



ROYAL QUEENSLAND YACHT SQUADRON

CANAIPA RULES & POLICY

(Interim version – effective

20<sup>th</sup> December 2025)

2025

# Table of Contents

Name	Page
1. Revision History	2
2. Purpose	3
3. General	3
4. RQYS Members	3
5. Special/Member Hosted Events/ Gatherings	3
6. Guests/Visitors	4
7. Southport Yacht Club (SYC) Members	4
8. Functions & Events	4
9. Facilities & Grounds	4
9.1 General	4
9.2 Floating Pontoon	5
9.3 Swimming Pool Area	5
9.4 Pets	5
9.5 Camping	5 & 6
9.6 Equipment & Storage	6
9.7 Car Parking	6
9.8 Bicycles	6
9.9 Fire Pit	6
10. On-Site Vehicle & Tender Use	6 & 7
Appendix 1 – RQYS Canaipa Designated Campground	8
Appendix 2 – RQYS Canaipa campground booking form	9
Appendix 3 – RQYS Canaipa vehicle use request form	10

# 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.	
2.1	February 2025	Alicia Soszynski	Included 'glamping' terms and conditions and updated camping booking form to reflect same.	
2.2	May 2025	Alicia Soszynski	Corrected spelling mistake ref 9.(a) (canaipa@rqys.com.au)	
3.1 (interim)	November & December 2025	Karen Baldwin, Glen Scott & Alicia Soszynski, Flag Officers & Membership Committee	Amendments highlighted.	

## 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

This policy exists to protect the amenity, character and intended use of RQYS Canaipa and ensure that all eligible members can enjoy the facilities safely and respectfully while maintaining the original intention of the site.

Canaipa is not a public gathering place. Access is a privilege of membership and may be restricted or withdrawn from any person who fails to comply with these rules. The rights of all eligible members must be preserved and respected at all times.

This policy has been created in the best interests of members and the Squadron's Management has the right to reserve, change or amend this policy at any time.

## 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) is applicable at all times.
- b) RQYS Canaipa is also the home of the Caretaker and members and guests are required to show respect for the Caretaker's privacy, not permitted to enter the Caretaker's premises and 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 of the 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 restricted 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 must produce their current membership card to the caretaker, any RQYS Management or Flag Officer when requested on arrival. Persons unable to produce proof of current membership will not be permitted to enter or use the premises.
- d) Members entitled to use Canaipa must complete and sign the visitor register each visiting day. Please note that there is no facility at Canaipa to check current Membership status.

## 5. Special/Member Hosted Events/ Gatherings

- a) Private functions or events are not permitted unless approved by Squadron Management.
- b) No member has the right to exclusive use of any part of the site, including the pool and/or the Longhouse at any time and cannot refuse access to anyone else wishing to use the facility. Respectful distances should be kept between groups, as should noise levels. Since the construction of the Longhouse, use of the facility has increased significantly. Members and guests must use the space respectfully and in keeping with its original purpose as a shared, communal area rather than a private or exclusive gathering space.
- c) If any Member is found hosting unapproved functions, events or gatherings, the member's access will be restricted and/or banned.

## 6. Guests/ Visitors

- a) **Non-member** Guests **must** be accompanied by and signed into the visitor register by RQYS Life, 50 Year, Fully Paid, Full, Full (Spouse/Partner), Senior, Country and/or Young Adult Members. Guests are not permitted at Canaipa without a member at any time.
- b) The number of guests (**excluding children under 18 years of age**) **for each applicable member** indicated above in item 4(a) **is limited to two (2) guests per member**, per visit and **may be varied** at the discretion of the Canaipa Caretaker and/or Squadron Management.
- c) **Should a member wish to invite more than two (2) guests, prior approval must be obtained before entering the premises by contacting the Canaipa Caretaker (canaipa@rqys.com.au | 0499 975 772) or the Marina Manager (marinamanager@rqys.com.au).**
- d) A number of Squadron events are held by invitation only or as a ticketed event throughout the year. On these dates, no other visitor groups will be permitted. For more information regarding Squadron events and dates, please contact the Squadron Office or check the website.
- e) Vessel owners arriving on their own vessels as guests of an RQYS member **must complete and sign in the visitor register each visiting day.**
- f) **RQYS Management reserves the right to charge a visitor fee from time to time.**

## 7. 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 (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 under 18 years of age**) for any one SYC member in the applicable categories highlighted in Item 4(a) **is limited to two (2) persons per visit** unless otherwise approved by RQYS management.
- e) SYC members will adhere to the same obligations as RQYS members as set out in Rule 4.

## 8. Functions & Events

- a) 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.

## 9. Facilities & Grounds

### 9.1 General

- a) Children (**under the age of 18 years of age**) 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. Any member who does not adhere to the above will be directed to the protocol officer for further action.**
- c) All rubbish must be removed and any equipment cleaned after use. It is not the caretaker's responsibility to clean up after visitors.
- d) **The Canaipa facility is monitored by CCTV cameras at all times and footage is recorded for security and safety purposes.**

## 9.2 Floating Pontoon

- a) The pontoon is strictly for the temporary short term mooring of tenders **and not for overnight use of vessels without written approval of Squadron Management**. Tenders must be moored on a minimum five (5) metre long painter for the safety of pontoon users and to allow the maximum number of tenders access to the pontoon at all times.
- b) Vessels may 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 **not** allowed on the pontoon.

## 9.3 Swimming pool area

- a) The swimming pool shall be available for members and their guests between 0700 and **sunset** unless extended hours have been arranged in advance with the caretaker.
- b) Children **under the age of 16 years** 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.

## 9.4 Pets

- a) No pets are allowed within the enclosed pool area **or in the Longhouse. If any member's dog is found to be in either location, the member may be asked to leave the premises, or have their membership suspended.**
- b) Members and guests are to ensure that all pets **brought onto the site** 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 away from the barbecue and from areas where others are **cooking, preparing & consuming food.**

## 9.5 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) Payment in advance of the applicable camping fees must be paid at the time of booking and return of the campground booking form. Refunds will not be issued for change of mind.
- c) Powered sites are not available and generators are not permitted on-site.
- d) Rubbish must not be left on the ground and must be disposed of in available waste bins.
- e) No loud music, noisy, or unacceptable behaviour will be tolerated.
- f) Members must give at least 48 hours **notice prior to arrival to allow for the preparation of your booking**
- g) **RQYS reserves the right to cancel or refuse bookings subject to availability and weather conditions.**
- h) **This facility is not available to non-members.**

### *Members must:*

- i) Complete a Campground booking form (please see Appendix 2 – RQYS Canaipa campground booking, rules & form) and return it with payment to the **Canaipa Caretakers (canaipa@rqys.com.au).**
- j) Only camp in the designated area as highlighted in Appendix 1 – RQYS Canaipa designated campground.
- k) Pay the fee(s) to the RQYS as directed by Squadron Management.

- l) 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.
- m) The camper(s) agree to indemnify and hold harmless RQYS and accept full responsibility and liability for any loss, damage, cost or expense of any kind including property damage, equipment loss, personal injury and legal fees on an indemnity basis arising from or in connection with any act, omission or breach of this policy by the camper(s) or their guests.
- n) The camper(s) acknowledge that they will comply with the RQYS General Code of Conduct (including Children or Young Persons) whilst on the premises.

## 9.6 Equipment & Storage

- a) Canaipa is not a storage facility & no member's equipment can be stored on the premises at any time.
- b) RQYS accepts no liability for any loss, damage or cost relating to any equipment.
- c) The above includes cars, boats, trailers, scooters and any other vehicle(s).

## 9.7 Car Parking

- a) Carparking on-site is restricted to RQYS Member vehicles only, with current and visible member vehicle stickers, up to six (6) vehicles at any one time and at the caretaker's discretion. Members or Member guests with disability parking permits are accepted.
- b) No Guest or non-member vehicles are permitted on site
- c) Any member vehicle not displaying a member vehicle sticker will not be accepted on premises.

## 9.8 Bicycles

- a) A small number of 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.
- d) RQYS will not be held liable for any damages, costs, expenses and losses of any kind, including but not limited to equipment, personal injuries (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 person and caused by their own actions, or a breach of this policy.

## 9.9 Fire Pit

- a) A fire pit is available at Canaipa and again is a shared amenity for all guests.
- 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.

# 10. On-Site Vehicle & Tender Use

- a) The on-site vehicle is available complimentary 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 Use Request form) and returned via email ([canaipa@rqys.com.au](mailto:canaipa@rqys.com.au))
- b) Only RQYS members are eligible to drive this vehicle. It is not available to non-members, visitors or guest of members.
- c) The drivers' log inside the vehicle (including the km's driven) must also be completed at the time of use.

- d) Occupants of the vehicle must not exceed the number of seatbelts available.
- e) Smoking, vaping, eating or drinking is not permitted in the vehicle.
- f) No pets are allowed in the vehicle.
- g) A cleaning fee determined by the caretaker will apply if the vehicle is deemed to be dirty, or have evidence of smoking/vaping.
- h) The use of the vehicle is for a maximum 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.
- i) The driver (who has been nominated on the Vehicle Hire Request Form) must hold a valid, Open, Class C drivers licence, be sighted by the Caretaker before using the vehicle and be the sole driver of the vehicle at all times.
- j) Provisional and Learner Drivers are not permitted to drive the Squadron vehicle.
- k) 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.
- l) Any nominated driver of the vehicle found drink driving will be prohibited from use of the vehicle indefinitely.
- m) Should the driver cause an accident for which they are at fault, the driver is responsible for all associated costs, including damage, excess charges and any liability incurred. RQYS accepts no responsibility for loss or damage arising from the driver's use of the vehicle.
- n) The Vehicle:
  - is to be driven on bitumen roads only.
  - is to be returned clean and tidy.
  - 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 tree line on the water's edge. Please refer to Appendix 1 – RQYS Canaipa designated campground for more information.





## Appendix 2

### RQYS Canaipa Campground Booking Form

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

#### Personal Details (Must be an RQYS Member)

Name: \_\_\_\_\_ Member Number: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ STATE: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone (Mobile): \_\_\_\_\_ (Home): \_\_\_\_\_

Email: \_\_\_\_\_

#### Booking Details

Date In: \_\_\_\_\_ Date Out: \_\_\_\_\_

#### Please tick one

☐ Campers & Fees (\$15 per night per person 11 years & over) for regular campsites

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.*

*RQYS reserves the right to cancel or refuse bookings subject to availability and weather conditions.  
This facility is not available to non-members.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## RQYS Canaipa Vehicle Use 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 (only available RQYS Members)

Name: \_\_\_\_\_ Member Number : \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ STATE: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone (Mobile): \_\_\_\_\_ (Home): \_\_\_\_\_

Email: \_\_\_\_\_

Driver's Licence No: \_\_\_\_\_ Cited by Caretaker: \_\_\_\_\_

### Usage Time Details

Maximum of one (1) hour unless otherwise approved.

Time Start: \_\_\_\_\_ Time Finish: \_\_\_\_\_

### 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: \_\_\_\_\_