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Form: CORP02

APPLICATION FOR LODGE / CAMP CORPORATE MEMBERSHIP STATUS (2015)

SECTION 1: THE PURPOSE OF THIS APPLICATION

The purpose of **FGASA Lodge Corporate membership** is to recognise and recommend a lodge or camp that promotes the Field Guides Association of Southern Africa (FGASA) as an Association and its standards as well as providing support and creating career paths for its member guides and trackers.

SECTION 2: Criteria to qualify

The following criteria will qualify a lodge or camp to become a FGASA recognised corporate lodge member:

1. All employed guides and trackers should be paid-up FGASA members for the current year.
2. All activities offered by the lodge or camp must promote good conservation and guiding ethics and principals.
3. If the company employs a number of guides then as a minimum the “head ranger” (Guide) must at least be a fully qualified Level 3 guide, and if operating within a Dangerous game area then the “head ranger” must be a fully qualified Level 3 Trails Guide. All other employed guides must at least be qualified as a FGASA Local or a Level 1 guide.
4. If the company is a “One man show” (Only employs one guide) then the Guide needs to be at least a fully qualified FGASA Level 2 guide and if operating within a Dangerous game area then the guide must be a fully qualified Level 2 Trails Guide.
5. All guides must be registered with the National Department of Tourism (NDT) as a legally qualified guide.
6. No guide or tracker should be expected to perform guiding duties s/he is not qualified and/or registered to carry out.
7. The lodge or camp must comply with all the legal requirements as laid down by all the relevant authorities and laws. (Tourism Amendment Act, Firearms control Act, Employment Act, Skills Development Act, Dept of Transport, etc.)
8. The lodge or camp should facilitate the payment of all their guide’s FGASA annual membership and relevant examination fees.
9. The lodge or camp should facilitate training, examinations and assessments of guides and trackers to up-grade their qualifications and to comply with the legal requirements viz. FGASA qualifications, First Aid, PDP, NDT and SASSETA.
10. Accommodation of trackers and guides should be of a reasonable living standard and suitable for the climate and working conditions at the lodge or camp.
11. Salary structures should take into account the guide or tracker’s level of qualification and experience on employment.
12. One day paid study leave should be allowed for any member writing a FGASA theory examination on that set date.
13. The guides/trackers in the lodge should nominate a representative and the lodge should allow him/her time off to attend FGASA regional meetings.

14. If an employee of the lodge or camp is elected onto any FGASA committee, time should be made available by the lodge for him/her to attend such meetings.
15. If the lodge or camp 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 lodge or camp per guide every two months for rifle practice. This must be performed according to the legal requirements and logged in the FGASA dangerous game logbook.
16. All operational equipment i.e. vehicles, rifles, binoculars etc. that are provided by the lodge must be serviceable and must comply with all legal requirements.

Section 3: Terms and Conditions of FGASA Corporate membership status

1. FGASA will be informed within 7 days if disciplinary action led to the dismissal of a FGASA member.
2. FGASA will be informed within 24 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 lodge or camp, or when an animal was destroyed to protect human life.
3. The lodge or camp will notify FGASA within 30 days of any staff changes in terms of guides and trackers, other than changes due to disciplinary action.
4. FGASA Corporate membership is renewable annually.
5. The lodge or camp should be available for inspection by a FGASA approved representative on appointment at any time during the year.
6. The lodge should make provision for a link on its web site to the FGASA web site, and FGASA will do the same for the lodge or camp.

Section 4: The benefits of FGASA Lodge Corporate membership

1. The lodge or camp will receive a “Corporate Recognition Certificate” stating the membership status and the year of validity. This may be displayed in public at the lodge.
2. Three members subs will be included in the years fees.
3. The lodge may make use of the FGASA logo in their marketing material pertaining to the qualifications of their guides.
4. The lodge or camp will be entitled to use the FGASA logo in advertising and all marketing material during that year.
5. The lodge or camp may purchase books from the FGASA bookshop at FGASA’s advertised prices at the time.
6. The corporate lodge or camp may advertise in the Field News for vacancies free of charge.
7. The lodge can facilitate an exam centre if there are at least 5 members writing at the centre and the lodge provides an invigilator.
8. The lodge can display the FGASA logo and the guide’s level on their name badges.
9. FGASA will provide exposure for the lodge at travel shows if the lodge provides the marketing materials.

Section 5: Cost of Corporate Lodge membership status

1. An Annual fee is payable: **R 5000.00**
2. Renewal of FGASA “Lodge Corporate membership Status” depends on maintaining criteria for eligibility for the recommendation.
3. A valid “Lodge Corporate membership Status” Certificate will be issued annually on receipt of the annual payment and proof of conformity to criteria.

SECTION 6: Please complete the following particulars of the Company (Lodge/Camp) applying for FGASA Corporate membership:

NAME OF COMPANY:			
Does the Company already have a FGASA membership number, if so state the number	Yes	No	FGASA Membership No:
TYPE OF COMPANY REGISTRATION (CC/ Sec21/Pty Ltd/etc)			
COMPANY REGISTRATION NUMBER:			
Business Telephone number:			
Business Fax number:			
Cellular phone number:			
E-Mail:			
Postal address: (The address where you would like all documentation and Field News magazines sent to)			
	Code:		
Where is the lodge/camp physically situated:			
Is the lodge/Camp situated within a "Big 5 dangerous game" area. Please provide details as to the type of guiding and area in which guiding takes place.	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

SECTION 7: Please complete the following with regards to the Personal particulars of the person taking responsibility for the FGASA Corporate membership of the lodge/camp:

Title (Mr/Mrs/Ms/Dr/Prof):	
Surname:	
First names:	
RSA ID Number:	
Position in company:	
Work phone number:	
Cellular phone number:	
Email address:	

**SECTION 8: LIST OF ALL GUIDES EMPLOYED BY LODGE/CAMP
CURRENT YEAR: _____**

NAME OF GUIDE	QUALIFICATION	FGASA NUMBER	CONFIRMATION BY FGASA <i>[Office use only]</i>
Head Guide "Ranger" 1.			
Other Guides and Trackers			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

If you have more employed guides and trackers please add extra pages.

SECTION 9. DECLARATION OF COMPLIANCE BY APPLICANT COMPANY

(To be completed by the Individual taking responsibility for application and compliance)

I understand that the Corporate membership status is renewable on an annual basis by application and will be reviewed by FGASA accordingly. The decision of the FGASA 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.

I

(Company representative name – individual person)

Sign on behalf of: _____

(Name of Company applying for corporate membership)

Signed this _____ day of _____ (month) _____ (year)

At: _____

Signature: _____

Date: _____

