

SOUTHERN CALIFORNIA REGION GUIDELINES FOR NARATEEN



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PREAMBLE

The Nar-Anon/Narateen Family Groups are a worldwide fellowship for those affected by someone else's addiction. As a twelve-step program – we offer our help by sharing our experience, strength, and hope. We carry the message of hope by letting others know that they are not alone; by practicing the Twelve Steps of Nar-Anon/Narateen; and by changing our own attitudes. We will respect your anonymity. Our program is not a religious one, but a spiritual way of life.

MISSION STATEMENT

The Nar-Anon/Narateen Family Groups are a worldwide fellowship for those affected by someone else's addiction. As a Twelve Step Program, we offer our help by sharing our experience, strength, and hope.

NARATEEN VISION STATEMENT

We will carry the message of hope throughout the world to teens affected by the addiction of someone near to them. We do this by:

- Letting teens know they are no longer alone
- Practicing the Twelve Steps of Nar-Anon/Narateen
- Being of service to group, area, and region Narateen efforts
- Making information available through:
 - Websites
 - Outreach
 - Changing our own attitudes

PURPOSE

A Narateen group is a safe environment where teenagers can share their experience strength and hope. The principles of the Nar-Anon fellowship, as outlined in our Twelve Steps, Twelve Traditions, Twelve Concepts, Guide to Local Services and Guide to World Services, also apply to Narateen. The application of these principles helps build honesty, trust, confidence, and provides safety and anonymity to teen members.

GENERAL REQUIREMENTS

Requirements of Southern California Region Narateen Groups

- The only requirement for membership is that there be a problem of addiction in a relative or friend
- Will abide by the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of the Nar-Anon Family Groups
- Narateen meetings are closed, except by group conscience
- Narateen meetings have no dues or fees



- It is recommended that there be at least two certified Adult Facilitators present at each meeting who are registered with the SoCal Narateen subcommittee and World Service Narateen committee (“WSC”).
 - Ideally, each Narateen meeting will have at least 3 certified Adult Facilitators so that there is back-up coverage available if one of the scheduled Facilitators cannot attend
- Will abide by the World Service Narateen Safety Policy and Guidelines (S-332) as well as our Southern California Regional Guidelines
- New Narateen meetings may not commence until the following steps have been completed:
 - Each Adult Facilitator (“Facilitator”) must be certified by the Southern California Region (“SCR”) (via the SoCal Narateen subcommittee) by completing all necessary documentation and applications, must pass required background checks and complete Facilitator training
 - Once certified by the SCR, each Facilitator must be registered with the WSC
 - Meeting organizers/facilitators must demonstrate that funding is in place to cover the new meeting’s immediate expenses until the group participants are able to fund the meeting themselves (i.e., fundraising utilizing the Seventh Tradition)
 - The SoCal Narateen subcommittee will verify and approve that the meeting is ready to commence. Approval may be made by the subcommittee Chair or Narateen Process Person (NTPP). Approval is not required by the Assembly.
 - New meeting information is submitted to the WSC by the SCR for approval to be listed as a sanctioned meeting on the official websites (including World Service and Regional sites).
- Narateen Groups may work in cooperation with outside organizations under the following conditions:
 - Requires prior authorization from the SCR
 - Will not be organized as being affiliated by or sponsored by outside organizations. Outside organizations may not have any authority or influence regarding the structure of Narateen meetings or the concepts and traditions that guide Narateen meetings.
- All meetings will be registered with the WSC
- Will immediately notify the Narateen Process Person (NTPP) and the SCR of any group changes including meeting location and schedule or changes to registered Facilitators

Role of the Nar-Anon SoCal Region

- The Southern California Region (“SCR”) will provide each new approved SoCal Narateen Group registered with the WSC with the Narateen New Group Packet. In addition, each new group is expected to purchase one copy each of the Conference Approved Literature (“CAL”) titles currently recommended for distribution to Narateen meetings by the WS Narateen committee.
- The SCR will reimburse and/or pay for the costs of the background checks for Narateen Group Facilitators.
- As with other subcommittee Chairs, the Narateen subcommittee Chair and Narateen Process Person (NTPP) will be elected at regional assembly.
 - The Subcommittee Chair will serve as Acting NTPP in the event that the elected NTPP is unavailable or the position is vacated.
- The region members will vote at assembly on any submitted motion to change these guidelines.



Role of the SoCal Narateen Subcommittee

- At least one Facilitator or member from each Narateen group will serve on the subcommittee.
- The Narateen subcommittee shall update the safety guidelines and other documentation as needed and present a motion for assembly approval when required.
 - The safety guidelines (and any subsequent revisions) must be approved by the SoCal assembly and entered into the assembly minutes to reflect approval.
- Submit a yearly budget proposal to the region.
- Refer to the NTPP the names of interested Facilitators who have communicated with the subcommittee and appear committed to supporting a Narateen meeting.
- Support existing group members and Facilitators.
- Support outreach and new group formation.
 - At least one Narateen subcommittee member or Facilitator will also serve on the SCR Outreach subcommittee to facilitate the inclusion of Narateen in all outreach efforts.
- Support Narateen participation in local Nar-Anon conventions and in other outreach events
- Work to design and maintain a Facilitator training program.
 - Training/Orientation for new Facilitators will include providing all necessary information regarding:
 - Duties of the Facilitators
 - Meeting Safety Requirements
 - Reporting meeting incidents (fighting, etc.) to the SCR
 - CA State laws regarding reporting (including Mandated Reporting) abuse or endangerment of minors in relation to Nar-Anon and Narateen policies
 - CA State laws regarding volunteer adults interacting with minors
 - All CA State laws regarding adults volunteering and interacting with minors must be adhered to at all times and in the event that an existing or new law conflicts it will supersede and outweigh any rule, guideline or policy established in this or any other Narateen/Nar-Anon document.
- Assign experienced Facilitators to mentor new Facilitators.
- Any Nar-Anon member may attend a Narateen subcommittee meeting.
 - The subcommittee Chair (or Acting Chair) may elect to excuse non-voting members from a meeting if confidential or sensitive information must be discussed during the meeting. Best efforts will be made to include notice of such an occurrence in the meeting Agenda if a need for a closed discussion is known in advance.
- A member may become a voting member with the nomination of any existing voting member and a majority vote of a subcommittee quorum.
- A subcommittee member may be removed as a voting member after 3 consecutive unexcused absences from meetings upon majority vote of a subcommittee quorum.

Role of the SoCal Narateen Subcommittee Chair

- Serves a maximum of two consecutive 2-year terms
 - May continue to serve as Acting Chair if no subcommittee member is elected to replace the outgoing Chair
- Oversees the Narateen subcommittee
- Establishes subcommittee goals and priorities
- Sets subcommittee meeting agendas
- Oversees all subcommittee groups



- Reports to the Southern California Region of Nar-Anon Family Groups
- Should volunteer to serve concurrently on the WS Narateen Committee (pending WS committee approval)
- Represents the SoCal Narateen subcommittee at the RSC Assembly as a voting member
- Provides the RSC with updates on subcommittee activities
- May represent the subcommittee at other Nar-Anon events and at Outreach opportunities
- Works with the Narateen Process Person (NTPP) to ensure the NTPP responsibilities are fulfilled
 - The Subcommittee Chair may also serve as the NTPP
- May also serve as a Narateen group Facilitator
- May assume Secretary duties if the Secretary is not available
- Updates the Narateen subcommittee page on the SoCalRegion website as needed

Role of the SoCal Narateen Subcommittee Vice Chair

- Serves a maximum of two consecutive 2-year terms
 - Assumes responsibilities of the subcommittee Chair if the elected Chair resigns or is unable to fulfill the Chair responsibilities
 - May continue to serve as Acting Chair or Acting Vice-Chair if no subcommittee member is elected to replace the outgoing Vice-Chair
- Attends subcommittee meetings
- May also serve as Subcommittee Secretary
- May also serve as the NTPP
- May also serve as a Narateen group Facilitator
- May represent the subcommittee at other Nar-Anon events and at Outreach opportunities if the subcommittee Chair is not available

Role of the SoCal Narateen Subcommittee Secretary

- Attends subcommittee meetings
- Keeps minutes at subcommittee meetings
- Distributes meeting minutes and agendas to subcommittee members
- May also serve as the NTPP
- May also serve as a Narateen group Facilitator

Role of Narateen Process Person (NTPP)

The Narateen Process Person (NTPP) and the Narateen Subcommittee Chair shall serve as the Narateen Regional Process Persons with duties and responsibilities as follows:

- Maintain and update SCR Narateen Group Facilitator information and Narateen Group information with Nar-Anon World Service.
- Maintain current information with the background check agency, including setting up account and payment information.
- Verify funds are available for background checks.
- Communicate and maintain records between agency(s) and Facilitators for completion of background check process.
- Act as a liaison between WSC, SCR Nar-Anon, SCR Narateen subcommittee, Facilitators, Narateen members & the fellowship.
- Securely store records related to Facilitator information and background check results



- Send completed Facilitator registration forms to WSC (S-333) and update that information annually.
- Complete and submit the Narateen Group Registration form (see *Nar-Anon Family Groups Guide to Local Services "GLS"*) to the WSC once the group is ready to start.
- Communicate passed background checks to the regional Narateen subcommittee Chair.
- The NTPP may also be the Narateen subcommittee Chair.
- May also serve as a Narateen group Facilitator

Role of a Nar-Anon Group

- It is recommended that Narateen Groups be sponsored by and affiliated with an active Nar-Anon Group. Local Nar-Anon groups are encouraged to provide material and/or financial support for Narateen as well as have members willing to become certified Facilitators.
- Nar-Anon Groups are encouraged to participate in outreach efforts for Narateen Groups that they are sponsoring.
- Nar-Anon Groups should assist the Narateen Facilitators in securing a suitable meeting location

Role of Narateen Group Adult Facilitators

The role of Narateen Adult Facilitators is to provide a safe space for the teen group members and provide a framework and guidance for the meetings based on the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of the Nar-Anon Family Groups. It is recommended that there be at least two certified Narateen Group Facilitators at all Narateen Meetings (see examples of special exceptions below).

- An Adult Narateen Group Facilitator must meet the following requirements:
 - Must be at least 21 years of age.
 - Facilitators shall be certified and registered with the WSC
 - Be an active member of Nar-Anon (having attended no less than 6 meetings within the previous 12 months prior to their application) and is advised to continue to attend their own meeting and maintain a working knowledge of the Nar-Anon program.
 - Have strong knowledge and understanding of the 12-Steps. Ideally, a Facilitator will have already completed at least one complete series of 12-step study workshops.
 - They should not be a family member or guardian of any group members.
 - Have an experienced Narateen Facilitator mentor for the first 6 months for guidance and support.
 - Examples of special exceptions:
 - For a school-based meeting: school professional(s) who have been screened through the school district background check can substitute for one Nar-Anon facilitator if two (2) are not available.
 - The SCR will consider allowing other similar professionals such as Department of Child and Family Services (DCFS) or Foster Family Agency (FFA) certified caseworkers who have successfully passed all background checks.
 - In the event that an exception such as those stated above is made:
 - Any individual who is allowed to serve as a substitute Facilitator MUST have strong knowledge of the Nar-Anon 12-Steps and Traditions.



- They must agree to
 - Abide by all standards of confidentiality and anonymity guaranteed to any person attending a Nar-Anon or Narateen meeting.
 - Attend at least 3 Nar-Anon meetings
 - Have strong working knowledge of 12-step programs (such as active participation in other recognized 12-Step groups such as NA, AA, Al-Anon or Alateen)
 - Must agree to read the entirety of the Nar-Anon meeting *Blue Book* and the *The Nar-Anon Twelve Step Program* yellow books and study the concepts discussed in those publications thoroughly.
- A Facilitator will serve as the liaison to any supporting Nar-Anon group and the facility where the meeting takes place.
- Facilitators with more than six (6) months experience must be willing serve as mentors to new Facilitators.
- Facilitators will commit to serve for a two (2) year time period.
- Thoroughly complete a Narateen Facilitator application.
- Successful completion and passing of appropriate and comprehensive Federal and State background checks, run through the SCR's Narateen subcommittee's approved resource, will be required to be a Narateen Group Facilitator in order to ensure the safety of group members. Said background check shall be required prior to serving as a Facilitator, and will be renewed as required by the Narateen World Service committee. A comprehensive background check includes:
 - State and federal criminal history check using the individual's legal name
 - State and federal criminal history check using the individual's fingerprints
 - Child abuse registry check (this may also be known as the Child Protection Index)
 - Sex offender registry check
 - FBI background checks will be conducted using a Preferred Live Scan Location and through government authorized, FBI approved channels for FBI records.
 - The National Child Protection Act of 1993 grants authority for national criminal checks on persons providing care to children, the elderly, or individuals with disabilities.
- Facilitator background checks must be renewed no less than every 2 years but may be renewed more often if the NTP or committee Chair makes such a request or if the background check service selected provides more regular updated information.
 - Even before such renewal, the NTPP should be notified immediately if a Facilitator's status changes (i.e. a Facilitator has been arrested for any reason). While it is expected that the Facilitator in question should personally notify the NTPP of such an incident, any other Facilitator who becomes aware of such an incident is encouraged to report this information to the NTPP as well.
- A Facilitator who is found to be in violation of these guidelines or any guidelines and traditions approved by the RSC or WSC may be immediately suspended from their facilitator duties at the discretion of the subcommittee Chair, Vice Chair or the NTPP. The facilitator may be permanently removed as a certified Facilitator upon majority vote by the subcommittee.



- Although Facilitators may be available at meetings to answer questions sharing their experience, strength and hope, they may NEVER serve as a Sponsor to any minor involved in Narateen
 - Teens should sponsor teens. If teens need help with becoming a Sponsor, they can be provided with Nar-Anon materials regarding sponsorship and at a Narateen Group Conscience meeting it should be suggested that they participate in a step-study workshop series.
- Facilitators may NEVER meet with or communicate privately with a minor participant or on a one-on-one basis through any electronic means (email, phone, social media, etc.) with any minor participant.
- Facilitators will receive training and must assume responsibility for making best efforts to ensure meeting safety and make recommendations at Narateen Group Conscience meetings regarding Member Conduct.
 - Any incidents that affect the physical safety of any Narateen meeting attendees must be reported promptly (within 24 hours) to the SCR and the WSC.
 - The Narateen World Service committee may require that the Facilitator (in cooperation with the SCR) complete a Nar-Anon/Narateen incident report.
 - All funds should be under the care and monitoring of the Facilitators

NARATEEN GROUP MEMBERS

- Group members should be aged 13-18 (or 12 if he/she is enrolled in 8th grade) and be affected by the addiction problem of someone close to them. Individuals outside of this age range can be members if the group decides through group conscience.
- Participants who are not legally adults or legally emancipated must have a consent form signed by a parent or legal guardian before the start of the first meeting they attend.
- Group members will create behavior guidelines for the meeting and help each other adhere to them.
- They will be encouraged to keep the focus of the meeting on the Nar-Anon Twelve Steps of recovery using only conference approved literature (CAL).
- Per the Nar-Anon Twelve Traditions, they will respect each other's and the addict's anonymity
- Each meeting should aim to be self-supporting.
 - As with the adult Nar-Anon meetings, the Seventh Tradition is encouraged but is never a requirement for participation in a Narateen meeting.
 - Narateen meetings may accept financial and/or material support from the SCR (if available) and from any SCR Nar-Anon group, committee, the WSC or other Nar-Anon Regions
 - All funds should be under the care and monitoring of the Facilitators
- Just as for Nar-Anon groups, Narateen members should elect a Group Service Representative ("GSR") to represent them at area and regional meetings. They should also elect other service positions such as group secretary and treasurer.



SPECIAL SITUATIONS

Transportation

- Narateen Facilitators shall not provide transportation to any Minor Narateen member. The responsibility for transportation of any Minor Narateen member lies with the parent, guardian, or other adult responsible for the minor.

Only One (1) Facilitator is Available to Attend a Meeting

- Group conscience including both Facilitators and members will decide whether or not the meeting takes place.
 - If by group conscience the decision is made to continue with the meeting, the sole Facilitator can choose to withdraw from the meeting if they are not comfortable

Facilitator Suspects a Minor Member is Endangered, a Victim of Known or Suspected Child Abuse and/or Neglect

- Anyone serving as an Adult Facilitator MUST understand and agree that they are serving strictly in a volunteer capacity.
 - Facilitators who are licensed professionals (such as physicians, therapists and social workers) will not perform any of their professional services for any Narateen participant including professional counseling.
- During the course of facilitating Narateen meetings, the Facilitators may learn (or come to suspect with good reason) that a teen participant is being physically abused, significantly neglected or are otherwise endangered.
 - It is the policy of Nar-Anon to adhere to all state and local laws regarding these matters.
 - Facilitators must understand and agree that if they are designated as **Mandated Reporters** under California state law, they are **NOT serving in this capacity** while facilitating meetings because participating minors are not considered to be in their care or custody during the meetings nor are the Facilitators allowed to provide any counseling or professional services to Narateen participants.
 - Mandated Reporters are defined under CA State Penal Code § 11165.7. In discussing the role of volunteers, the code specifically states:

“Volunteers of public or private organizations whose duties require direct contact with and supervision of children are not mandated reporters but are encouraged to obtain training in the identification and reporting of child abuse and neglect and are further encouraged to report known or suspected instances of child abuse or neglect. Any other person who reasonably suspects that a child is a victim of abuse or neglect may report.

For the purposes of this section, ‘any other person’ includes a mandated reporter who acts in his or her private capacity and not in his or her professional capacity, or within the scope of his or her employment.”
 - The Facilitator’s role is to help teens recover from the effects of addiction by using the tools of Narateen/Nar-Anon which include the 12-Steps as well as the usual traditions and guidelines that all Nar-Anon members adhere to. However, applying these



principles to minors may become challenging if an adult Facilitator believes a teen/child participant is endangered and may feel compelled to report the issue to authorities or help the Narateen member. **As such:**

- During the opening remarks of each meeting, teens will be informed that although confidentiality and anonymity are hallmarks of our fellowship and that our traditions discourage us from “rescuing” or interfering with members’ lives, Narateen policy does allow the Facilitators to report (as a private citizen) the endangerment of a minor.
- If it does become apparent that a Narateen participant is endangered or being abused:
 - Avoid spotlighting the participant or the issue during the meeting
 - The Facilitators must discuss this matter privately (not involving any of the teens) to determine if they are in agreement that the teen’s account is likely to be true and whether or not they feel the issue is serious enough to be reported.
 - At any time the Facilitators may reach out to other certified Narateen Facilitators and/or the SoCal Narateen subcommittee through the Narateen Process Person (NTPP) or the subcommittee Chair for further guidance.
- If the Facilitators agree that the situation must be reported, they should turn to proper official law enforcement authorities such as police or the California Department of Children and Family Services (“DCFS”).
 - Reporting to non-officials (such as parents) can be considered gossip and can further endanger the teen.
 - **A Facilitator filing a report may NEVER do so on behalf of or in association with Nar-Anon or Narateen. Reporting should be done only as a private citizen.**
 - The reason for this is to avoid violation of Tradition 10:
“The Nar-Anon Family Groups have no opinion on outside issues, hence our name ought never to be drawn into public controversy.”
 - Once a report is made, the Facilitators should not take any further action regarding the incident but may report additional incidents or new information to proper law enforcement authorities as described above.
 - Every meeting will make available to each participant a document containing a list of resources they can use in the event that they need help due to abuse or neglect. The document will make clear that Nar-Anon has no affiliation with any outside organization, but these resources are being listed to remind the members that help is available in a variety of ways. By having this resource available, we are encouraging self-empowerment and further reminding the teen that they do not have to go through any of this alone.
 - This list should include phone numbers and contact information for local police, DCFS hotlines, suicide prevention hotlines and a list of other resources the minor should be strongly advised to



utilize such as school guidance counselors, hospital emergency rooms, clergy, etc.

- This document should make clear that we have no connection with any of the outside resources suggested on the material.
- This document will be available in the usual literature/pamphlet area and should NOT be handed out as a specific reaction to a teen's share. Again, avoid spotlighting an individual or their circumstance.

EMERGENCY SITUATIONS

Each Narateen group should develop, through a group conscience involving both Facilitators and members, a written plan on how to handle emergency situations which should include, but not be limited to, the following:

1. A member becomes disruptive
2. A physical danger such as natural threats (i.e. storm) or fire
3. A member becomes ill.

MEETING PROTOCOLS

Each Narateen group should develop, through a group conscience involving both Facilitators and members, a written guideline that addresses a code of conduct for the meetings. The following are examples that may be included in this discussion:

- In the interests of discipline and spirituality all cell phones should be silenced, switched off and put away. Texting, taking pictures or other means of communicating with digital devices during a meeting is disrespectful and distracting and is therefore prohibited during the meeting.
- As a sign of respect, there should be no crosstalk during the meeting.
- All Narateens should be silent during a members share and not move around.
- In the interests of trust, all members should respect each other's anonymity.
- As a sign of respect to the newcomer, members are requested to offer a healthy shared experience.
- Dress code is casual but modest and appropriate; attire that may be deemed offensive is not allowed (this may include t-shirts with vulgarity or other inflammatory text or images).
- We would like to remind everyone that outside of the meeting, Narateen members should not engage in gossip about each other's share, should not discuss or acknowledge who attends Narateen or Nar-Anon meetings nor should any other information about any members of the Narateen or Nar-Anon fellowships be divulged in any manner. All anonymity and confidentiality should be respected at all times.
 - **What is heard here, stays here.**