

Amended and New Guidelines and Rules for Members Conducting Informational AA Meetings at the Ottawa Withdrawal Management Centre (OWMC) (as per CFT MAY 2018)

Service Requirements:

1) Chairing Member: In order to take part in an Informational Meeting at OWMC the chairing member MUST meet the following criteria:

- belong to the home group *to which the commitment is assigned*;
- have a minimum of 2 years continuous sobriety (preferably 5+ years) ;
- have a working knowledge of the 12 Steps based on experience;
- have a reasonable knowledge of, and respect for, working with vulnerable persons.

2) Co chair MUST have:

- a minimum of 1 year continuous sobriety; and
- belong to *a home group*. (not necessarily the group of the chairing member)

3) When 'signing in' at OWMC, all members MUST beside the correct date, plus their home group's name in the appropriate location on the form. Purple binder.

There is no expectation of anonymity at OWMC as theirs is a vulnerable client base.

4) No more than 3 members per session and there is NO SESSION allowed if there are not 2 members in attendance. At least one woman member is highly recommended .

5) Meetings begin at 7pm and are to run as close to 1 hour as possible , in order to let the Staff perform their regular scheduled duties.

6) All of these requirements are mandatory so as to comply with OWMC policies and procedures. We are guests in this facility and if you cannot meet these requirements, please withdraw yourself from this commitment.

7) If you cannot attend your commitment and cannot get a qualified member of your home group to attend in your place, contact OWMC@OTTAWAAA.ORG and someone from the reserve list of short notice members will be called to fulfill the commitment. Commitments are not to be swapped or traded.

8) Coffee is no longer provided by OWMC , you may consider bringing your groups supplies if desired.

Service Duration: *A group that requests and accepts a commitment at OWMC understands that it is a 2 year commitment totalling 24 hours (24 Meetings) per meeting slot.* Groups in week 5 of the calendar will have much less number of dates. No group may have more than 2 commitments per month in the Spirit of Rotation of Service and due to an ongoing waiting list for Commitments. Groups may retain their commitments for another 2 years, if their Group Conscience decides and there are no other groups requesting a commitment. If a commitment is missed 3 times, the group will be asked to step aside and let another group take over for the duration of the 2 year period.

Meeting Format: The Informational AA sessions held at OWMC are a 1 hour, modified speaker style meeting for the purpose of giving recently and currently detoxifying/withdrawing individuals a small introduction to the basics of the AA Program, its history, its meeting types and life in the Fellowship. Most of the clients have been to AA meetings and are aware of the program in general (sponsorship) is a recommended topic if the group turns to open discussion. When closing mention upcoming AA events ie, alkathon etc .

The primary tools for this are:

The Members' experience plus AA meeting lists & new comer packages.

The Big Book and a copy of the 12 Steps which are all supplied by CFTF to the OWMC. No other literature of any type is permitted in the facility ie: no Bibles , AA approved materials only . Donated big books and grapevine magazines are appropriate 'the CFT committee appreciates your support , we are here to give a little of what we have and know, not to overwhelm anyone. Keep it simple.

Our meetings at OWMC are no longer mandatory for all clients there is an alternative group as well , except those in observation; hence this is not a 'normal' AA meeting. Clients of OWMC cannot be compelled or coerced in any way to participate in the meeting, if they do not wish to.

This should be carefully explained to them so as to put them at ease with our presence there.

When passing around the '12 Steps', inform them that they do not have to read, identify or introduce themselves.

We cannot read any prayers, talk about the '12 Traditions', or share any religious views with the clients. The Meeting Lists we give out or leave are veritable treasure troves of information about AA and should not be over-looked as a valuable aid to share with the clients.

IMPORTANT: We cannot give any contact information to clients during our meetings at OWMC. This is what regular meetings are for, if and when they choose to attend them.