

## **Amended and New Guidelines and Rules for Members Conducting Informational AA Meetings at the Ottawa Withdrawal Management Centre (OWMC) Revised July 2019.**

### 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 to;*

- 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's if a 3<sup>rd</sup> is present they MUST have:

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

Member's 'signing in' at OWMC. You may be asked to sign in the using the owmc visitors log (blue binder) . All members MUST sign In beside their home group's name and commitment date location on the attendance sheet this a Purple binder in our information box.

### **ATTENDANCE**

**The total number of missed commitments is three for any reason. You are also able to contact the owmc cordinator at [owmc@ottawaaa.org](mailto:owmc@ottawaaa.org) if a commitment will be missed a replacement may be available. Failing to sign In will be counted as a missed commitment your district liaison will be informed monthly, when a total of three is reached the group will be asked in the spirit of rotation to step down , and may be replaced if there is a group on the waiting list for a commitment . It's your responsibility to ensure that the owmc cordinator is informed as to your home group's attendance and contact information.**

3) 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

4) 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.

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

**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. Again If a commitment is missed 3 times, the group will be asked to step aside and let another group take over if there is one available 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 session turns to Q & A . When closing mention upcoming AA events , spring & fall conference and the Alkathon.

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. Lets 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.

**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 or new comer packages we give out or leave is good 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.***