

Amended and New Guidelines and Rules for Members Conducting Informational AA Meetings at the Ottawa Withdrawal Management Centre (OWMC) (as per CFT November 2011)

Service Requirements:

- 1) Chairing Member: In order to take part in an Informational Meeting at OWMC, the chairing member MUST meet the following criteria ; A) belong to the home group to which the commitment is assigned; B) have a minimum of 2 years continuous sobriety (preferably 5+ years) ; C) have a working knowledge of the 12 Steps based on experience; D) have a reasonable knowledge of, and respect for, working with vulnerable persons.
- 2) Guest or Co-chairing Member MUST have: A) a minimum of 1 year continuous sobriety; and B) belong to a home group.
- 3) When 'signing in' at OWMC , all members MUST print their FULL NAMES beside the correct date, plus their home group's name in the appropriate location on the form. There is no expectation of anonymity at OWMC as their's is a vulnerable client base.
- 4) No more than 3 members per meeting and there is NO MEETING allowed if there are not 2 members in attendance.
- 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 the OWMC CFTF Coordinator 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. 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 meetings held at OWMC are a 1 hour, modified speaker style 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. The primary tools for this are: the Member's experience plus meeting lists, 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, no pamphlets or books, no 'outside' literature – period.

We are here to give a little of what we have and know, not to overwhelm anyone.

Our meetings at OWMC are mandatory for all clients, 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.

NB: *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.*