

**GUYANA TOURISM AUTHORITY ACT
(CHAPTER 91:12)**

Tourist Guides Regulations, 2005

IN EXERCISE of the powers conferred by section 44 of the Guyana Tourism Authority Act, the Minister for Tourism, Industry and Commerce on the recommendation of the Guyana Tourism Authority, has made the following regulations:-

Citation and commencement.

1. The title of these regulations is the Tour Guides Regulations 2005.

Interpretation.

2. In these regulations, unless the context otherwise requires –

“**Act**” means the Guyana Tourism Authority Act;

“**Authority**”, means the Guyana Tourism Authority;

“**Tour operator**”, a company that provides a range of tour services for the international and or domestic market.

“**Tour guide**” An individual who leads a tour party, provides general information, interprets, indicates and informs on items of interest along the way to a/or at a tourist attraction.

“**Tour itinerary**” the itemized aspects of the tour including the route and expected times of departure and return of the tour party.

“**Specialty tour guide**” any tour guide who has expert knowledge on the particular tourist attraction for which the tour has been arranged.

“**Tour party**” an individual or a group of individuals who is a customer of a tour.

“**Register of tourist guides**” means the register kept by the Authority.

Register of persons qualified as tour guides.

3. (1) The Authority shall keep a register of persons who are qualified to act as tour guides. Such register 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 be enrolled in the said register.
- (3) Subject to the provisions of these regulations, a person registered under this regulation shall be deemed to be in possession of a license.
- (4) An application to register as a tourist guide shall be made to the Authority and shall contain such details, accompanied by such certificates or other documentation as 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 Tourism Authority shall be registered for the purpose of this regulation.
- (6) Registered tour guides may, from time to time, be required by the Authority to attend courses organized by the Authority or by any person or institution on behalf of the Authority for the purpose of their continued professional development.
- (7) Registered tour guides who fail to attend such courses without reasonable explanation or prior permission of alternative arrangements consented by the Authority shall be cancelled from the Register of tourist guides.

Validity of license

4. (1) License issued under these regulations shall be valid for a period of one year expiring on the 31st day of December unless a different validity period is established.
- (2) Any person who fails to renew the license on the expiry thereof shall cease to hold a valid license.
- (3) The renewal of Licenses can be done through the post or reasonable arrangements made by the licensee, but will have to be done on the recommendation of a tour operator that the tour guide has been attached to for a period of no less than three months before the renewal.
- (4) The renewal of license shall be done on a form prescribed by the Authority.
- (5) The Authority reserves the right to request the tour guide to appear in person before the renewal of his/her license for the purpose of personal evaluation.

Identity document

5. (1) The Authority shall issue an identity document to any tour guide registered or licensed under these regulations. The identity document shall contain a photograph of the tour guide and such other information as the Authority may deem necessary.
- (2) 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 license issued under these regulations.
- (3) A tour guide shall, at all times, while guiding or conducting an organized tour or excursion, wear the identity document in a conspicuous place.
- (4) 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.

Conditions for issue of license

6. (1) A person shall not be registered or licensed as a tourist guide, unless he satisfies the Authority that he is of good character, produces a valid police clearance and is a fit and proper person to act as a tourist guide.
- (2) Any person applying to the Authority for a license as a tour guide must satisfy the Authority that he or she has undergone the appropriate training and is duly qualified based on successful completion to operate as a tour guide.
- (3) Not limiting section 6:02 tour guide applicants must have completed the foundation first aid course conducted by the Red Cross, and is the holder of a valid certificate from the Red Cross.
- (4) Tour guides must show evidence of renewal of their first aid certification and proof of attendance of a re-fresher course before a license can be issued or renewed.

Responsibility of tourist guide

7. (1) It shall be the duty of a tourist guide to conduct or guide an organized tour in a professional manner.
- (2) An organized tour or excursion shall be conducted in accordance with the itinerary set by the operator. A tourist guide may, in exceptional circumstances and for a valid reason, vary the itinerary.
- (3) A tourist guide shall, except when free time is allowed, accompany the organized excursion at all times.

- (4) The tour guide will be responsible for the safety of the tour party while on tour. Safety equipment and first aid kit shall be readily accessible on tour.
- (5) The tour guide will ensure that the tour party is assisted in every possible way to minimize any negative impact on the tourist attraction.
- (6) It is the responsibility of the tour guide to provide the tour party with the opportunity to learn more about the social, cultural, heritage, political and environmental circumstances of the country.
- (7) To advise the tour party against actions that will be in contravention of regulations and statutory requirements of the attraction, environment and the country as a whole.

Appearance

8. The tour guide shall:

- a) Be appropriately attired whilst on duty
- b) Be physically fit and mentally sound
- c) Ensure that good personal hygiene practices are upheld at all times on his part.

Equipment

9. The tour guide shall:

- a) Ensure that all equipment to be used on the tour is in proper working order;
- b) Be competent in the use of the equipment used on the tour within his control;
- c) Have where practical an effective means of communication with a responsible third party in the event of emergencies.
- d) Prior to use on the tour, thoroughly examine all equipment for apparent defects; and
- e) Ensure that the safety equipment provided is utilized as they should on the tour.

Maximum number of persons to be guided

- 10.** (a) Unless having a special permission in writing from the Authority, no tour guide shall be in charge of a party of more than twenty persons.
- (b) The Authority reserves the rights to weaver section 10 (a), where there is sufficient evidence that a guide is adequately equipped to conduct tours of

parties larger than twenty persons, under special circumstances. The Authority must review these arrangements and issue a weaver in writing.

Contractual Agreements of Tour Guides.

11. The engagement of a tour guide may be subject to an agreement in writing between the operator and the tourist guide. The tour guide may stipulate the conditions under which he will operate. The terms and conditions inclusive of time frames and fees will be the responsibility of the tour guide to determine.

Commencement and end of organized tour

12. The tour guide shall be deemed to start an organized tour at the time that he/she is requested to report to commence his/her duties as per itinerary and is deemed to end when the last passenger leaves the tour.

Report by tour guide

13. A tour guide shall, at no charge and when so requested by the person engaging his/her services, submit a detailed written report on the organized tour within one week from the tour, or within such other longer period as may be agreed with the operator.

Suspension or cancellation of registration or license of a tourist guide.

14. (1) Where the Authority is convinced that a guide has:
 - (a) Behaved in an improper manner not befitting the duties and responsibilities of a tourist guide; or
 - (b) Acted in contravention of any of the provisions of the Act or of these Regulations or has failed to do something which he is required to do by the Act or by these regulations; or
 - (c) Been convicted of an offence under the Act or under these regulations, or of any other offence which in the opinion of the Authority renders him unfit to continue to act as a guide or reflects adversely on the status of a guide,
15. The Authority may, having regard to the circumstances of the case -
 - i. suspend or cancel the registration made; and
 - ii. Suspend or revoke the license issued to such guide.
 - iii. In the case of any suspension, as is referred to in sub-regulation (1) above of this regulation, such suspension shall not exceed a period of five years.

- iv. Where the registration or license of a tourist guide has been cancelled or revoked in terms of the above sub-regulation (1), the tourist guide shall not be eligible to re-apply for registration or for a license before the lapse of the period of such cancellation or revocation

Representations by applicant

- 16. (1) Before refusing to grant or renew a registration or license or before suspending or canceling any such registration or license in accordance with the provisions of the Act and of these regulations, the Authority shall inform the applicant or the licensee, as the case may be, of its intention and shall give him an opportunity to make representations.
- (2) If the applicant is aggrieved by any decision of the Authority, he may lodge an appeal from such a decision in accordance with the provisions of the Guyana Tourism Authority Act, to the board of directors of the Authority.

Fines and penalties

- 17. (1) without prejudice to the provisions of regulation 16 of these regulations, any person who fails to comply with any of the provisions of these regulations, shall be guilty of an offence and shall be liable on conviction, to a fine of \$25,000.00

Application and Licensing Fee

- 18. An application shall be made to the Authority on a prescribed form set out by the Authority. The licensing fees shall be set out by the Authority and will be subject to changes with notice.