of us is responsible.
15. These guidelines should be clearly understood before leaving home to come to NYNAC. Those who do not wish to comply should not come. This should be clearly understood by **Alateen Group Sponsors/AMIAS**, **Alateens**, and parents.
16. Let's leave other affiliations outside. (**Traditions 3 &6**)

### **NYNAC Alateen Group Sponsors/AMIAS Guidelines**

1. Remember that **NYNAC** is an Alateen Conference with Al-Anon (**AMIAS**)~~<Remove:and AA>~~ participation. Without the involvement of all of us, there would be no NYNAC.
2. **Alateen Group Sponsors/AMIAS** (which includes drivers or any adults attending-all having completed the AMIAS process) must be 21 years old or over.
3. 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 our Alateens.
4. If you bring teens with you and you are attending NYNAC as an **Alateen Group Sponsor**, you should expect to room with your teens.
5. All ~~<remove: adults>~~ **AMIAS** attending NYNAC are considered as "sponsors" for the weekend and should ~~<Remove:treat all teens as their teens for the weekend.>~~ **share adult responsibilities equally.**
6. **Alateen Group Sponsors/AMIAS** 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.
7. **Alateen Group Sponsors/AMIAS** should be attending meetings and workshops at NYNAC.
8. **Alateen Group Sponsors/AMIAS** know where your teens are and vice versa. (AT ALL TIMES)
9. **Alateen Group Sponsors/AMIAS** are encouraged to share their experience, strength and hope at the meetings during the weekend. The teens want us to share as equal members, not as authority figures.
10. If you have to leave the conference room area and return to your room for any reason, let Security and another **Alateen Group Sponsor/AMIAS** that your teens are familiar with know where you will be.
11. **Alateen Group Sponsors/AMIAS** are required to attend Sponsors' meetings. ~~<Remove:or act as>~~ **AMIAS** on **Security Duty** during Sponsors' meetings during the weekend **will be exempt.**
12. Whenever a question arises about a teen's behavior or following the rules, his/her **Alateen Group Sponsor/AMIAS** will be involved in the discussion **along with the NYNAC and Alateen Coordinators.**
13. The **Alateen Group Sponsor** is responsible for registering their groups and picking up the Registration packets for each of their attending members when they first arrive at ~~<Remove: Watson Homestead>~~ **the facility.** Head counts of your teens ~~<at Watson Homestead>~~ **attending, should be done** when you arrive and just before you leave.
14. **Alateen Group Sponsors/AMIAS** are reminded that they too must follow the behavior guidelines for NYNAC. As adults, who 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.
15. **Alateen Group Sponsors/AMIAS** need to familiarize themselves with ~~<Remove: pages 110 & 111 of Sponsor's Manual~~ (*A Guide to Alateen Sponsorship – An Unforgettable Adventure P-86*) **> Alateen policy**

found in the current *Al-Anon/Alateen Service Manual* P24-27 and WSO Guidelines G-5, G-7, G-16, G-19, G-20, G-24, G-34. (Available on the WSO website for members)

16. Alateen Group Sponsors/AMIAS are to abstain from sexual activity. Hugs and handholding are acceptable. ~~<Remove: Use your good sense>~~ Be respectful and set a good example.
17. For legal and traditional responsibilities of AMIAS, including Alateen Group Sponsors, refer to WSO Guideline G-34 / Page 4.

### **NYNAC Security Guidelines**

1. Any adult participating in NYNAC **must** be a certified AMIAS prior to attending the weekend. (It would be helpful to have the medic/nurse and DJ (if using one), be certified AMIAS. If they are not, please know who you are bringing to the Conference, keeping the safety of the teens in mind.)
2. If there is a concern about drug or alcohol use at NYNAC, both the teen's Alateen Group Sponsor 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.**
3. If there is any problem with a teen, his/her Alateen Group Sponsor/AMIAS needs to be involved in the situation, **along with the NYNAC and Area Alateen Coordinators.** Sponsors are legally responsible. **If it is decided that the teen needs to go home the parents/guardians will be called. If parents cannot be reached or refuse to pick up the teen, then their entire group will be required to leave.**
4. No couples are allowed to work Security in the same shift.
5. Each Security Team member is not allowed to go into the sleeping area of the opposite sex.
6. It is recommended that Security teams consist of experienced NYNAC veterans and a newcomer together (one male and one female)
7. Teens working the night shift need to be 16 years old or older. (Night shifts start at 10PM)
8. Anyone working the night shift can only work one two-hour shift.
9. Day and evening shifts can be worked by teens of any age.
10. The handheld communication units are not toys and should be treated with care. Teens and adults 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.
11. Security team leaders (AMIAS) should familiarize themselves with the other Alateen Group Sponsors/AMIAS attending NYNAC, in the event that a teen needs to find his/her sponsor for any reason.
12. Particular attention to security needs to be made at key times, such as Friday after the last meeting, Saturday during the speakers, talent show and the dance and Sunday during the Gratitude/Kick-out Meeting.
13. **Room assignments are the responsibility of the NYNAC Coordinator.** If there is a question about trouble involving a particular room, the NYNAC Coordinator needs to be consulted for the room assignments and the Alateen Group Sponsor/AMIAS will be contacted.
14. The job of Security is to guide and protect.
15. Security team members also need to follow the Guidelines. Be courteous, kind and go to meetings, get rest and have some fun.
16. If the teens are being quiet and not disturbing anyone (after curfew), they are allowed to stay up in their rooms and talk quietly, if they wish. They should always be encouraged to get some sleep. ~~<Remove: Boys during the banquet and dance can use the restroom at the north end of the South Wing (off the Dining Hall) only. Restroom by Room "D" is available at other times.>~~
17. Teens are allowed to return to their rooms during the meetings, etc. only at the medic and Alateen Group Sponsor's discretion. Security must be advised at the time. Alateen Group Sponsors are responsible to check on their teens.
18. **Respect and** common sense as well as Principles Above Personalities should prevail in all situations.

### **Miscellaneous Items for NYNAC**



1. **Photographs and videos:** Photographs and videos are allowed as long as you 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. Keep in mind Tradition 11.
2. **Lost luggage and other items:** Teens are reminded before they leave home, not to bring anything valuable with them to NYNAC. If something is lost or missing, the NYNAC Coordinator should be aware of the items so that ~~Remove: Watson Homestead~~ the facility can also be aware of whom to contact if something is found.
3. **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)
4. **Sleep:** Respect yourself and your Sponsors (AMIAS). The times for "Lights Out" are on the schedule and should be followed. When sleep is difficult and you wish to stay up quietly in your room, you 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.
5. **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. Keep shades closed and abstain from changing next to the window or an open door. When changing clothing, the shades, curtains and doors should be closed. Sometimes the medics or Alateen Group Sponsors/AMIAS will need to go down the hall of the opposite sex.
6. **Talent Show:** The Talent Show is a vehicle for self-expression for both the teens and their Alateen Group Sponsors/AMIAS. Participants must use common sense in making sure that routines do not cause emotional, spiritual or physical harm to another person or themselves. Your talent is a reflection of you.

NYNAC Guidelines were last updated 1/1/1999----Group Conscience NYNAC 1998  
Legal Counsel had reviewed this form at that time.

(last correction done 9/12/2013)

