



## APPLICATION FOR TOUR OPERATOR and NON- LODGE CORPORATE MEMBERSHIP STATUS 2024-2025

### SECTION 1: The purpose of this application

The purpose of the **FGAEA Tour Operator & Non-Lodge Corporate membership** is to recognise and recommend a Tour Operator that promotes the Field Guides Association of East Africa (FGAEA) as an Association and its goals of practising and maintaining professional guiding standards in East Africa. The Tour Operator adopts the professional practises and standards of FGAEA as well as provides support in creating career paths for its guides.

### SECTION 2: Criteria to qualify

The following criteria will qualify a Tour Operator to become a FGAEA recognised corporate tour operator member:

1. Support FGAEA standards, policies, procedures and code of conduct.
2. All employed guides should be paid-up FGAEA members for the current year.
3. All activities offered by the Tour Operator must promote good conservation principals and ethical guiding practises.
4. Create and implement a career development plan for each guide in the team and allow opportunities for them to access training, write exams and conduct practical assessments.
5. The tour operator must comply with all the legal requirements as laid down by all the relevant authorities and laws.
6. The tour operator should facilitate the payment of all their guide's FGAEA annual membership and relevant examination fees.
7. The tour operator should facilitate training, examinations and assessments of guides to comply with the legal requirements of the country.
8. Live in accommodation of guides, if applicable, should be of a reasonable living standard and suitable for the climate and working conditions.
9. Salary structures should take into account the guide level of qualification, professional designation and experience on employment.
10. The guides in the tour operator should nominate a representative and the tour operator should allow him/her time off to attend FGAEA regional meetings.
11. If an employee of the tour operator is elected onto any FGAEA committee, time should be made available by the tour operator for him/her to attend such meetings.
12. If the tour operator is operating in dangerous game areas, and guides are issued with rifles, an adequate amount of rounds of ammunition (for the issued rifle) should be provided by the tour operator per guide every two months for rifle practice. This must be performed according to the legal requirements and logged in the FGAEA dangerous game logbook.
13. All operational equipment i.e. vehicles, rifles, binoculars etc. that are provided by the tour operator must be serviceable and must comply with all legal requirements.



### Section 3: Terms and Conditions of FGAEA Tour Operator Corporate membership status

1. FGAEA will be informed within 7 days if disciplinary action led to the dismissal of a FGAEA member.
2. FGAEA will be informed within 48 hours when an incident has occurred where either a member or a guest may have been injured or killed during a guided experience, or during the normal operations of the tour operator, or when an animal was destroyed to protect human life.
3. The tour operator will notify FGAEA within 30 days of any staff changes in terms of guides, other than changes due to disciplinary action.
4. FGAEA Corporate membership is renewable annually.
5. The tour operator should be available for inspection by a FGAEA approved representative on appointment at any time during the year.
6. The tour operator should make provision for a link on its web site to the FGAEA web site, and FGAEA will do the same for the lodge or camp.

### Section 4: The benefits of FGAEA Tour Operator Corporate membership

1. Guides have access to professional standards, continued career development opportunities and can apply for professional recognition and designations.
2. The maintaining, developing, encouraging, and monitoring of a high ethical standard of conduct amongst its Members by FGAEA, and issuing and enforcing a code of conduct to maintain professional behaviour.
3. FGAEA career guidance, mentorship support and opportunities.
4. Networking opportunities.
5. The Tour Operator will receive a “Corporate Recognition Certificate” stating the membership status and the year of validity. This may be displayed in public at the lodge.
6. All members at the Tour Operator will receive a discount for annual subs for that year.
7. The Tour Operator may make use of the FGAEA logo in their marketing material pertaining to the qualifications of their guides.
8. The Tour Operator will be entitled to use the FGAEA logo in advertising and all marketing material during that year.
9. The Tour Operator may purchase books from the FGAEA bookshop at FGAEA’s advertised prices at the time.
10. The corporate tour operator may advertise in the newsletter for vacancies free of charge.
11. The Tour Operator can facilitate an exam centre if there are at least 5 members writing at the centre and the Tour Operator provides a FGAEA accredited / appointed invigilator.
12. The Tour Operator can display the FGAEA logo and the guide’s level on their name badges.
13. FGAEA will provide exposure for the Tour Operator at travel shows if the lodge provides the marketing materials.



**Section 5: Cost and renewal of Corporate Tour Operator membership status**

1. An annual fee is payable by the Tour Operator and members/guides

|  |          |
|--|----------|
| Tour Operator Corporate Membership Fee     | \$200.00 |
| Tour Operator Corporate Guide Registration | \$18.00  |

Guide Annual Fees

|            |         |
|------------|---------|
| * Copper   | \$25.00 |
| * Bronze   | \$30.00 |
| * Silver   | \$28.00 |
| * Gold     | \$25.00 |
| * Platinum | \$25.00 |

\*Sliding scale more than 20 guides

2. Renewal of FGAEA “Tour Operator Corporate membership Status” depends on maintaining criteria for eligibility for the recommendation.
3. A valid “Tour Operator Corporate membership Status” Certificate will be issued annually on receipt of the annual payment and proof of conformity to criteria.



|   |  |                          |                                    |
|---|--|--------------------------|------------------------------------|
| <b>Section 6:</b>   | <b>Please complete the following particulars of the Company (Tour Operator) applying for FGAEA Corporate membership:</b> |                          |                                    |
| <b>NAME OF COMPANY:</b>   |  |                          |                                    |
| <b>Does the Company already have a FGAEA membership number, if so state the number</b>  | <b>Yes</b>   | <b>No</b>                | <b>FGAEA Membership No:</b>        |
| <b>TYPE OF COMPANY REGISTRATION</b><br><b>Private or non profit company</b>   |  |                          |                                    |
| <b>COMPANY REGISTRATION NUMBER:</b>   |  |                          |                                    |
| <b>Business Telephone number:</b>   |  |                          |                                    |
| <b>Cellular phone number:</b>   |  |                          |                                    |
| <b>E-Mail:</b>  |  |                          |                                    |
| <b>Physical address and country (Where is the Tour Operator physically situated)</b>  |  |                          |                                    |
| <b>Is the Tour Operator situated within a "Big 5 dangerous game" area.</b><br><br>Please provide details as to the type of guiding and area in which guiding takes place. | <b>Yes</b>   | <input type="checkbox"/> | <b>No</b> <input type="checkbox"/> |



**SECTION 7: Tour Operator representative**

Please complete the following with regards to the personal particulars of the person authorised to take responsibility for the FGAEA Tour Operator/non-Lodge membership of the company:

|                                      |  |
|--------------------------------------|--|
| <b>Title</b><br>(Mr/Mrs/Ms/Dr/Prof): |  |
| <b>Surname:</b>                      |  |
| <b>First names:</b>                  |  |
| <b>Passport or ID Number:</b>        |  |
| <b>Position in company:</b>          |  |
| <b>Work phone number:</b>            |  |
| <b>Cellular phone number:</b>        |  |
| <b>Email address:</b>                |  |

**SECTION 8: LIST OF ALL GUIDES EMPLOYED BY THE TOUR OPERATOR**

**CURRENT YEAR:** \_\_\_\_\_

| NAME OF GUIDE   | QUALIFICATION | FGAEA NUMBER | CONFIRMATION BY FGAEA<br><i>[Office use only]</i> |
|---|---------------|--------------|---|
| <b>Head Guide</b><br>1.   |               |              |   |
| <b>Other Guides</b>   |               |              |   |
| 2.  |               |              |   |
| 3.  |               |              |   |
| 4.  |               |              |   |
| 5.  |               |              |   |
| Please add additional lines if necessary OR attach a list of guides to this application |               |              |   |



**SECTION 9. DECLARATION OF COMPLIANCE BY APPLICANT COMPANY**

*(to be completed by the individual taking responsibility for application and compliance)*

I \_\_\_\_\_ the undersigned and duly authorised, understand that the Corporate membership status is renewable on an annual basis by application and will be reviewed by FGAEA accordingly. The decision of the FGAEA Directorate will be final.

I hereby declare that this company:

\_\_\_\_\_

(Name of applicant company)

will comply with the pre-requisite conditions as laid out in the criteria, terms and conditions of membership including the rules pertaining to qualification for such corporate membership and agree to comply with these conditions for as long as our Corporate Membership status is valid.

I acknowledge that failure to conform to the requirements of this membership type will result in the corporate status of the company being withdrawn subject to an investigation.

|  |
|--|
| <p>I _____</p> <p style="text-align: center;">(company representative name – individual person)</p>                    |
| <p>Sign on behalf of: _____</p> <p style="text-align: center;">(name of Company applying for corporate membership)</p> |
| <p>Signed this _____ day of _____ (month) _____ (year)</p> <p>at: _____</p>  |
| <p>Signature: _____ Date: _____</p>  |



|                  |                  |
|------------------|------------------|
| Witness name :   | Witness name :   |
| Signature: _____ | Signature: _____ |
| Date: _____      | Date: _____      |

**SECTION 10. DECLARATION OF COMPLIANCE and APPROVAL BY FGAEA**

|   |
|---|
| I _____<br>(FGAEA representative name)<br>duly authorised, sign on behalf of FGAEA, confirm Corporate membership status |
| Signed this _____ day of _____ (month) _____ (year)<br>at: _____  |
| Signature: _____<br>Date: _____ valid for 1 year  |