

# Castaways FC - Monthly Meeting Minutes – September 2025

## General Information

**Date:** Monday, September 22, 2025

**Time:** 6:30pm (Please arrive at 6:00 pm)

**Location:** 714 Discovery Street

## Attendance

Team Reps:

Div 1 OG	Holly, Lisa and Fiona
Div 1 YG	Briar
Div 3 Calypso	Kasha J-B
O30A	Sam Grant
O30B	Julia
O35W	Mel
Div 3M	Beau
Div 4 Invicta	Boris
Div 4 Deportivo	Trey
O35M	N/A
O49M	Tim

Executive:

- Aidan, Briar, Jeff, Beau, Brian, Kasha, Julia, Emma, Bella, Trey, Cam, Sydney G, Taylor, Oscar (either in-person or online)

Non-attendance: Sydney F

## One Minute Team Reports

<b>Div 1 OG</b>	Lost G1, Won G2, Nanaimo forfeited Game 3. Overall great start.
<b>Div 1 YG</b>	Won first three games. New players. Their goalie got injured sadly. If anyone knows a goalie looking to permit up and help, let them know.
<b>Div 3 Calypso</b>	Lost G2, Tied G3, rescheduled Game 1 and Game 4 for this weekend. Hoping to get some call ups from O30B as they have a bi this week.
<b>O30A</b>	Tied G1, Lost G2 (late goal against Gorge). Next is against Cowichan.
<b>O30B</b>	Won two games, tied two games, next game is against Salt Spring.
<b>O35W</b>	Tough start to the season; lots of injuries. Looking for more players.
<b>Div 3M</b>	2-0 wins. Young blood on the team this year, still Coach less so far.
<b>Div 4 Invicta</b>	Rebuilding this year, added new talent. Lost G1 & G2, still a new team and are figuring things out. Everyone is getting to know each other.
<b>Div 4 Deportivo</b>	Tough start in Parksville 2-0. Second game was better than first game.
<b>O35M</b>	N/A
<b>O49M</b>	Playing at Windsor Park field. Painted the pitch last weekend. Lost first two games, but happy to be running around the pitch.



# Castaways FC - Monthly Meeting Minutes – September 2025

## One Minute Executive Committee Member Reports

Presidents Report (Aidan)	<p>Nothing to report. Still waiting on Grants. A couple of events planned for the fall season.</p> <p>DSC is wondering if they should go and open back up the Friday afternoon Happy Hour events etc. Would this be something that Castaway is interested in?</p> <p>Task: Aidan to reach out to Brea about Happy Hour Task: Aidan to reach out to Tom about a method of communicating Ad-Hoc when the Club is open.</p>
Vice-President Report (Briar)	<p>Player uniform policy drafted. Will send out after meeting.</p>
Treasurers Report (Jeff)	<p>Missing 9k in registration and 6500 in jersey deposit. Had more people register then we had anticipated.</p> <p>Refunded two players for injury, one player leaving in October and two players leaving end of December.</p> <p>Still have a 20k shortfall. League fees are all paid.</p> <p>50k in the bank, for the rest of the year.</p> <p>Fundraising (October 16 meeting).</p>
Registrar Report (Beau)	<p>Off to a hot start, been challenging to keep track of who has paid, data, etc. Still huge lack on the basic understanding that if you want to play, pay gotta pay!</p> <p>There is about 40ish payments that we are missing, which equals around 11k. People need to pay asap. Registrar emailed individually players to pay, but no one has really communicated about the payment.</p> <p>It's disappointing. <b>We need to hammer down now.</b></p> <p>Task: Aidan, Beau, Kasha, list of people who has not paid and send out email about our Bylaw policy.</p>



## Castaways FC - Monthly Meeting Minutes – September 2025

Fields Report (Brian)	Nothing really to report. Everything is going well. Lots of hours have been put into coordinating the fields. One double booking incident at Saint Andrews, and one incident where the flood lights all turned off...
Secretary Report (Kasha)	Nothing really to report. I have a “working copy” of our Bylaw with proposed changes that are drafted in the works, so email me any of the proposed amendments and the policies which we can draft into the Bylaw.
Grants Report (Julia)	Waiting till October for our grant funding. It is possible impacted because of the Provincial strike.
Equipment Report (Taylor)	<p>Everyone got equal amount of equipment, but hope to get new practice cones, balls and pinnies etc. We might still have budget to get these things anyways.</p> <p>Team reps there are now socks available to order.</p> <ul style="list-style-type: none"> <li>○ It might also be something includes in registration for next year.</li> </ul>
Events Report (Oscar)	<p><u>Trey</u>: Helping to coordinate organizing the Halloween party. Costume party. Got awards from costume. We can do beer pong, other Halloween party.  <b>Task: Kasha text Sydney a photo of Cornhole game.</b></p> <p>Halloween themed drink. <b>Talk to Brea about it.</b>          [Clubhouse is booked for October 31, 2025]</p> <p><b>Task: Create an Events slack channel to talk.</b>  <b>Task: Determine ticket price (10\$), decorations, etc.</b></p> <p><u>Oscar</u>: The Ridge Golf course at Cordova Bay. Trying to make a fundraising and networking event, way to also advertise a side business. So far, we have the cost of the course, which is \$900 for 45 players, \$40 per person. We will make the profit of 90\$. Most likely happening on October 25, 2025. Networking event. Sponsors can donate from their business etc. Want to donate something for the golf tournament. The ridge is happy to have us play and use the club for drinks.</p> <p>Going to need 9 volunteers for the event as well.  <b>Task: Oscar send out email for volunteers.</b></p>



## Castaways FC - Monthly Meeting Minutes – September 2025

<p>Sponsorship Report (Sydney F)</p>	<p>Consistent policy for sponsoring a team, the club, etc. We should maybe create a sponsorship policy, so that we can create some standardization with sponsors.</p> <p>Foxy Box in Langford offers to sponsor the Div 3 women's team. Sydney to work with Caity Bissett and emailed the manager of Foxy Box about next steps.</p> <p>Task: Briar and Sydney F to review and form a sponsorship committee about drafting a policy and creating terms of sponsorship. E-form policy helps to.</p> <p>Task: Sydney F to reach out to existing sponsors for teams, are their terms around the sponsorship. Centralize this information.</p> <p>Some teams had to go and find individual sponsors because they had poor jerseys due to limited funding.</p> <p>Jersey policy should also address these issues etc. The more we spread out, the more our identify changes.</p> <p>Fiona Hollingsworth 7:38 PM I think we have a two-year sponsorship deal with our new kits, not sure how that will factor into this new policy</p>
<p>Communications Report (Sydney G)</p>	<p>Sydney all set up with the castawaysfc.org email.</p> <p>Changes the format for the MVP post, lots of engagement so send her a photo with those etc.</p> <p>Social media posts are pretty consistent right now. Question about sponsorship social media posts.</p> <p>Task: Sydney and Sydney to connect about social media posts about sponsorships etc.</p>
<p>Website Report (Cam)</p>	<p>Haven't done much since last meeting. Not much to report. <b>Still working on outstanding web tasks etc.</b></p> <p>Need to add more detail to each individual page.</p>



## Castaways FC - Monthly Meeting Minutes – September 2025

	VISL changed their system, so it's been a bit hard to navigate their changes and how the website works.  Got some folks helping out with website updates.
Merchandise Report (Emma)	Sent out survey for everyone to give input on what we want to have ordered for merchandise this year. The tentative list is bucket hats, crew necks, short sleeves shirts, long sleeve, backpacks and even dog bandanas.
Director at Large 1 Report (Bella)	Helping Briar with the jersey policy.
Director at Large 2 Report (Trey)	Helping Oscar with planning the Halloween Party.

### Ongoing/New Castaways FC Business

- NEW: DSC to add a few more Bar staff to the Clubhouse roster.** If you are interested, please let Aidan and Kasha know, and they will pass along the email sent from Brea with DSC with the information that you need to know for volunteering as the event/ bar staff.  
**Cam:** Added an old blurb to the website – **can we update this.**  
**Task:** Aidan to check with Brea, then check with Cam about website update.  
**Clubhouse:** Talked about posting when it was open and post this on the Instagram etc.
- Equipment**
  - Taylor:** Nets: Are there any teams who still need Nets for Windsor Park? Also, are there any teams who kept the Nets over the summertime?  
**We need to know ASAP.**
    - Look to get shorts if grant is approved (in accordance with budget).
  - Briar:** Jerseys/Equipment:
    - Policy for the year (starting next year) – for pre-approval of different equipment, style guide, approved alternates. If getting sponsorship they should come through the official sponsorship.
    - Draft Policy is ready, and will be presented for review etc.**
    - Briar: In the past, we haven't had jerseys for everyone, so teams went off on their own and bought jerseys. So, last year we talked about creating a policy for a minimum standard to hit. Let teams' whatever jerseys for this year, but for next year have the policy in place enforce. Essentially, the Club baby blue jerseys will be provided to be worn for all home games. Club culture, but for away games this is where we can be flexible, and teams can wear alternatives. We have primary and secondary colours outlined, with specific colours that we recommend. Alternative kits will need to be approved by the Board by request



# Castaways FC - Monthly Meeting Minutes – September 2025

for the next season. We also included merchandise for if teams want to order rain jackets for a team there are instructions. We have this option, and the instructions are now included. A lot of detail in this proposed new jersey policy. Took it from the existing Gorge FC policy.

Aidan: Are we going to grandfather previous jerseys for next season?  
We spent the money on jerseys. Wear the jersey for all home games to represent the club.

## 3. Recruiting

- The O35 Women's team are looking for players still.
- *Question: Are there any other teams still in need of Players for the season?*  
*Task: Sydney G to reach out to the O35 Team about a social media blast etc and communication on recruiting players for the O35 team.*
  - O35 Team looking for players, if anyone knows anyone, please let them know.
  - Players have to be legally over 35 in order to play in their league.

## 4. Merchandise

Castaways merchandise selection for this year is underway, and we're looking for your input. In addition to our usual t-shirts and hoodies, we want to hear your ideas for new items you'd like to see. Emma has sent out an email to Team Reps about merchandise.

Please submit your requests using this Google

Form: <https://docs.google.com/forms/d/e/1FAIpQLScKqMXfttLwMmXMCnPHbsjomdmGmw9Bz80aYsLMpQIQZGITbQ/viewform?usp=header>.

Some request for embroidery orders, especially for the bucket hats. Since we are doing bucket hats, toques and dog bandanas, we can possibly have the embroidered logo. Worth doing embroidery, even if it requires a higher order, we know it'll sell out. Last year we ordered adidas long-sleeve dry fit, or do we want to go with a no-name brand.  
Can we get a sample? Some of the no-name brands might fit to tight, not good quality.  
One response to the survey is to come up with a new Logo. Something for next year?

## 5. Year End Tournament

Julia P heard that Layritz Park is pretty cheap to rent, and their clubhouse has no official capacity. Obviously can't be for the banquet, might be a good space for the tournament?

We need to book a field. In previous years we would have already booked a field. We usually do this around beginning in April. Moving away from Oak Bay to an outdoor venue.  
**Tentative date for Saturday, April 11<sup>th</sup>, 2025.** Do we have a contact at Prospect Lake?

Task: Briar to help Create a Slack channel.

Task: Oscar to debrief what did we do last year in the chat.



## Castaways FC - Monthly Meeting Minutes – September 2025

### 6. **NEW: Lining of Windsor Field and Field Coordinator Exec Role for 2026**

A) Touching on the idea of paying someone to line the field. I presented the idea to Mark S, with the 049 M team, would he consider continuing to line Windsor, in lieu of his soccer dues. He accepted that arrangement and said he, or his team (if he's away), would do it for the remainder of the year. We should waive Mark's dues for this season.

[this is already sorted for the current season]

- As he is a Coach, fees are already free. But, paid for cause he is lining the field.

#### B) Field Coordinator Exec Role

As mentioned, Brian believes that we should split the current Field coordinator into two roles. Role 1 as Director of Field Schedules and Role 2 as Field lining Coordinator.

[Looking to implement creating a new role for the next season]

We used to have a Field Coordinator.

For the current season, we have asked Jena C if she would take on the honorary role as Field lining Coordinator for Windsor Park. She accepted. It's not overly difficult this season now, as Mark has also agreed to maintain the lines and so Jena will coordinate this with him. Moving forward, if/when Mark decides not to continue in his capacity, we need someone to look at and oversee other options. Rotating teams who play on turf for example, which I personally think is a good idea, can be looked at. Whatever option is used, there are still some logistics involved, which will take time to structure. Some guidelines or policies will probably need to be put in place. Jena and I can work on this.

This will have to be officially voted on at the AGM in 2026, but we can begin to draft the requirements of the two positions and add it to Kasha's working copy of Bylaw changes. Note: the proposed new Field Coordinator position does not imply that this individual do the lines, unless they want to, but rather, ensure the lines on grass fields are done, using whichever method is decided upon. They coordinate that the fields are all lined.

Tim West

8:05 PM

Mark is away for 3 weeks....so I'll pop out and do the lines, but I think we're out of paint

8:07 PM

I just need paint lol

Tim West

8:09 PM

There's no paint in the shed at Windsor

Task: Brian, Aidan, etc. and Kasha to draft changes to Exec roles to adopt into the Bylaw.



## Castaways FC - Monthly Meeting Minutes – September 2025

- Supplies for lining the field. Paint, etc. We are supposed to have supplies for 2 years' worth. Marks going to do it, Jena is a backup. Tim also helping out. For Mark, we are going to cover the fees. Write up a proposal for next meeting.
- Q: 030B team scheduled to Windsor Park, but they have to pay out of pocket for the field change. But other teams have turf fields included and don't have to pay an extra fee.
  - Charge them for Windsor Park but pay the cost of UVic for example.

**General comment: Team reps/ Executive. Should they be at the entire meeting?**

Rationale for drafting a policy. Adding this to the Field Allocation Policy? Let's generate some statistics about what teams played on what fields like grass vs. turf to see how it's looking regarding fairness spread across the teams as a whole in the clubhouse. Good to review etc. The ultimate goal is to find more turf, sign up for more turf fields, but turf fields are hard to find too.

**Motion to approve meeting minutes from last month by Aidan, seconded by Taylor.**

**Motion to approve agenda as presented by Aidan, seconded by Briar.**

**Meeting is adjourned at 8:24 pm.**





# Castaways FC - Monthly Meeting Minutes – September 2025

## Ongoing/ Postponed Castaways FC Business to Next Meeting

1. Update on 2025 Grant – anticipated decision made by September 30<sup>th</sup>, 2025.
2. Team fundraising for the 2025-2026 soccer season.
3. **Adding a Field Allocation Policy**  
Brian brought forward a draft Allocation of Fields Protocol” policy recommendation for us to review and explore including into our Bylaw. A quick scan of our current Bylaw showed that we don’t have a guideline about how we determine the allocations of fields amongst all of the club’s soccer teams. Brian presented a draft policy back in August.

Task: Aidan to draft the Field Allocation Policy for review by Team Reps and Exec.

Task: Aidan to email Team Reps, Coaches and Exec draft new policy for input etc.

Task: Aidan and Kasha, explore what adding the policy directly into the Bylaw would look like (add to Kasha’s working copy of proposed Bylaw changes for 2026 AGM).

**\*Kasha needs copy of draft new Field Allocation Policy.**

4. Secretary items for discussion.
  - a. 2025 Castaways FC Bylaw Updates completed – new Bylaw circulated to Executive committee members. Minor formatting changes were made.
  - b. Kasha has started a ‘working copy’ of proposed new Bylaw amendments and changes to be reviewed and considered at the 2026 AGM meeting.
    - *We frequently reference “Club” in the Bylaws but its not defined.*
    - *We should define what a “general meeting” and “directors’ meetings” are. Does this refer to an AGM vs. an Exec meeting? I think these terms are outdated now and need changing. What about Exec only meetings, and meetings with Team Reps?*
    - *Do we need to re-vote on approval of Motion 6 to allow changes to section 2.9 and 2.11 of the Bylaw. Or does it not really matter.*
    - *Did we ever approve changes to the voluntary roles in the Bylaw?*

- c. Review of Secretary role as written in the Bylaw, should it be updated?

This is what the Bylaws say the role entails:

### Role of secretary

6.5 The secretary is responsible for doing, or making the necessary arrangements for, the following:

- a) issuing notices of general meetings and directors’ meetings;
- b) taking minutes of general meetings and directors’ meetings;
- c) Distribute minutes (via email) to the Board within 10-14 days of meetings;
- d) keeping the records of the Society in accordance with the Act;



## Castaways FC - Monthly Meeting Minutes – September 2025

- e) conducting the correspondence of the Board; and
- f) filing the annual report of the Society and making any other filings with the registrar under the Act.

This is what perhaps it should be amended to read:

### Role of secretary

6.5 The secretary is responsible for doing, or making the necessary arrangements for, the following:

- a) circulate draft meeting agendas a minimum of 1 week before scheduled meetings;
- b) circulate finalized meeting agendas with any proposed updates within 24 hours of a scheduled meeting (along with the previous month's finalized meeting minutes to be approved at the scheduled meeting).
- c) Take minutes at each scheduled meeting and filing them in the Dropbox or other chosen online records management filing system);
- d) Sending out finalized meeting minutes a maximum of 1 week after a scheduled meeting has occurred;
- e) Sending the approved meeting minutes to the Web Director for upload to the Castaways FC website.
- f) maintaining the official records of the Society in accordance with the Act;
- g) conducting the correspondence of the Board; and
- h) filing the annual report of the Society and making any other filings with the registrar under the Act.

