



Royal Queensland Yacht Squadron

GROUPS ACCESS POLICY

Updated
April 2023

1. BACKGROUND

- 1.1 Access to the Royal Queensland Yacht Squadron's (RQYS) internal grounds is restricted to members of The Royal Queensland Yacht Squadron and may be granted as a privilege to certain visitors, guests, trades and staff members.
- 1.2 Access to the licenced premises of The Squadron is controlled by the Liquor Licencing Act (Qld) & Liquor Licencing Regulation (Qld) as amended;
- 1.3 Access to areas of The Squadron outside the licenced area are guided by the RQYS Constitution, By-Laws and other relevant policies as listed below;
- 1.4 This policy sets out the guidelines under which access may be granted for visitors and guests.

2. RELEVANT DOCUMENTS & POLICIES

- 2.1 RQYS Constitution
- 2.2 RQYS By-Laws
- 2.3 RQYS Parking Policy
- 2.4 RQYS Contractors & Trade Access Policy
- 2.5 RQYS House Policy
- 2.6 RQYS Live Aboard Policy
- 2.7 RQYS Licensing Requirements & Sign-In Procedures
- 2.8 Liquor Licencing Act (Qld)
- 2.9 Liquor Licencing Regulation (Qld)

3. LICENCED PREMISES

- 3.1 The Squadron is a licenced premise as defined in the Queensland Liquor Licencing Act, access to the licenced areas of the club is defined in the RQYS House Policy.

4. SAILING VISITORS (OUTSIDE REGATTAS)

- 4.1 RQYS as the premier Off-The-Beach sailing venue in South East Queensland often has visiting competitors attend regular Saturday racing.
- 4.2 Visiting competitors who require access to leave an Off The Beach dinghy on the rigging lawn may obtain a one day pass to unload the boat and then remove their vehicle and trailer to an area designated by the Sailing Manager.
- 4.3 Visiting competitors who require a trailer (for example Etchells or dinghy trailer) to be stored within the grounds for more than 24 hours shall make appropriate arrangements with the RQYS Marina Manager prior to arrival.
- 4.4 Visiting competitors accessing the licenced area of the club must comply with liquor licencing laws.

5. REGATTA VISITORS

- 5.1 RQYS regularly conducts Class, National or International level competition.
- 5.2 During these events different vehicle access policies may be invoked to assist in the smooth operation of the regatta or event.
- 5.3 Regatta visitors and their families accessing the licenced area of the club must comply with liquor licencing laws.

6. MARINA VISITORS

- 6.1 Non-member visitors to the Marina must be accompanied by a member and remain in the company of the member for the duration of their visit.
- 6.2 Members Access Cards are non-transferrable and must not under any circumstances be provided to a non-member for the purpose of access to either the Club premises or the Marina facility.
- 6.2 Non-member visitors to the Squadron and/or the RQYS Marina will not be provided with vehicle access unless authorised by Management and a refundable deposit may be paid for a Visitors Access Card before being issued to the non-member visitor.
- 6.3 If visiting the Licensed areas of the Squadron the member must ensure that the non-member is signed-in to comply with the Queensland Liquor Licensing Act.

6. LIVE ABOARD MEMBERS

- 6.1 Royal Queensland Yacht Squadron has several members whose residential address is within the Squadron's marina ('Live Aboards').
- 6.2 It is a condition of being a Live Aboard that those people whose residential address is given as within the Squadron's marina or who are identified as a 'Live Aboard' by the RQYS Marina Manager or his/her staff that those persons identified as 'Live Aboards' are members of The Squadron in the appropriate category.
- 6.3 Members who occasionally stay on their vessel, for example after attending a Squadron function or for a night or two before proceeding to an event are not considered to be 'Live Aboards' for the purpose of this paragraph.
- 6.4 RQYS recognizes that 'Live Aboards' provide the Squadron with an additional set of eyes and ears when it comes to security in and around the marina precinct; and 'Live Aboards' are encouraged to report suspicious or unusual

behaviour or events to Squadron management.

7. VOLUNTEERS

- 7.1 Volunteers, who are non-members, are required to sign in at Reception when attending the club as a volunteer and accessing the licenced area.
- 7.2 Volunteers, who are non-members, are required to observe standard liquor licencing access restrictions on days they are not volunteering.

8. HOSPITALITY STAFF

- 8.1 Staff access to the Royal Queensland Yacht Squadron is strictly limited to the Squadrons hospitality facilities (as per the relevant Staff job description) and as instructed by the Squadrons' Hospitality Manager.
- 8.2 Staff members will be issued with a PIN number in order to gain entry into the relevant hospitality facilities including the External Entry and Exit gates of the Squadron. The PIN number will expire annually on the 31 December.
- 8.3 It is the staff members responsibility to ensure that a new PIN number is acquired from the clubhouse reception desk upon expiry of the old PIN number.
- 8.4 Each PIN number issued is unique to each staff member and must not be shared or transferred to any other person, member or other staff member. Doing so would be a breach of this access policy and may result in disciplinary action being taken.

9. HOSPITALITY SUPPLIERS

- 9.1 Suppliers access to the Royal Queensland Yacht Squadron is limited to the Hospitality facilities as required and instructed by the Hospitality Manager.
- 9.2 Hospitality suppliers will be issued with a PIN number in order to gain entry into the relevant hospitality facilities including the External Entry and Exit gates of the Squadron. The PIN number will expire once the supply agreement ends or is terminated by the Squadron.
- 9.3 The access PIN is unique to each supplier and must not be shared or transferred to any other person, member or other company. Doing so would be a breach of this access policy and may result in disciplinary action being taken.

10. COMMERCIAL CONTRACTORS

- 10.1 Commercial contractors access to the Royal Queensland Yacht Squadron is limited to the facilities as required and instructed by the relevant Squadron Department Manager.
- 10.2 Suppliers access to Squadron facilities will be issued with a lifetime PIN number that will expire once the supply agreement ends or is terminated.
- 10.3 The access PIN is unique to each supplier and must not be shared or transferred to any other person, member or other company. Doing so would be a breach of this access policy and may result in disciplinary action being taken.

Form 1

RQYS Grounds Access Use Policy & Rules Declaration

I have read and understand the abovementioned Policy, Rules and Terms & Conditions of Use and agree to abide by these guidelines as a condition of my access at the Royal Queensland Yacht Squadron.

Signature: _____

Name: _____ (please print)

Job Title: _____

Business/ Employer Name: _____

Contact Phone Number: _____

Date: _____

This form must be returned to RQYS Reception prior to being issued with a PIN number