



Royal Queensland Yacht Squadron

HOUSE RULES & POLICY

Manly Premises and RQYS Canaipa

Revised March

2023

House Rules and Policy

Manly Premises and RQYS Canaipa

Revision History

Version	Date	Author	Changes
2.0	September 2021		
2.1	January 2022		Inclusion of RQYS Canaipa
2.2	March 2023		Review and changes

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.

Approvals

Name	Role	Signature	Date	Version

Distribution

Name	Role	Date	Version

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RELATED POLICIES

RQYS Smoke Free Policy - <https://www.rqys.com.au/policiesanddocuments/>

Code of Behaviour Policy - <https://www.rqys.com.au/wp-content/uploads/2021/05/Codes-of-Conduct-Item-2-General-Code-of-Conduct-for-Dealing-with-Children-and-Young-People-NEW.pdf>

1. PRIMARY PURPOSE

The provision of facilities and services to Squadron members and the achievement of the Squadron's objectives.

2. SALE OF LIQUOR

a) RQ Bar | Functions

The sale of liquor is only authorised for consumption on or at the Clubhouse by a member of the Squadron and visitors.

c) Takeaway

The sale of liquor is only authorised to Squadron members and competitors and officials in a visiting sporting team for removal and consumption away from the Clubhouse.

d) Barbecue Area

The barbecue area is subject to the licensed conditions of the Squadron and the consumption of bring-your-own or takeaway liquor is not permitted.

3. LICENSED PREMISES

The clubhouse consisting of ground floor and first floor including outdoor eating and entertaining areas, grassed area adjacent to the clubhouse known as Rigging Lawn 1, Grassed area adjacent to the ancillary clubhouse and keg store known as Rigging Lawn 3, covered facilities, barbeque area, keg store and the Manly Marina Cove Motel situated at 578A Royal Esplanade, Manly.

4. TRADING HOURS

The club can trade within the Licensed Hours

Monday to Sunday - 8 am to 12 midnight

Public Holidays – open as per our normal trading hours (for each specific day)

(excluding Christmas Day, New Year's Eve, Good Friday and Anzac Day, the trading hours of which are prescribed in the Liquor Act 1992)

While closing times are dependent on patronage normal operating hours are:

RQ Bar

Monday to Sunday	10.00 am to close
Christmas Day	Closed
Good Friday	Closed
Anzac Day	No liquor sold prior to 1.00 pm
New Year's Eve	May remain open to 2.00 am

Takeaway Liquor

All items available in the RQ Bar are available for purchase as Takeaway within the Licensed Hours of the Squadron.

Monday to Sunday 8am to Close
(excluding Christmas Day and Good Friday)

* Any takeaway liquor must not be consumed on the licensed premises

Royal Queensland Yacht Squadron – Canaipa Point (RQYS Canaipa)

Liquor Approved Trading Hours

Saturday – Sunday:	1200 noon to 2100 hours
Public Holidays:	1200 noon to 2100 hours
Excluding:	Monday to Friday, Christmas Day, Good Friday, Anzac Day, New Year's Eve

On the Canaipa Point grounds liquor is to be sold and supplied in disposable drinking containers only. No Glass.
No liquor shall be sold or supplied before 10am unless for Take-Away purposes only.

5. PROOF OF MEMBERSHIP

- (i) To ensure compliance with Liquor Legislation, members, when on the licensed premises, shall have in their possession their current membership card.
- (ii) Membership card shall be produced on request by Squadron employees.
- (iii) Random membership checks may be carried out on occasion.
- (iv) Production of Membership Cards and random checks are not a reflection on the status of individual members but to ensure compliance with Liquor Legislation and the Squadron Rules and Regulations.

6. VISITORS

Other than members, all visitors entering the licensed premises must:

- Sign-in verifying ID
- Abide these House Rules and Policy
- Remain in hospitality and functions spaces only

7. CONDUCT ON LICENSED PREMISES

- Members or visitors shall not bring liquor of any kind onto the licensed premises.
- Glasses and other Squadron property shall not be removed from the licensed premises.
- Swearing, loud and abusive language and or behaviour or excessive noise shall not be permitted in the licensed premises. This behaviour will not be tolerated toward any RQYS staff member.
- Scooters, rollerblades, skateboards or similar items are not to be ridden or parked in the Squadron grounds, including the licensed area, boat and car parks.
- Motorcycles and bicycles are not to be ridden or parked in the licensed premises.
- Pets shall not be brought onto the licensed premises at any time. Certified assistance dogs are permitted to gain entry with their owners.
- Glasses and breakable items shall not be taken into the playground area.
- When an RQYS staff member advises bar is closing, patrons are permitted to order 1 only standard drink and must have vacated the premises within 30 minutes of the bar closing.

8. DRESS GUIDELINES

Dress requirements within the Royal Queensland Yacht Squadron are as follows:

Bistro Dining and Functions:

Smart casual is defined simply as “looking professional yet informal”.

- Unless determined by Management for special events, a minimum of **Smart Casual** is required for all areas of the Squadron
- No thongs
- No hi-vis attire after 5 pm
- No soiled or dirty clothing
- The wearing of any article of clothing bearing, in the opinion of the General Manager or Hospitality Manager, profane, suggestive or improper words or designs shall not be permitted on the Squadron premises.
- Other functions may require Squadron Jacket or formal wear as designated in the invitation or promotion for the event.
- Persons wearing hats (unless for medical reasons) shall not be permitted to remain within the RQ Bar.

Auditorium:

Sailing Attire - Dry sailing attire only is permitted in the Auditorium.

Dress standards shall be enforced by Squadron employees and by members of the General Committee.

Exceptions to these guidelines

During the regular sailing season and any regatta period the sailing attire (wetsuit/ dinghy sailing gear etc.) is permitted in the RQ Bar and Bistro before 6pm Monday – Sunday. The normal dress code shall apply after 6pm.

9. JUVENILES

- Parent and guardians at all times shall be responsible for the behaviour of their children on Squadron premises, including in the boat and car parks. Parents and guardians of children whose behaviour is socially unacceptable shall be requested to remove them from Squadron premises.
- Persons under the age of eighteen shall not be permitted to be served or receive alcohol.
- Persons under the age of eighteen shall not be permitted to remain within the licensed premises unless under the direct supervision of a person over the age of eighteen years.
- Children using club playground equipment shall at all times be under the supervision of their parent or guardian.

10. UNDERAGE DRINKING

- Liquor may not be sold or supplied to, or permitted to be consumed by a minor on licensed premises or at a place adjacent to licensed premises.
- Persons may be asked for an acceptable proof of age card prior to service. The following photographic ID represent the only acceptable proof of age:-
 - (1) A proof of age card issued by relevant authorities in each state or territory. The proof of age card issued in Queensland is Card 18+.
 - (2) A driver's licence
 - (3) An Australian or foreign passport
- It is a requirement under the Liquor Act to confiscate fake or fraudulent ID and for this document to be forwarded to the Liquor Licensing Division.
- If person has no acceptable proof of age ID, staff will refuse service of alcohol. Other patrons may not purchase alcohol on their behalf.
- Staff are trained to request the ID of all patrons who appear under the age of 25 years and to know what constitutes acceptable evidence of age under the Liquor Act.

11. SMOKING

Please refer to the RQYS Smoke Free Policy – V 0.02 – June 2018

12. RESPONSIBLE SERVICE OF ALCOHOL - REFUSAL OF SERVICE

- All employees who work in the bar and café area or functions must have an up to date RSA certificate.
- New employees must have already obtained their RSA certificate prior to the commencement of employment.
- The Licensee and staff must refuse service to patrons who are intoxicated.
- The Licensee and staff may remove intoxicated patrons from the licensed premises.
- The Liquor Act defines undue intoxication as:

"a state of being in which a person's mental and physical faculties are impaired because of consumption of liquor so as to diminish the person's ability to think and act in a way in which an ordinary prudent person in full possession of his or her faculties, and using reasonable care, would act in like circumstances."

- There are several behavioural signs which, in combination, may indicate that a person has had too much to drink. These signs include:
 - * mood changes
 - * slurring or mistakes in speech
 - * raised speaking voice
 - * clumsiness, fumbling with change
 - * loss of balance or co-ordination, swaying or staggering
 - * confusion, lack of ability to hear or respond
- The Squadron's Licensee and staff do commit an offence if they sell or supply liquor to unduly intoxicated or disorderly patrons. The intoxicated person may remain on premises but may not consume any further alcohol.
- The Squadron and its Licensee must
 - * behave responsibly in the service, supply and promotion of alcohol
 - * must not engage in a practice or promotion that may encourage rapid or excessive consumption of liquor
 - * must engage in practices and promotions that encourage the responsible consumption of liquor
 - * must provide and maintain a safe environment in and around the licensed premises.

13. CODE OF BEHAVIOUR

- All members and visitors are requested to maintain an appropriate code of behaviour (see Code of Behaviour Policy) and consider the needs of other patrons whilst at the Squadron.
- Conduct within the licensed premises and the provisions of the Liquor Act are the responsibility of the Licensee and the Duty/Approved Manager at any given time and the co-operation with the directions provided by the employees, is required at all times.
- Service can essentially be refused to patrons for the following reasons
 - * Safety of the patron
 - * Safety of others
 - * Provisions of the Liquor Act
 - * Civil liability
 - * A breach of the Code of Behaviour
- The enforcement of the Liquor Act and the Squadron's House - Rules and Policy is the responsibility of the Squadron's Licensee, Management and employees. Reports in regard to breaches of the House - Rules and Policy and/or misconduct of members may be referred to General Committee by Management.
- Complaints and reports associated with House operations may be referred to Management, Approved Manager, General Manager or General Committee for consideration.