

Ogasawara Forest/ Mountain Guide  
Registration System Implementation Guideline

(Purpose of the registration system)

Article 1 This system is based on the purport of the concept of ecotourism stated by the Ogasawara Ecotourism Committee. Its purpose is to establish the social status of guides by preserving the endemic nature and culture of Ogasawara, seeking an appropriate and continuous way to use these resources, and contributing to the development of the region through activities as a guide that is trusted by customers and the community.

(Subjects)

Article 2 Those who are eligible must be able to guide and explain about natural as well as tourist resources of Ogasawara, mainly in the outdoors of land areas, and receive payment.

(Application for registration)

Article 3 Those who meet the standards mentioned in the appended table 1 may apply for the registration as a forest/ mountain guide of Ogasawara.

2 Those who do not meet the standards of (1) and (2) in the appended table 1 may apply as an associate guide until becoming registered as a guide. Regarding the regulations of the guideline in this case, “Ogasawara forest/ mountain guide” shall read as “Ogasawara forest/ mountain associate guide” and be applied, except for paragraph 4, paragraph 5 of article 4 and paragraph 2 of article 7.

3 Persons who apply for registration as an Ogasawara forest/ mountain guide (hereinafter referred to as “applicants”) shall submit the following documents to the president of the Ogasawara Ecotourism Committee.

(1) Ogasawara forest/ mountain guide registration application form (form 1)

(2) Documents in line with the registration standards mentioned in the appended table 1

4 In the event a person registered as an Ogasawara forest/ mountain associate guide applies for registration as an Ogasawara forest/ mountain

guide, the documents that have already been submitted for registration application for the Ogasawara forest/ mountain associate guide may be omitted for submission.

(Registration)

Article 4 Where an application has been filed for the registration as an Ogasawara forest/ mountain guide, the president shall have the Rule/ Guide System Examination Subcommittee of the Ogasawara Ecotourism Committee (hereinafter referred to as “subcommittee”) examine the advisability of the registration.

2 Based on the examination result of the subcommittee specified in the preceding paragraph, the president shall notify the applicant whether they have been accepted or not.

3 The applicant who is notified of their registration shall pay the registration fee to the committee by the date specified by the president.

4 The registration fee shall be 10,000 Yen. The registration fee shall not be returned due to the abolishment or suspension of business as well as expiration or cease of registration.

5 In the event a person who has been registered as an Ogasawara forest/ mountain associate guide registers as an Ogasawara forest/ mountain guide during the valid period of the registration concerned, that person shall be exempt from the registration fee.

(In the event of refusing registration)

Article 5 Regarding applications that fall under the following items, the president may refuse registration without going through examinations specified in the preceding paragraph.

(1) Application documents with false information

(2) Application within 3 years from the effective date of the cancellation of registration under article 13

(Issuing of registration certificate)

Article 6 The president shall issue an Ogasawara forest/ mountain guide

registration certificate (form 2) and an Ogasawara forest/ mountain guide band (form 3) when the registration of Article 4 is carried out.

(Registration validity period)

Article 7 The validity period for the registration as an Ogasawara forest/ mountain guide (hereinafter referred to as “registration period”) shall be 2 years from April 1 of the year in which registration is decided.

2 The registration period of when a person registered as an Ogasawara forest/ mountain associate guide is registered as an Ogasawara forest and mountain guide shall be the remaining validity period of the concerning Ogasawara forest/ mountain associate guide.

3 The registration period of the concerning registered guide in the event the notification specified in Article 10, paragraph 2 was made after exceeding the registration period shall be until March 31 of the year of the date on which business is resumed regardless of the regulations in the preceding 2 paragraphs.

(Compliance rules)

Article 8 When a person who has been registered as an Ogasawara forest/ mountain guide (hereinafter referred to as “registered guide”) carries out guide work, the concerning person shall comply with the rules listed in appended table 2.

2 The Ogasawara forest/ mountain guide band specified in Article 6 must be carried when a registered guide carries out guide work.

(Reissue of registration certificate)

Article 9 In the event of changes with items listed on registration certificates specified in Article 6, misplacing or damaging registration certificates the registered guide shall submit an Ogasawara forest/ mountain guide registration certificate reissue application form (form No. 4) to the president.

2 When receiving the application form in the preceding paragraph the president shall promptly reissue a registration certificate.

(Abolishment and suspension of business)

Article 10 In the event a registered guide abolishes or suspends business relating to the registration concerned, the concerning person shall give notification thereof to the president through the submission of a notice of abolishment (suspension) of Ogasawara forest/ mountain guide business.

2 In the event a person who has notified the suspension of business specified in the preceding paragraph resumes business, the concerning person shall notify the president without delay through a notice of resumption of Ogasawara forest/ mountain guide business.

(Guidance for improvement, reminders for registered guides)

Article 11 The president shall, when circumstances that do not meet with the compliance rules of Ogasawara forest/ mountain guides specified in appended table 2 have arisen, give warning orally towards the concerning registered guide.

2 The president shall, in the event improvement is not made within 1 month of the oral warning, order improvement by document towards the concerning guide.

3 The president may, in the event improvement is not made within 3 months of the order for improvement by document, publicize this.

(Expiration of registration)

Article 12 The registration of an Ogasawara forest/ mountain guide shall, in the event the validity period relating to registration specified in Article 7 has expired without the renewal for the registration of Article 14 being made, become invalid.

2 The president shall, in the event registration becomes invalid due to the preceding paragraph, notify this to the concerning registered guide.

3 In the event a person with an expired registration re-registers as an Ogasawara forest/ mountain guide, they must meet the standards of appended table 1.

(Suspension and cancellation of registration)

Article 13 The president shall, in the event any of the following circumstances listed in the following items arise, request for an examination to the subcommittee, and suspend or cancel the registration based on the result of it.

(1) In the event improvement is not made even after the guidance of Article 11, paragraph 3.

(2) When a serious accident has occurred due to negligence, etc.

(3) When the concerning person does not respond appropriately to the complaints of customers, and improvement with actions, etc. are not made.

(4) When there is false information listed on the forest/ mountain guide directory.

2 The president shall, in the event registration is suspended or cancelled due to the regulations in the preceding paragraph, notify this to the concerning registered guide through notification of the suspension/ cancellation of the Ogasawara forest/ mountain guide registration (form No. 7).

3 In the event a person who has received notification of suspension of registration specified in the preceding paragraph makes improvements regarding circumstances relevant to the suspension of registration and the results apply to the compliance rules of appended table 2 within 1 year of the suspension of registration and during the registration period, the concerning person shall be able to apply for the lifting of suspension of registration through the application from for lifting suspension of registration of the Ogasawara forest/ mountain guide. However, application may not be made after the registration period.

4 The president shall, in the event of receiving application for the lifting of suspension of registration, call upon the subcommittee and consult regarding the lifting of suspension of registration of the guide concerned.

5 The president shall, as a result of the consultation specified in the previous paragraph, in the event a decision has been made regarding the lifting of suspension of registration of the guide concerned, notify immediately through the notification of suspension (cancellation/ non-cancellation) of registration of the Ogasawara forest/ mountain guide registration (form No. 9).

6 A person who has their registration cancelled by the provisions of paragraph 2 shall not be able to apply for registration 3 years counting from the date of cancellation of registration.

(Renewal of registration)

Article 14 A registered guide who wishes to renew his/ her registration as an Ogasawara forest/ mountain guide shall, upon submitting the following documents to the president, attend the course for renewal of registration (hereinafter referred to as “renewal course”).

(1) Ogasawara forest/ mountain guide registration renewal application form (form No. 10)

(2) (5), (6), and (7) among the documents for submission listed in appended table 1

2 Regarding procedures relating to the renewal of registration, the provisions from Article 3 to Article 7 shall apply accordingly.

(Return of registration certificate, etc.)

Article 15 A registered guide shall, in the event the Ogasawara forest/ mountain guide registration has been suspended or cancelled, expired, or applying for reissue of the registration certificate under the provision of Article 9, promptly return registration certificates or bands relating to registration to the president.

(Notification, investigation, and report regarding the handling of complaints)

Article 16 The Ogasawara Ecotourism Committee Office (hereinafter referred to as “office”) shall, in the event complaints regarding a registered guide are made by customers or residents, notify the registered guide concerned as necessary, investigate the details, and seek for an appropriate response.

2 The office shall, regarding complaints and the handling complaints, report its descriptions as necessary to the committee and subcommittee.

(Report of accidents)

Article 17 A registered guide shall, in the event a serious accident occurs during the carrying out of business or work, promptly report to the president.

2 The president shall, in the event of receiving report specified in the preceding paragraph, notify the descriptions of it to all registered guides and make efforts to prevent the recurrence of the accident.

(Investigation)

Article 18 The president may, regarding items relevant to this guideline, dispatch a staff or member of the subcommittee to the address of the applicant or registered guide, or the location where work is being carried out for investigation.

(Revision of guideline)

Article 19 The president shall, in the event of revising this guideline, hear opinions of the subcommittee.

Supplementary provision

This guideline shall take effect from April 1, 2011

Supplementary provision

This guideline shall, take effect from the date of decision, and be applied from April 1, 2013.

Appended Table 1 Criteria and documents to be submitted at the time of application for registration

Criteria	Documents to be submitted
(1) Has been residing in the village of Ogasawara for more than a year	A copy of a resident card issued within 1 week of the application for registration
(2) Has over one year of work experience with guiding or work that would serve as an advantage for guiding in Ogasawara	Report indicating forest/ mountain guide work and achievements 8 (Form A)
(3) Must comply with the disclosure of information such as profiles (This shall be optional for associate guides)	Table of information to be listed on the forest/ mountain guide directory (Form B)
(4) Must attend the Ogasawara forest/ mountain guide courses <u>of the year for applying for registration or the course held in the previous year</u>	A copy of the completion certificate of the Ogasawara forest/ mountain guide course
(5) Must join accident insurance and liability insurance for negligence during activities	A copy of the joined accident insurance and liability insurance
(6) Must possess life support as well as first aid skills based on latest information	A copy of a certificate of qualification of one who has completed an advanced life support courses or a certificate of qualification for emergency life-saving that is equivalent to that (must be within the validity period when applying)
(7) Obey the law along with voluntary rules related to guiding	Letter of consent regarding the compliance with of the Ogasawara forest/ mountain guide rules (Form C)

Appended Table 2 Compliance rules of the Ogasawara forest/ mountain guide

- (1) Obey the Ogasawara guide charter as well as guide regulations
- (2) Use the safety management manual for when conducting guide tours as a basis
- (3) Obey laws, regulations, and voluntary rules related to guide tours of Ogasawara
- (4) Use the counseling sheet (possible to arrange for each guide) for

Ogasawara forest/ mountain guides

(5) Submit a statement of liquidation for joining insurance or anything equivalent to it