



ROYAL QUEENSLAND YACHT SQUADRON

CANAIPA RULES & POLICY

2024

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1. Revision History

Where significant changes are made to this document, the version number will be incremented by 1.0. Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1

Version	Date	Author	Summary of Changes	Approval Signature
1.6	December 2021	Lynne Jackson		
2.0	November/ December 2024	Alicia Soszynski	Re-worded retyped, reviewed and included revision history and formatting.	

Approvals

Name	Role	Signature	Date	Version

Distribution

Name	Role	Date	Version

Related Policies and Legislation

Qld Liquor Act (1992)

RQYS Smoke-Free Policy

General Code of Conduct (Including Children and Young Persons)

House Rules & Policy (Manly Premises & RQYS Canaipa)

Protocol Policy

2. Purpose

Following are rules and standard procedures designed to preserve the amenity of RQYS Canaipa while allowing members, guests and visitors to enjoy the facilities and the location.

3. General

- a) Where applicable, the RQYS General Code of Conduct (including Children & Young Persons) and RQYS House Rules & Policy (Manly Premises & Canaipa) especially in regard to conduct, behaviour, juveniles, underage drinking and Responsible Service of Alcohol (RSA).
- b) RQYS Canaipa is the home of the Caretaker and members and guests are required to show respect for the Caretaker's privacy and to keep noise to appropriate levels.
- c) The caretaker at Canaipa has the authority to act in accordance with these guidelines to ensure members and guests may enjoy the full benefit and facilities.
- d) The caretaker will generally only be available to members from 8am until 5pm daily (excluding Wednesdays, Thursdays and subject to change from time to time).

4. RQYS Members

- a) RQYS Canaipa is for the use of Life, 50 Year, Fully Paid, Full, Full (Spouse/Partner), Senior, Country, Young Adult and their Associate Members.
- b) Crew, Absentee, Junior and Social members are only able to use Canaipa as the signed-in guest of a member in one of the above categories.
- c) Members entitled to use Canaipa are required to produce their current membership card to the caretaker on arrival. Persons unable to produce proof of current membership may be asked to leave.
- d) Members entitled to use Canaipa must complete and sign in the visitor register each visiting day.
- e) Members in the eligible categories above who are local Russell Island residents are permitted to host larger events (20 pax or more) or gatherings at Canaipa up to a maximum of six (6) times per calendar year. This limitation is intended to ensure that the use of Canaipa and its facilities remain fair and balanced for all members. Prior approval must be given by the Caretaker or by RQYS Management.

5. Guests

- a) Guests must be accompanied by and signed into the visitor register by RQYS Life, 50 Year, Fully Paid, Full, Full (Spouse/Partner), Senior, Country, Young Adult Members.
- b) The number of guests (excluding children) for any for each applicable member indicated above in item 4(a) is limited to six (6) per time and at the discretion of the Canaipa Caretaker and/or Squadron Management.
- c) Any event, gathering or party hosted at Canaipa where members plan to invite non-members must receive prior approval from the Canaipa Caretaker and/or Squadron Management.
- d) If two (2) or more members intend to invite guests (up to and over six (6) per member) and the total number of attendees exceeds a reasonable threshold as determined by the Canaipa Caretaker and/or Squadron Management, the members must submit an event request form (Appendix 4 – RQYS Canaipa Event request Form) and approval must be sought by the Canaipa Caretaker and/or Squadron Management.
- e) The club reserves the right to decline event requests based on the availability of the facilities, potential conflicts with other scheduled events or any other considerations that may affect any Squadron operations.
- f) A member entitled to use Canaipa may sign in a guest travelling independently of the member to Canaipa by water or land.
- g) Vessel owners arriving on their own vessels as guests of an RQYS member must complete and sign in the visitor register each visiting day and may be signed in a maximum of two (2) times per year.

6. Southport Yacht Club (SYC) Members

- a) Southport Yacht Club Gold, Life, Full, Senior and Intermediate members are only eligible to visit Canaipa up to four (4) calendar days per year (not excluding visits signed in as a guest of an RQYS member or as a guest of the Squadron for an interclub event). Southport Yacht Club Country and Social Members are not eligible to visit Canaipa.
- b) Visits will not be allowed on days set aside solely for the use of RQYS Members or at the discretion of Squadron Management.
- c) Guests of SYC Members must be signed in by the SYC Member accordingly.
- d) The number of guests (excluding children) for any one SYC member in the applicable categories highlighted in Item 4(a) is limited to six (6) persons.
- e) SYC members will adhere to the same obligations as RQYS members as set out in Rule 4.

7. Functions & Events

- a) Requests to use Canaipa for a function or a special event should be directed to the Canaipa Caretaker and/or Squadron Management for consideration. Fees and charges may apply.
- a) Permission by the Marina Manager to use Canaipa for an event does not give any member of RQYS or SYC, visitor or guest exclusive use of any of the facilities.
- b) For all RQYS marine sport events held at Canaipa, the RQYS General Code of Conduct (including Children and Young Persons) is applicable for all competitors.

8. Facilities & Grounds

8.1 General

- a) Children (under the age of 18 years) must be under the supervision of and always remain the responsibility of parents.
- b) All facilities, including grounds, swimming pool area, barbecues, toilets & showers, laundry, camping area and campfire area are for the short-term use of members & guests and must be always kept clean and tidy.
- c) All rubbish must be removed and any equipment cleaned after use. It is not the caretaker's responsibility to clean up after visitors.

8.2 Floating Pontoon

- a) The pontoon is strictly for the temporary short term mooring of tenders. Tenders must be moored on a minimum five (5) metre lone painter for the safety of pontoon users and to allow the maximum number of tenders access to the pontoon at all times. Tenders must not be moored on the pontoon for long-term periods.
- b) Vessels may only moor at the pontoon for emergencies only (such as taking in water or for dropping off elderly or people who have mobility issues).
- c) Maintenance of tenders or outboards is not permitted unless for an emergency and must be done away from the members area after being approved by the caretaker.
- d) Fishing, cast netting, crabbing or fish cleaning is allowed on the pontoon.

8.3 Swimming pool area

- a) The swimming pool shall be available for members and their guests between 0700 and 2000 hours, unless extended hours have been arranged in advance with the caretaker.
- b) Children must not be in the enclosed pool area without parental supervision.
- c) Glass of any description must not be taken into the enclosed pool area.
- d) There is no lifeguard on duty – all users are responsible for their own safety.

8.4 Pets

- a) No pets are allowed within the enclosed pool area.
- b) Members and guests are to ensure that all pets are restrained on short leads at all times, carry suitable bags to pick up after them and ensure their behaviour does not distract or disturb from the general enjoyment of the facilities. Owners are responsible for keeping pets at least three (3) meters away from the barbecue and from areas where others are consuming food.
- c) Respect for other guests at Canaipa is a priority.

8.5 Camping

- a) The designated campground at RQYS Canaipa is situated on the southeast side of the grounds, behind the longhouse and close to the treeline on the water's edge. Please refer to Appendix 1 – RQYS Canaipa designated campground for more information.
- b) Check in and Check out times are between 0800 and 1700 hours each day.
- c) Payment in advance of the applicable camping fees must be paid upon completion and return of the campground booking form. Refunds will not be issued for change of mind.
- d) Powered sites are not available and generators are not permitted on-site.
- e) Rubbish must not be left on the ground and must be disposed of in available waste bins.
- f) No loud music, noisy, or unacceptable behaviour will be tolerated.

Members and guests must:

- g) Complete a Campground booking form (please see Appendix 2 – RQYS Canaipa campground booking form) and return it with payment to Reception (reception@rqys.com.au).
- h) Only camp in the designated area as highlighted in Appendix 1 – RQYS Canaipa designated campground.
- i) Pay the fee(s) to the RQYS as directed by Squadron Management.
- j) Must comply at all times and in all respects with all or any directions given to the camper(s) by RQYS staff including but not limited to parking and standing of motor vehicles, boats, rigging, trailers and other equipment.
- k) The Camper(s) agrees to indemnify RQYS against all damages, costs, expense and losses of any kind, including but not limited to personal injuries and (including legal fees on an indemnity basis) which RQYS may suffer as a result of any breach or anything done by or not done by the Camper and caused by their own actions, or a breach of this policy.
- l) Camper(s) acknowledge that they will comply with the RQYS General Code of Conduct (including Children or Young Persons) whilst on the premises.

8.6 Car Parking

- a) Car parking inside Canaipa is for RQYS members and guests only. Vehicles must only be parked within the designated car parking area. long-term parking is not permitted.
- b) Guests vehicles must be parked outside the Entry Gate to Canaipa.

8.7 Bicycles

- a) Bicycles are available for use by members and guests at Canaipa at no charge. Please notify the caretaker prior to use, serviceability and report any damage to the bicycles immediately. Any damage or loss of this property will be the responsibility of the user to repair or replace.
- b) Cycling safety helmets are the responsibility of bicycle users to be worn at all times.
- c) Some helmets may be left by members at the bicycle shed and can be used. RQYS does not accept liability , responsibility or guarantee that these helmets are fit for purpose.

8.8 Fire Pit

- a) A fire pit is available at Canaipa upon the approval of the caretaker.
- b) Members and guests must consider prevailing weather conditions prior to use and monitor the fire to ensure that it does not endanger any person, property or equipment at any time.

9 On-Site Vehicle Hire & Tender Use

- a) The on-site vehicle is available for eligible RQYS Members outlined in 4(a) upon request to the caretaker and a vehicle hire form must be completed prior to request (Appendix 2 – Vehicle Hire Request form) and returned via email (canaipa@rqys.co.au)
- b) Occupants of the vehicle must not exceed the number of seatbelts available.
- c) Smoking, vaping, eating or drinking is not permitted in the vehicle.
- d) A cleaning fee determined by the caretaker will apply if the vehicle is deemed to be dirty, or have evidence of smoking/vaping.
- e) The hire of the vehicle is for a period of one (1) hour unless prior approval has been given by the caretaker. A fee will be charged as determined by the caretaker should the vehicle not be returned within the time limit specified.
- f) The driver (who has been nominated on the Vehicle Hire Request Form) must hold a valid Class C drivers licence and be the sole driver of the vehicle at all times.
- g) The nominated driver of the vehicle must have a zero (0.00) blood alcohol level when driving the vehicle and any fines for drink driving or other infringements will be at the cost of the nominated driver.
- h) Any nominated driver of the vehicle found drink driving will be prohibited from use of the vehicle indefinitely.

9.1 Care of the Vehicle & Tender

The Vehicle:

- a) Is intended for visiting members. Frequent use by members who are regularly moored at Russell Island or other Bay Islands may be reviewed from time to time at the discretion of the Canaipa Caretaker and/or Squadron Management.
- a) is to be driven on bitumen roads only.
- b) is to be returned clean and tidy.
- c) Is not to depart the island.

RQYS Canaipa Designated Campground

The designated campground at RQYS Canaipa is situated on the southeast side of the grounds, behind the longhouse and close to the treeline on the water's edge. Please refer to Appendix 1 – RQYS Canaipa designated campground for more information.





RQYS Canaipa Campground Booking Form

Royal Queensland Yacht Squadron Canaipa
188 Canaipa Point Drive, Russell Island QLD 4184
Phone: +61 7 3393 3554 | Email: reception@rqys.com.au

Personal Details

Name: _____ Member Number (if applicable): _____

Address: _____

Suburb: _____ STATE: _____ Post Code: _____

Phone (Mobile): _____ (Home): _____

Email: _____

Booking Details

Date In: _____ Date Out: _____

Campers & Fees (\$15 per night per person 11 years & over)

No. of Campers (11 years & over): _____ No. of Nights: _____

Rate per person, per night: \$ _____ Total for Campers 11 & Over: \$ _____

No. of Campers (10 years and under): _____ No. of Nights: _____ FREE OF CHARGE

TOTAL PAYABLE: \$ _____

Agreement

I, _____, agree and understand that I am bound by the terms and conditions as set out in all relevant RQYS Documents, Policies, and as outlined in the Canaipa Rules & Policy. I agree to indemnify the Squadron from any liability.

Signature: _____ Date: _____



RQYS Canaipa Vehicle Hire Request Form

Royal Queensland Yacht Squadron Canaipa
188 Canaipa Point Drive, Russell Island QLD 4184
Phone: +61 7 3393 3554 | Email: canaipa@rqys.com.au

Booking Date : _____

Personal Details

Name: _____ Member Number (if applicable): _____

Address: _____

Suburb: _____ STATE: _____ Post Code: _____

Phone (Mobile): _____ (Home): _____

Email: _____

Driver's Licence No: _____ Cited by Caretaker: _____

Hire Time Details

Time Start Hire: _____ Time Finish Hire: _____

Agreement

I, the undersigned, confirm that I have read and agree to abide by the Terms of Use for Vehicle Hire at RQYS Canaipa, as well as all relevant RQYS policies and guidelines.

Member Signature: _____ Canaipa Caretaker Signature: _____



RQYS Canaipa Event Request Form

Royal Queensland Yacht Squadron Canaipa
188 Canaipa Point Drive, Russell Island QLD 4184
Phone: +61 7 3393 3554 | Email: canaipa@rqys.com.au

Event Details

Event Name: _____ Number of people attending: _____

Event Date(s): _____ Start Time: _____ End Time: _____

Contact Information

Name: _____ Member Number (if applicable): _____

Organisation (if applicable): _____

Contact Person: _____ Phone (Mobile): _____

Email: _____

Event Requirements

Space Required (please tick): Outdoor Area Indoor Facility (Longhouse) BBQ Area

Additional Space (Please specify): _____

Equipment Needed (please tick): Tables and Chairs BBQ Grill Audio/Visual Equipment

Other (Please specify): _____

Additional Services Requested (please tick): Catering (please contact RQYS for further information)

Cleaning Services (Post-event) Vehicle Hire for Event Duration Other (Please specify):

Additional Information

Please provide any additional details about your event requirements or special requests:

Terms and Conditions

I, the undersigned, confirm that I have read, understood, and agree to abide by the Terms and Conditions of Events and Functions at RQYS Canaipa, as well as all relevant RQYS policies. I agree to indemnify RQYS against any liability arising from this event.

Signature of Applicant: _____ Date: _____

For Office Use Only

Approved by Canaipa Caretaker: _____ Date of Approval: _____

Notes/Comments: _____