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SATURDAY 22ND NOVEMBER, 2008

GUYANA

No. 18 of 2008

REGULATIONS

Made Under

GUYANA TOURISM AUTHORITY ACT 2002
(Act No. 3 of 2002)

IN EXERCISE OF THE POWERS CONFERRED UPON THE GUYANA TOURISM AUTHORITY BY SECTION 44 OF THE GUYANA TOURISM AUTHORITY ACT 2002, THE AUTHORITY, WITH THE APPROVAL OF THE MINISTER, MAKES THE FOLLOWING REGULATIONS:-

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation.
2. Interpretation.
3. Register of persons qualified as tourist guides.
4. Application and licensing fees.
5. Conditions for issue of licence.
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SCHEDULE

Citation. 1. These Regulations may be cited as the Guyana Tourism Authority (Tourist Guides) Regulations 2008.

Interpretation. 2. In these Regulations, unless the context otherwise requires-

“register of tourist guides” means the register kept by the Authority;

“speciality tourist guide” means any tourist guide who has expert knowledge on a particular tourist attraction for which the tour has been arranged;

“tourist guide” means an individual who is licensed by the Authority to guide a tour party, provide general information, interpret, indicate and inform on items of interest along the way or at a tourist attraction;

“tour itinerary” means the itemised aspects of an arranged tour which includes the routes and expected times of departure, places to be visited and the expected time of return or final stop of a tour party;

“tour operator” means an individual or a company that provides a range of tour services for the international or domestic tourism market;

“tour party” refers to an individual or a group of individuals who are the customers of a tour operator.

Register of persons qualified as tourist guides.

3. (1) The Authority shall keep a register of persons who are qualified to act as tourist guides, which shall be open for inspection by the public.

(2) Any person who, to the satisfaction of the Authority-

- (a) has passed an appropriate examination to act as a tourist guide; or
- (b) possesses tourist guide qualifications deemed to be equivalent by the Authority,

shall be entitled to enrol in the said register.

(3) Subject to the provisions of these Regulations, a person registered under these Regulations shall be issued with a licence, to be a tourist guide.

(4) An application to register as a tourist guide shall be made to the Authority and shall contain the necessary details, accompanied by the relevant certificates or other documentations that may, from time to time, be required by the Authority.

(5) Any person who, on the coming into force of these Regulations, is licensed as a tourist guide by the Authority shall be registered for the purpose of these Regulations.

(6) Registered tourist guides may, from time to time, be required by the Authority to attend courses organised by the Authority or by any person or institution on behalf of the Authority for the purpose of their continued professional development.

(7) Registered tourist guides who fail to attend such courses without reasonable explanation or prior permission of alternative arrangements consented to by the Authority shall be cancelled from the register of tourist guides.

(8) Any guide coming from overseas must be exposed to at least two weeks of local training.

Application
and licensing
fees.

Schedule.

4. An application shall be made to the Authority on the Form set out in the Schedule along with the appropriate fees and a licence fee shall be paid as specified in the Application Form in the Schedule, after the application is granted.

Conditions
for issue of
licence.

5. (1) A person shall not be registered and licensed as a tourist guide, unless he satisfies the Authority that he is of good character, produces a valid police or other recognised public official character recommendation that clearly states the person is fit and proper to act as a tourist guide.

(2) Any person applying to the Authority for a licence to operate as a tourist guide shall satisfy the Authority that-

- (a) he has successfully completed the foundation First Aid course conducted by the Red Cross or any other First Aid or Cardiac Pulmonary Resuscitation body that is recognised;
- (b) he is the holder of a valid certificate or certificates from either of the organisations referred to in sub-paragraph (a) above.

(3) Tourist guides shall show to the Authority evidence of renewal of their First Aid or Cardiac Pulmonary Resuscitation certificate before a licence is issued or renewed.

Renewal
of licence.

6. (1) The renewal of a licence shall be done on a Form determined by the Authority.

(2) The Authority reserves the right to request the tourist guide to appear in person before the renewal of his licence for the purpose of personal evaluation.

Refusal and
revocation

7. The Authority may refuse to issue a licence or may revoke a licence at any-time the Authority determines the tourist guide is not in compliance with the Act and these Regulations.

Identity
document.

8. (1) The Authority shall issue an identity document to any tourist guide registered and licensed under these Regulations.

(2) The identity document shall contain a photograph of a tourist guide and any other information the Authority deems necessary.

(3) The identity document shall remain the property of the Authority and shall be returned to the Authority on demand, or on the suspension or revocation of a registration or a licence issued under these Regulations.

(4) A tourist guide shall, at all times, while guiding or conducting an organised tour or excursion, wear the identity document in a conspicuous place.

(5) Any person making use of any identity document issued to another person or who fails to return the identification document when so requested by the Authority shall be guilty of an offence against these Regulations.

Responsibilities
of a tourist guide.

9. A tourist guide shall be responsible for the following-

- (a) to conduct or guide an organised tour in a professional manner;
- (b) to accompany the organised excursion at all times, except when free time is allowed;
- (c) to ascertain the safety of the tour party while on tour;

- (d) to ensure safety equipment and first aid kits are readily accessible on tour;
- (e) to ensure that the tour party is properly guided to minimise any negative impact on the tourist attraction;
- (f) to provide the tour party the opportunity to learn more about the social, cultural, heritage, political, environmental circumstances of the country; and
- (g) to advise the tour party against actions that will be in contravention to regulations and statutory requirements of the tourist attraction environment and laws of Guyana.

Appearance.

10. A tourist guide shall-

- (a) be appropriately attired while on duty;
- (b) be physically fit and mentally sound; and
- (c) ensure that good personal hygiene practices are upheld at all times on his part.

Safety measures.

11. A tourist guide shall-

- (a) ensure that all equipment to be used on the tour are in proper working order;
- (b) be competent in the use of the equipment available on the tour;
- (c) have where practical an effective means of communication with a responsible third party in the event of any emergency;
- (d) prior to use on the tour, examine all equipment thoroughly for apparent defects and malfunctions; and
- (e) ensure that the safety equipment provided are utilised efficiently on the tour.

Maximum persons to be guided.

12. A tourist guide shall guide a maximum number of persons under the following categories, unless special permission is applied for from the Authority to do otherwise-

- (a) city tours and other instances where tour buses and boats are used the ratio shall not exceed one tourist guide to thirty tourists, and
- (b) in interior tours, that are done on foot the ratio shall not exceed one tourist guide to fifteen tourists.

**Commencement
and end of
organised tours.**

13. The tourist guide shall be deemed to start an organised tour at the time he is requested to report to commence his duties as per itinerary and is deemed to end when the last passenger leaves the tour.

**Report by
tourist guide.**

14. The tourist guide shall at the request of a person engaging his services, submit, free of cost a detailed written report on the organised tour one week after the tour, or within such other longer period as may be agreed with the tour operator.

**Suspension and
cancellation of
registration or
licence of a
tourist guide.**

15. (1) Where the Authority is convinced that a tourist guide has-

- (a) behaved in an improper manner not befitting the duties and responsibilities of a tourist guide;
- (b) acted in contravention of any of the provisions of the Act or these Regulations or has failed to do something which he is required to do under the Act or by these Regulations;
- (c) been convicted of an offence under the Act or these Regulations, or of any other offence which in the opinion of the Authority renders him unfit to continue to act as a tourist guide or reflects adversely on the status of a tourist guide.

the Authority may take the steps referred to in paragraph (2).

(2) The Authority may, having regard to the circumstances of the case, -

- (a) suspend or cancel his registration;
- (b) suspend or revoke the licence issued to the guide;
- (c) in the case of any suspension, referred to in sub-paragraphs (a) and (b) above, the suspension or revocation shall not exceed a period of five years;

- (d) where the registration or licence of a tourist guide has been cancelled or revoked in terms of the above sub-paragraphs (a) and (b), the tourist guide shall not be eligible to re-apply for registration for a licence before the lapse of the period of such cancellation or revocation.

Representations
by applicants.

16. (1) Before refusing to grant or renew a registration or licence or before suspending or cancelling of any registration or licence in accordance with the provisions of the Act and these Regulations, the Authority shall inform the applicant or licensee of its intention and shall give him the opportunity to make representations.

(2) If an applicant is aggrieved by any decision of the Authority, he may lodge an appeal from the decision in accordance with the provisions of the Act, to the Board of Directors of the Authority.

Offences.

17. (1) Any person who fails to comply with regulations 9, 11 and 12 commits an offence.

(2) A person who commits an offence under these Regulations shall be liable on summary conviction to a fine of fifty thousand dollars.

SCHEDULE.

reg. 4

TOUR GUIDES LICENCE APPLICATION FORM



GUYANA TOURISM AUTHORITY

Name of Applicant:

Name and address of owner:

Business Address:

Telephone #:..... Fax #

Website e-mail

Date of Birth National ID o.....

Areas of Speciality:

Educational Institution Attended:

Name of Institution	Address	Years attended From - to

Qualifications – (Primary, Tertiary and Professional)

Institution	Years Attended	Accreditation

I hereby declare that the information supplied with this application is true and correct to the best of my knowledge.

Signature of Guide.....Date.....Business Stamp

Tour Guide's Application

Applicants shall submit together with their application the following:-

- (a) proof of tour guide training and qualifications;
- (b) copies of all academic, tour guide and first aid training certificates and any other professional certificates;
- (c) professional details, including a work history reference from recognised tour operator or a higher recognised and credible individual;
- (d) a description of the nature and type of services offered;
- (e) a valid police clearance or a character testimony from a recognised personnel;
- (f) a medical certificate from a government GMO;
- (g) two references.

Fees: Licences fees are \$ 10,000 for two years.

Made this 21st day of October, 2008.

Ramji J Chairman of the Authority

Approved this 21st day of October, 2008.

W. K. ...
Minister of Tourism, Industry and Commerce.