



In the name of Allah, the Gracious, the Maerciful.

*Good Health is not something we can buy.
However, it can be an extremely valuable
savings account.*

Refresher Course 2015 - 2016
Department of Sehat-e-Jismani
[Sports & Health]

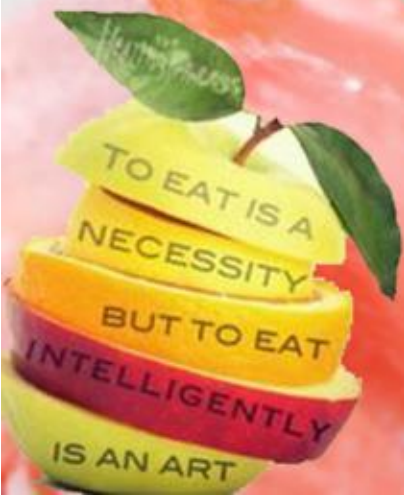


TABLE OF CONTENTS

Welcome Letter	4
Contact Information	5
Love your Body, Not just your image!	6
Goals 2015 – 2016	7
Reminders	7
Part 1 Marking Process	
<i>Section 1 Quarterly Themes / Tip of the Month</i>	<i>9</i>
<i>Section 2 Sports / Games</i>	<i>10</i>
<i>Section 3 Special Events</i>	<i>10</i>
<i>Bonus Marks</i>	<i>12</i>
Appendices	
<i>Appendix A Description of the Methods used to hold the event(s)</i>	<i>14</i>
<i>Appendix B Reporting – Guidelines and Sample</i>	<i>16</i>

WELCOME LETTER

Dear Secretary Sehat Jismani:

Assalamo Alaikum Warahmatullah Wabarakatuhu!

By the grace of Allah, I have been given the opportunity and blessing to serve as the National Secretary Sehat Jismani Lajna Ima'illāh Canada, once again. I request your earnest prayers that I may fulfill my duties and responsibilities in the most righteous manner. Amīn!

Dear Sisters, as Secretary Sehat Jismani you are required to follow the guidelines provided in the Constitution of Lajna Ima'illāh. For both your reference and knowledge, please find the information below regarding your responsibilities as per constitution:

50. Secretary Sehat Jīsmāni shall organize her work mainly in the following two fields:

(a) To provide the members with necessary information about hygiene, healthcare and first aid.

(b) To promote participation of members in various games and sports viz. table tennis, volleyball, individual games such as races, jumps, horse riding, cycling, swimming and use of hand catapult etc.

51. Where possible she shall make arrangements for holding competitions of individual games and tournaments.

52. It shall be the duty of every Lajna to establish this department and appoint a separate Secretary for it.

53. She shall see that occasionally special lectures are delivered in the Lajna meetings on the maintenance of good health.

Please take the time to thoroughly examine the refresher course package as it contains information on the goals for the year 2015 – 2016, along with other information.

Please ensure that as a Sehat Jīsmāni Secretary you are aware of the correct way to fill out the online reports, meaning that reports are both **complete** and **accurate**. Focus on the importance of **completing the report and submitting it on time by the 10th of each month**.

1. As a team, we will Insha'Allah work together to make our members aware of a well oriented lifestyle to maintain mental, emotional, and physical health in addition to their spiritual health.

2. Every event should involve members of Lajna and Nāsirāt alike to promote the spirit of sportsmanship. This spirit calls for the following:

Insha'Allah we hope that a sport/activity will be enjoyed for its own sake, with proper consideration for fairness, ethics, respect, and a sense of fellowship with one's competitors.

Your suggestions are appreciated and you are welcome to contact me and my team at any time. I sincerely pray that may Allah shower His Mercy and Blessings upon you and your families. May Allah continue to grant you steadfastness to serve Islam-Ahmadiyyat to the best of your abilities. May Allah enable us to carry out our responsibilities in accordance with the instructions of our beloved Imam, Ameer-ul-Momineen, Hazrat Khilafat-ul Masih V (may Allah be his Helper). Amīn!

Wassalam,



Shahida Khan

National Secretary Sehat-e-Jīsmāni

Lajna Ima'illāh Canada

CONTACT INFORMATION

Name	Phone No.	Position
Shahida Khan	Home: 905.554.5148 Cell: 416.720.1063	National Secretary
Attia Momin	-	Assistant
Samra Virk	289.304.8661	Assistant
Shazia Aziz	647.703.0163	Assistant
Aisha Mohammad	647.216.7955	Assistant
Sumbal Mohammed	647.216.7955	Assistant

E-mail: sportshealthcanada@gmail.com

LOVE YOUR BODY, NOT JUST YOUR IMAGE!



Healthy Eating is not about strict nutrition philosophies, staying unrealistically thin, or depriving yourself of the foods you love.

Rather, it's about feeling great, having more energy, and keeping yourself as healthy as possible – all of which can be achieved by learning some nutrition basics and incorporating them in a way that works for you.

Expand your range of healthy choices to include a wide variety of delicious foods. Learn to use guidelines and tips for creating and maintaining a satisfying, healthy diet. These include:

- ❖ Exercising to maintain physical fitness
- ❖ Attempting brain stimulating activities to maintain good mental health
- ❖ Eating well such as fruits and vegetables and drink eight glasses of water a day
- ❖ Practicing good hygiene such as washing hands regularly, taking shower every day, using deodorant, and using sanitizer (when water is not available)
- ❖ Avoiding health hazards such as smoking and drinking to prevent ill health

PHYSICAL ACTIVITIES



We encourage all of our Lajna and Nāsirāt to be active in their daily lives. It is fun and healthy to get involved in sports and activities. Secretaries are encouraged to check their local community centers for various activities/sports offered at a reasonable group rate and also

explore women's only programs. The following games can be held at any local community center or school gym:

- ❖ Volleyball
- ❖ Basketball
- ❖ Table Tennis
- ❖ Indoor Soccer (Indoor Soccer Stadiums)
- ❖ Ice Skating
- ❖ Cycling
- ❖ Bowling
- ❖ Yoga (studio or arrange classes for ladies by collaborating with various studios and/or instructors)

*Take care of YOUR
BODY.*

*It's the only place you have
TO LOVE IN.*


GOALS | 2015 -2016

For the year 2015 – 2016, following goals have been set under the department of Sehat-e-Jismāni. It is expected that efforts will be made to accomplish all these goals. The goals are as follows:

- ✓ **Health Symposium or Seminar** | Efforts should be made to hold a Health Symposium or Seminar once during the year. This can be done either at the local level, with two or three Majālis in conjunction, or at the regional level.
- ✓ **Reports** | A complete and accurate report is to be submitted on time by the 10th of each month
- ✓ **Attendance** | Efforts should be made to increase the member participation and attendance at National sport events (i.e. Musleh Mau'ud^{ra} Tournament, Nusrat Jahan Sports Day, etc.). Efforts should also be made to involve senior members in sport activities and events as much as possible.
- ✓ **Completion** | Covering all the material set out in this package.

REMINDERS

- ❖ Work on a sports budget with your local Sadr
- ❖ Keep in contact with National Sports Secretary on a regular basis
- ❖ Submit monthly report each month
- ❖ Promote physical well-being and the importance of physical (in addition to spiritual) health



A detailed report of any event held under this department must be submitted within the month that the event took place via e-mail at:
sportshealthcanada@gmail.com



Part 1 | Marking Process



MARKING PROCESS

[TOTAL MARKS – 100]

The breakdown of the marks is as follows:

- ❖ Report on time – 5 marks
- ❖ Health Issues – 25 marks
- ❖ Sports Activities – 35 marks
- ❖ Special Events – 35 marks

SECTION 1 | HEALTH ISSUES

During the year three PowerPoint presentations will be sent to you on a quarterly basis. The quarters will run in the following manner:

- ❖ October 2015 – January 2016
- ❖ February 2016 – May 2016
- ❖ June 2016 – September 2016

The presentations will be sent in the following months on the following topics:

- ❖ Infant Health – November 2015
- ❖ Social Detriments of Health – February 2016
- ❖ Epilepsy – June 2016

Disclaimer: Topics are subject to change without prior notice.

This section of the report is worth **25 Marks** in total. The marking breakdown is as follows:

- ✓ **10 marks** will be granted for covering the quarterly theme in general body meetings or group meetings. This can be spread over the course of three months.
- ✓ **10 marks** will be granted for holding group discussions, panel discussions, workshops, etc. on a topic of your choice. Please refer to the description of the format provided in Appendix A. Please make sure that it is not a topic that will be covered by Markaz.
 - ☑ Prepare a speech/presentation on a sports/health topic for each monthly meeting. Remember to include the Islamic perspective on all matters presented.
 - ☑ Prepare a handout to distribute at monthly meetings containing the information presented. Submit the handout to the Local Sadr for review and photocopying.
- ✓ **5 marks** will be granted for covering Tip of the Month [www.lajna.ca]

SECTION 2 | SPORTS ACTIVITIES

This section of the report includes any sports activity or sports related event organized at the local or regional level for the month. Some examples include:

- ❖ Volleyball
- ❖ Badminton
- ❖ Swimming
- ❖ Exercise Lessons (Stretching Exercise, Aerobics, Fitness)
- ❖ Yoga Lessons
- ❖ Mind Games / Brain Stimulating Activities (Sudoku, Puzzles, Crosswords)

This section of the report can also consist of activities that members are involved in on a personal level, i.e. at home, school, community center, etc. but they should not be limited to this. An effort should be made to involve all members of the Majlis in these activities.

This section requires the involvement of **all age groups**. One activity can be organized for all age groups [Nāsirāt and Lajna].

- ☒ Compile a list of local Lajna and Nāsirāt interested in sports activities & which activity they would like to learn or participate in.
- ☒ Compile a list of facilities (e.g. pool, gym) available in the local area which may be utilized.
- ☒ Compile a list of outdoor activities/interesting places to visit.

This section of the report is worth **35 Marks** in total. The marking breakdown is as follows:

- ✓ **15 marks** will be granted for organizing a sports activity or a sport related event.
- ✓ **10 marks** will be provided for the number of practices held and efforts made.
- ✓ **10 marks** will be granted for Attendance.

SECTION 3 | SPECIAL EVENTS

This section of the report includes any special events that are organized at the local and/or regional level. The events under this category can be held by conjunction of two or three Majālis. Events that fall under this category are:

- ❖ Musleh Mau`ud^{ra} Tournament [Regional only]
- ❖ Nusrat Jahan Sports Day
- ❖ Trips/Picnics (Zoo, Parks, Wonderland, Centre Island, Marine Land, Bowling, Skating, Aquariums, Capilano Suspension Bridge, Hall of Fame, Historical places, etc.)

- ❖ Health Symposium/Conference (Please cover topics of major and common diseases, not the kind of topics that will be covered under Section 1. If you need assistance in organizing a health symposium, please contact us. We can help you by providing the presentation material. One of our team members can attend the symposium.)
- ❖ Seminars
- ❖ Blood Drive

This section of the report is worth **35 Marks** in total. The marking breakdown is as follows:

- ✓ **30 marks** will be granted for the efforts made in organizing any of the special events mentioned above.
- ✓ **5 marks** will be granted for attendance.

If **no** special event is held in a month than the Majlis **must** cover the following topics **by inviting a special guest**:

- ❖ Seniors and Loneliness | Reasons
- ❖ Managing Finance
- ❖ Adolescent Health

Disclaimer: Topics are subject to change without prior notice.

REMINDERS

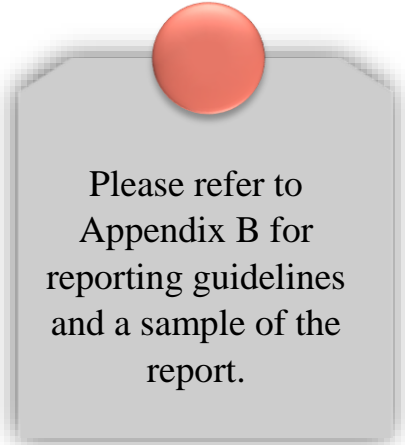
- ✓ **Before the Event:**
 - ☑ Select a date, ensure that it does not conflict with any other event
 - ☑ Inform all members to maximize participation
 - ☑ Select a location, if required, reserve it
 - ☑ Purchase prizes [prizes for regional events will be provided]
 - ☑ Select and assign verses of the Quran for Tilawat
 - ☑ Contact judges – ensure you have enough judges for each race (one at the starting line, two on the sides and three to five at the finish line)
- ✓ **Day of Event:**
 - ☑ Before games start, ground must be inspected and cleared to ensure nothing harmful is on the ground that could cause injury during the event
 - ☑ Equipment/Stationary – Clip boards, pens, pencils, paper, whistle, rope, chalk, First Aid kit, ice packs
 - ☑ Security
 - ☑ Cleanup

✓ ***After the Event:***

- ☑ **MUST** submit a report via e-mail [sportshealthcanada@gmail.com].
The report forms and the result forms can be found under the concerned section of the event in this package.

BONUS MARKS

Bonus marks will be awarded for attending any health conferences, seminars, and workshops with your Majlis at public places such as hospitals, youth and community centres. Attending Run for Vaughan and Run for any other cause will also be awarded with bonus marks. Efforts of the Local Secretary will also be considered for this section, such as motivating members and future planning. Details pertaining to this category can be reported in the box “**Comments by Local Secretary**”.



Please refer to
Appendix B for
reporting guidelines
and a sample of the
report.

Appendices

APPENDIX A – DESCRIPTION OF METHODS USED TO HOLD THE EVENT(S)

WORKSHOP

Workshops are great for brainstorming, interactive learning, building relationships, and problem solving. This is why advance planning is critical.

Follow these steps, to hold a successful workshop:

1. Define the Goals
2. Keep the audience in mind
3. Create an agenda
4. Develop a follow-up plan
5. During the workshop, get people involved

PANEL DISCUSSION

A panel discussion is a public exchange of ideas, giving experts and audience members the chance to discuss a particular topic. Panel discussions are often used to delve into politics, issues affecting communities, and academic topics. Start organizing several weeks in advance if possible, so you can recruit participants and organize the event.

Follow these steps, to hold a successful panel discussion:

PART 1 | Putting a Panel Together

1. Select a topic - Ideally, the topic of discussion should be important to enough people that you can involve people with significantly different interests or backgrounds. However, avoid the trap of making a topic so general or vague that the discussion becomes unfocused.
2. Recruit varied participants - A panel of three to five people usually creates the most interesting discussion. Look for well-informed people from a variety of backgrounds.
3. Invite a Moderator - Select an additional person not participating in the panel discussion, to serve as a moderator. Ideally, she should already have experience moderating panels. Select someone who understands the topic well enough to follow the discussion, and who is skilled in social situations. The moderator's main purpose is to keep the panelists focused on the audience, keep the discussion running smoothly, and help out the panelists when they stall.

PART 2 | Planning the Panel Discussion

1. Figure out the goals of the panel - Make sure all of the participants know why the panel has been assembled well in advance, so they have time to prepare. Let the

panelists know whether the panel is a basic introduction to the topic, or whether they can expect the audience to be fairly well-informed and looking for more advanced advice.

2. Decide how long the panel should last – Most panels span from 45 – 60 minutes; however, if it is a stand-alone event than it can go up to 90 minutes. If possible, ask participants to stick around for some time after the session, so audience members can talk in person.
3. Write questions for the panelists - Try to come up with several open-ended questions, which the panelists can take in a direction best suited to the course of the discussion and their expertise.
4. Introduce the panelists to each other in advance - Have the panelists meet in person or attend a conference call together, a week or more in advance of the panel. Describe the format of the panel to them, and give them a chance to talk briefly. They may briefly determine who should field questions on which topic, but don't give them the specific questions in advance. The discussion should be original, not rehearsed.

PART 3 | Moderating a Panel Discussion

1. Briefly introduce the panel and each participant.
2. Involve the audience early.
3. Ask the panelists the prepared questions.
4. Follow through with your own questions as necessary.
5. Keep the panelists on task.
6. Collect questions from the audience.
7. Thank everyone involved.

APPENDIX B – REPORTING | GUIDELINES & SAMPLE

Sihat Jismāni (Sports & Health)

Jama`at Month Year

Report on Time – 5 Marks

Health Issues (25 Marks)

Were any Health Issues addressed this month? If yes, please provide the following information.

Date	Health Issues	Type*	Number of Participants (Lajna)	Number of Participants (Nāsirāt)
2015-11-26	Naturopathic remedies for life's daily problems	Group Discussion	80	5
2015-11-27	Detox to look good and feel great	Material Distributed	100	N/A
2015-11-30	Quarterly Presentation: Skincare	Presentation	60	15
2015-11-30	Health Tip of the Month: Vision Care	Presentation	60	15

**Please indicate what method(s) were used to facilitate each event:* Speech, Q/A Format, Workshop, Quizzes, Material distributed, Group Discussion, Presentation, Demonstration/Video

Sports Activities (35 Marks)

Date	Description of an Event*	Number of Participants (Lajna)	Number of Participants (Nāsirāt)
2015-11-14	Volleyball Practice	20	10
2015-11-16	Basketball Practice	15	15
2015-11-18	Volleyball Practice	18	9
2015-11-20	Swimming	30	16

**Please indicate sports activities ONLY.*

**MAKE SURE
ATTENDANCE IS
ALWAYS ENTERED FOR
BOTH LAJNA & NASIRAT
FOR ALL SECTIONS**

Special Events (35 Marks)

Were any Special Events held this month? If yes, please provide the following information.

Date	Event(s)*	Number of Participants (Lajna)	Number of Participants (Nāsirāt)
2015-11-25	Health Symposium	100 (and 20 guests)	25

*Nusrat Jahan Sports Day, Musleh Mau`ud(ra) Tournament, Health Symposium, Seminars, Trips/Picnics, Other

Please state Details and benefits of the above event(s) and any additional information below:*

Sports Activities:

>> 2015-11-22 Badminton Practice, Lajna: 20, Nāsirāt: 8

>> a school gym was reserved for volleyball, basketball and badminton practice

Special Events:

>> Autism, Schizophrenia, Skincare were covered in the Health Symposium

>> workshops were setup to teach members how to take care of skin and test their sugar level and blood pressure

>> 3 speakers were invited to speak on the above mentioned topics. Dr. Zain from CDC Healthcare, Dr. Larissa from Shining Star and Dr. Xue from Vancouver Health Clinic

Additional Information:

>> Walk – Lajna: 60

>> Cycling – Nāsirāt: 17

>> Fitness – Lajna: 50

>> Gym – Lajna: 40

>> Aerobics – Lajna: 25

MAKE SURE THAT
DETAIL OF SPECIAL
EVENTS, SPORTS
ACTIVITIES &
ADDITIONAL
INFORMATION IS
PROVIDED

**Please make sure that this format is being followed to deliver the report*

Comments by the Local Secretary*

Lajna Tajnīd: 100

Nāsirāt Tajnīd: 20

>> preparing for the Nāsirāt trip to Zoo

>> 20 Lajna visit the community center to attend health seminars

>> I have already started work for Nusrat Jahan Sports Day

MAKE SURE
TAJNID OF BOTH
LAJNA & NASIRAT
IS PROVIDED

**use this box to display the details in addition to the box above*

Comments by the Department National Secretary

Comments by the National Markaz