



### **Abstract**

Tourism – Announcements 2021-2022 - Guidelines for Registration of Adventure Tourism Operators in Tamil Nadu – Approved – Orders - Issued.

### **Tourism, Culture and Religious Endowments (T3-1) Department**

**G.O. (Ms.) No.98**

**Dated 18.04.2022**

திருவள்ளூர்வராண்டு 2053,

சுபகிருது, சித்திரை-5

**Read:-**

From the Director of Tourism letter No.6656/T.Ind/2021,  
Dated 08.02.2022 and also dated 24.02.2022.

\*\*\*\*\*

### **ORDER:**

The Hon'ble Minister for Tourism, while moving the Demand for Grant for 2021-2022, has made an announcement Tourism that Guidelines for Registration of Adventure Tourism Operators in Tamil Nadu will be formulated.

2. The Director of Tourism in his letter read above has stated that the Adventure tourism has gained immense popularity as more and more tourists increasingly seek different experiences. The Department of Tourism, Government of Tamil Nadu has recognized the immense potential of adventure tourism activities and the growing popularity of this niche sector.

3. He has further stated that the draft guidelines were circulated among various Adventure activities operators and District Collectors. The inputs given by them are incorporated and the draft guidelines are enclosed herewith.

4. The Director of Tourism has requested that the Draft Guidelines for Registration of Adventure Tourism Operators may be considered for approval and issue necessary orders in this regard.

5. The Government after careful examination accept the proposal of the Director of Tourism and approve the Guidelines for Registration of Adventure Tourism Operators in Tamil Nadu as **annexed** to this Order.

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6. The above Guidelines will come into effect from 1<sup>st</sup> June 2022.

7. The Director of Tourism is requested to communicate the Guidelines to all Tourism Stakeholders concerned and host it in the official website of Tourism Department.

**(By order of the Governor)**

**Chandra Mohan. B**  
**Principal Secretary to Government**

To

The Director of Tourism, Chennai-2.

The Managing Director, Tamil Nadu Tourism Development Corporation,  
Chennai-2.

The Resident Audit Officer, Chennai-9.

The Accountant General, Chennai-18. (w.e. Annexure to all)

**Copy to**

The Special Personal Assistant to Hon'ble Minister for Tourism,  
Chennai-9.

The Principal Private Secretary to Principal Secretary to Government,  
Tourism, Culture and Religious Endowments Department, Chennai-9.

The Regional Director, India Tourism, 154 Anna Salai, Chennai-2.

The Principal, Institute of Hotel Management and Catering Technology,  
Chennai-600 113.

The Principal, State Institute of Hotel Management and Catering Technology,  
Thuvakkudi, Trichy-620 015.

The Special Programme Implementation Department, Chennai-9.

The Tourism, Culture and Religious Endowments (T1/T2/Gen) Department,  
Chennai-9.(w.e. Annexure to all)

Stock file/Spare copy.

**/ Forwarded by Order /**

  
**Section Officer**  
18/4/2022  
32049  
18/4/22

**GOVERNMENT OF TAMIL NADU**  
**GUIDELINES FOR REGISTRATION OF**  
**THE ADVENTURE TOURISM**  
**OPERATORS**  
**(2022)**





**Government of Tamil Nadu**

**Tourism, Culture and Religious Endowments Department**  
**Guidelines for Registration of the Adventure Tourism Operators**

**INTRODUCTION:**

- Tamil Nadu is a unique state offering diverse segments of tourism backed by the strengths of its abundant natural, cultural and heritage assets. With a vast coastline, inland water bodies, forests and scenic hill stations, the state offers immense potential for all forms of adventure activities.
- The tourism industry is currently witnessing a shift from destination-based tourism to experience-based tourism. Resultantly, niche forms of tourism like Adventure Tourism are gaining popularity among tourists. In conjunction, there is a surge in the number of Adventure Tourism Operators and types of Adventure Tourism activities offered, providing the need for regulating the growing industry.
- The Department of Tourism, Government of Tamil Nadu plans to promote Adventure Tourism by way of making it safe, accessible, and sustainable for all stakeholders. To this end, there is a need to lay down the minimum acceptable standards for Adventure Tourism Operators in terms of infrastructure, equipment, human resources, standard operating procedures, and risk mitigation, and thereby recognize and register the adventure tourism operators in the State.
- The Government has carefully considered the subject and hereby issues the following Guidelines for Registration of the Adventure Tourism Operators in Tamil Nadu.

**1. Title, extension and commencement:**

- (a) These Guidelines may be called "Guidelines for Registration of the Adventure Tourism Operators".
- (b) It extends to the whole of the State of Tamil Nadu.
- (c) Registration will be compulsory to operate as an Adventure Tourism Operator in the State of Tamil Nadu.

## **2. Objectives:**

The objectives are:

- (a) To standardize the operations of Adventure Tourism Operators in the State of Tamil Nadu.
- (b) To create and develop quality infrastructure in adventure tourism activity locations
- (c) To provide guidelines for standardizing the quality of services and ensuring adherence to quality standards and safety norms
- (d) To create a safe environment for tourist participation in adventure activities
- (e) To provide a common registration portal for Adventure Tourism Operators
- (f) To develop a stakeholder-friendly and effective process for registration of operators

## **3. Definitions:**

In these Guidelines, unless the context otherwise requires;

- (a) "Applicant" means the Adventure Tourism Operator applying for Registration under these Guidelines;
- (b) "Adventure Tourism" encompasses the exhaustive list of adventure activities mentioned in Annexure-III. The activities are clubbed into three main categories: Land-based, Air-based and Water-based Adventure Activities;
- (c) "Adventure Tourism Operator" or "ATO" or the "Operator", means a person or an entity engaged in activities related to Adventure Tourism in Tamil Nadu;
- (d) "Equipment" includes all necessary gear (safety, rescue, adventure equipment) required for conducting the activity and fulfilling the safety requirements enlisted for the activity by the relevant governing body;
- (e) "Adventure Activity" or sport refers to the list of adventure activities mentioned in Annexure III;
- (f) "Adventure Tourism Centre" means the centre of operations mentioned by the ATO in the Registration Form;
- (g) "International / National & State Association / Organisation" means to the list of bodies governing individual sport/activity mentioned in Annexure IV;
- (h) "Registration" means the recognition of Adventure Tourism Operator under the given guidelines and does not mean any Licensing;
- (i) "Registration Form" means the form appended to this scheme in Annexure I;

- (j) Department means to the Department of Tourism, Government of Tamil Nadu;

#### **4. Classification of the Adventure Tourism Activities:**

The activities shall be classified into the following categories:

- (a) Land-based Adventure Activities
- (b) Water-based Adventure Activities
- (c) Air-based Adventure Activities

#### **5. Registration of ATO:**

These guidelines shall be applicable to all existing ATOs in Tamil Nadu and to operators who intend to operate as an ATO in the State. An ATO operating multiple Adventure Tourism Centres must submit a separate application for each Centre.

All existing Operators must mandatorily apply and get registered within 3 months from the date of issue of these guidelines. All new operators must mandatorily apply and get registered before commencing commercial operations.

In cases where the ATO continues to operate without obtaining registration under the guidelines, ATO will not be allowed to operate further.

##### **(a) Eligibility of persons to apply:**

All Adventure Tourism Operators engaged in adventure activities listed in Annexure III.

##### **(b) Submission of Application:**

An application shall be submitted online in the prescribed format to the Director of Tourism.

##### **(c) List of documents to be uploaded for Registration:**

- (i) Prescribed Registration form (Annexure I) duly filled along with all attachments to be submitted online
- (ii) Business documents to be scanned and uploaded as attachments
  - a. Company Registration certificate
  - b. GST Certificate
  - c. PAN card
  - d. Village Panchayat / Municipality Tax receipt for the specified area of operation
- (iii) Land ownership documents
  - a. Patta or lease document for at least 3 years
  - b. Electricity / Telephone bill
- (iv) Qualification Proof

- a. Certificate of qualification for manager
- b. Certificate of qualification for instructors / guides
- c. Certificate of qualification for lifeguard / lifesaver
- d. Certificate of accreditation from International/ National / State association / organization governing the sport

(v) Business Details

- a. Staff list with designation, proof of address and contact details
- b. Centre location with coordinates and photographs
- c. Site Layout
- d. List of activities with coordinates and photographs
- e. Details of equipment with photographs
- f. Risk assessment of location and activities
- g. Emergency Response Plan with contact numbers
- h. Photographs of the Centre with first-aid kit, safety posters, weather board, washroom, equipment storage shed, briefing area, parking and operations area.
- i. Indemnity / Waiver form
- j. Medical Fitness Certificate of staff

(vi) Location Plan showing access to the nearest Bus Stand, Railway Station and Airport.

(vii) Letter of Undertaking, duly signed (Annexure - V)

(viii) Sustainable Practice Declaration (Annexure - VI)

**6. (a) Registration fee :** An application shall be accompanied with a non-refundable registration fee as given below paid through payment gateway on the registration website.

Fee for Registration (Amount in Rs.)	Fee for renewal of Registration For every three years (Amount in Rs.)	Penalty for delay of sending the application After the validity of registration (Amount in Rs.)
10,000	10,000	A penalty of Rs.5000/- for every one month delay

**Inspection Charges:**



The Department of Tourism will fix the inspection/ re-inspection charges from time to time and they shall be payable at the time of Registration / Renewal.

**(b) Mode of Payment :**

Fee shall be paid online

**(c) Validity of registration :**

The initial registration will be valid up to the end of the second succeeding financial year i.e., up to 31<sup>st</sup> March of the second succeeding financial year (If first registration is made on 23<sup>rd</sup> Dec 2021, it is valid up to March 2024). The registration can be renewed for a further period of not exceeding three years at a time with the fee prescribed in the Guideline 6 (a) above.

**7. Guidelines for Registration of Adventure Tourism Operators :**

**(a) Infrastructure**

Adventure Tourism Operator providing services to tourists should have the following basic minimum infrastructure to ensure a safe & comfortable experience:

**(i) Registration & briefing facility**

The Operator should have a sheltered registration and briefing area or lounge. There should be a notice board on display with information about the activities, price, risk mitigation and weather conditions. Basic amenities like drinking water should be provided in this area.

**(ii) Washroom & Toilets**

The Operator should have neat and clean washrooms with designated wet & dry areas for changing. Toilets should be well maintained and sanitary. Priority should be given to the privacy and therefore well marked and labelled zones should be provided.

**(iii) Locker system**

The Operator should have a locker facility for participants to store their valuables while they are participating in activity. If a locker system is not possible due to high volume, a storage zone should be marked with CCTV coverage and adequate signage wherever applicable.

**(iv) Access for ambulance**

The Operator should have planned access for ambulance and emergency services. The GPS coordinates of the access point should be shared with

emergency services and available in the emergency response plan for immediate communication.

**(v) Access to water body for water sports activities**

The activity location/spot should have safe entry/ exit access points. This access point should be clear of other traffic like fishing vessels/ other industrial stakeholders. Preferable access points should be well marked with flags, buoys & signages where possible.

**(vi) Equipment maintenance area**

The Operator should have a dedicated equipment maintenance area with access to fresh water to clean equipment. The required tools and consumables for maintenance should be neatly organized and inventory managed to ensure availability in case of emergency maintenance.

**(vii) Equipment storage area**

The Operator should have a dedicated storage room which should be neat and dry with well labelled shelves / zones for easy access to equipment. Equipment should be locked and secured to avoid participants' use without supervision.

**(viii) CCTV**

The Centre should have CCTV cameras installed to monitor the premises. The footage should be stored in a central storage space for a period of at least 30 days.

**(b) Human Resources:**

It is mandatory for the Operator to have trained personnel operating and managing activities. At no point of time should an inexperienced staff member operate activities.

**(i) Minimum requirement**

Operators should ensure they have the following qualified staff during operating hours. Minimum manpower requirements and qualification as specified by the governing body for the activity / sport should be adhered to.

- a. Manager: The operator should have a qualified manager on site.
- b. Guides & Instructors: Guides and instructors operating the activity should be qualified for the activity they operate within the scope of their training.
- c. Lifesavers: For Land / Air based activities, the operator should at any given time have a certified lifesaver on duty observing the activity area. For water sports activities, the water sports centre should at any given time have a certified lifeguard and rescue boat driver on duty observing the activity area

- d. **Technical Staff:** Maintenance of all equipment should be done by technically qualified and experienced staff.

All instructors / guides / lifesavers / lifeguards must obtain Medical Fitness Certificate by a certified doctor and the certification must be documented in the records.

**(ii) Personnel Qualifications:**

**a. Manager's Qualification**

The manager of the adventure tourism centre should be qualified personnel who have undergone training through a recognized organization.

**b. Instructor/ Guide Qualification**

Instructors should be certified through a recognized training institute / national or international federation for the sport. Guides should work under the supervision of instructors and be certified through a recognized training institute / national or international federation for the sport. At no given time should other staff members instruct / guide participants of the given activity.

**c. Lifeguard / Lifesaver Qualification**

Lifesavers / Lifeguards should be certified through a recognized training institute/national or international federation.

**d. Technical Staff Qualification**

Technical staff who perform regular and routine maintenance on equipment should be trained as per the equipment manufacturers guidelines. Instructors / Guides can also be technically trained for maintenance of equipment.

**(c) Equipment:**

It is mandatory for all operators to have good quality and well-maintained equipment.

**(i) Safety Gear**

- a. **Helmets:** Protective headgear is mandatory for sports as prescribed by the national federation for the sport.
- b. **Safety Harnesses:** Quality safety harnesses are mandatory for land-based & air-based sport as prescribed by the national federation of the sport.
- c. **Lifejackets for water-based activities:** To ensure participants safety each participant should wear a quality life jacket / personal floatation device or

buoyancy aid as prescribed by the national federation for the sport. For general motorized water activities, a Type 2 life jacket is compulsory.

**(ii) Rescue gear**

To ensure safe operations, the on-duty Lifesaver / Lifeguard must have access to the following rescue equipment:

- a. Communication device (Phone, VHF or UHF)
- b. Navigation tool (GPS/Charts)
- c. Whistle
- d. First Aid kit
- e. Rescue Knife
- f. Tool kit

A Water sports Operator must have the following rescue equipment in addition to the above:

- a. If operating in open waters, a fully equipped rescue boat with engine
- b. If operating in confined sheltered waters, rescue board / kayak
- c. Rescue tube for surface rescue
- d. Face mask and fins for underwater retrieval

**(iii) Adventure Activity equipment**

The equipment used for the activities should be of good quality and well maintained as prescribed by the international/ national/ state association/ organization governing the sport.

**(iv) Maintenance**

The equipment should be maintained as per manufacturer's instructions with daily upkeep to prevent corrosion, damage from sunlight and abrasion. A maintenance manual should be maintained by the operator with a detailed maintenance schedule for all equipment. Documents should be maintained about the maintenance of the equipment actually due viz-a-viz requirement of the manufacturer / guidelines published by the federation / association for the sport. All periodical maintenance of equipment should be documented and presented on demand during inspection.

**(d) Operations and Standard Operating Procedure (SOP) :**

**(i) Area of Operation**

- a. The area of operation should be clearly identified



- b. GPS coordinates of the activity zone should be submitted to the Tourism Department and the district administration, and a copy kept ready in case of any Search & Rescue (SAR) situation.
  - c. If there are other stakeholders of the marked area, regular meetings should be held and open communication encouraged to ensure safe practices.
  - d. There should be a minimum distance of 1 km between two water sports operators to ensure quality experience for tourists.
- (ii) Period of Operation**
- a. The period of operation of activity should be in daylight hours.
  - b. Operation timings should be clearly mentioned in all marketing materials as well as on site.
- (iii) Waiver/ Indemnity form**
- a. It is mandatory for all participants to sign a waiver / indemnity form
  - b. The waiver / indemnity form should clearly mention the risks of participating in the activity
  - c. The form should collect emergency contact details of the participants
  - d. Minor forms should be counter signed by adults
  - e. The Operator has to ensure the forms are filed and stored for a period of 3 years.
- (iv) Safety briefing /check**
- a. The operator must ensure that their instructor / guides perform a safety briefing before starting the activity
  - b. A thorough check of safety protocols should be done after the safety briefing
- (v) Boarding / Off-boarding**
- a. The instructor / guide should be present during the boarding / off-boarding of participants
  - b. The equipment should be checked every time before use and certified by the instructor that is fit for use.
  - c. Any safety instructions should be mentioned in signages at the boarding point
- (vi) Maintenance**
- a. Daily maintenance of equipment should be practiced by staff
  - b. Securing equipment at the end of each day is mandatory to avoid misuse
  - c. Equipment status check should be performed on a weekly basis to ensure no damage

d. Breakdown / incident report is to be maintained for a period of 3 years

**(vii) Insurance**

The ATO should have adequate insurance coverage to cover the risk to the staff and the participants.

**(e) Risk Mitigation :**

Risk mitigation methods should be planned before commencing any operations to ensure safety of the operator, participants, bystanders, equipment, and environment.

**(i) Risk Assessment**

A detailed risk assessment chart should be developed for each activity and zone. This chart should be on display in the staff area as well and included in training manuals. An Emergency Response Plan should be shared with the Tourism Department and the District Authorities. A copy of the same should be available in the centre for display.

**(ii) Weather & Hazard Board**

A detailed weather display should be displayed in the participant briefing zone with an area to update any hazards that are present in the activity zone.

**(iii) Scenario training**

Regular scenario training should be organized and documented for staff members to ensure they are trained for handling incidents / accidents.

**8. Inspection Agency:** The Department of Tourism will appoint a panel of inspection agencies to conduct inspection of the adventure tourism centres. The agency shall conduct the inspection and submit the report to the Director of Tourism.

**9. Processing of the Application:**

**(a) Submission of Application**

The applicant shall submit the duly filled registration form online along with the corresponding registration fee and inspection charges. The applicant shall select a suitable time slot for physical inspection.

**(b) Scrutiny of documents & Physical Inspection**

On receipt of application and inspection fees from the ATO along with required documents, the Inspection agency will scrutinize the submitted documents and conduct a physical inspection. The facilities and services will be evaluated against the enclosed Checklist given in Annexure II.

### **(c) Inspection Report**

- (i) The Inspection Agency will submit a detailed inspection report to the Director of Tourism.
- (ii) In such cases where the Inspection Agency identifies rectifications to be made by the Operator, an assessment report detailing the works to be carried out will be uploaded online and communicated to the operator.
- (iii) The operator shall carry out the required rectifications and submit a compliance report online.
- (iv) The compliance report should be submitted within 30 days from the date of issue of assessment report, failing which the application will be rejected and the Operator will have to submit a fresh application for registration.

### **(d) Re-inspection**

Upon submission of the compliance report, the applicant shall select a suitable time slot for re-inspection. The Inspection Agency along with one representative from the Department of Tourism, shall conduct a reinspection and submit the report online and a re-inspection fee as prescribed will be payable before the re-inspection along with the compliance report.

### **(e) Issuance of Certificate of Registration**

The Director of Tourism shall issue a certificate of registration to the Adventure Tour Operator considering the report submitted by the Inspection Agency. The Department of Tourism reserves the right to accept or reject any application or issue instructions for revaluation, as the case may be.

### **(f) Rejection**

In case of rejection of application, the Operator may reapply for fresh registration within 60 days from the date of rejection after rectifying all the defects pointed out.

**10. Issuance of Certificate of Registration:** Once the application is approved for registration, a Certificate of Registration shall be issued to the ATO, and this shall be downloaded online.

**11. Renewal of Registration:** The application for renewal of registration has to be submitted online at least three months before the expiry of the registration to the Department of Tourism. Any delay in the submission of application for renewal of registration will be accepted for a maximum period of 2 months from the expiry of

registration with a penalty of Rs. 5000/- (Rupees five thousand only) for each month of delay. If the application for renewal of registration is not submitted within 2 months after the expiry of registration, then the Registration will be cancelled, and the facility will be shut down.

**12. Periodic Inspection:** The Director of Tourism can authorize an inspection agency / Officer appointed by him to inspect the premises of the ATO registered under these Guidelines.

Any deficiencies pointed out by the Inspecting agency / Officer shall be informed to the Department, under a copy to the Adventure Tourism Operator within one week from the date of inspection.

In case if there are any major deficiencies noticed, a maximum time of 60 days may be granted, and the registration is suspended till such time the deficiencies are rectified. The ATO must not operate during the suspension period.

If the major deficiencies are not rectified within the maximum period of 60 days, and if there is no valid cause for non-rectification, then the Director of Tourism shall cancel the registration of the said Adventure Tourism Operator.

**13. Appeal :** The ATO may file an appeal against the cancellation order / rejection of application to the Secretary to Government, Tourism, Culture & Religious Endowments Department, Secretariat, Chennai-600 009 within 30 days from the date of communication of the order of the Director of Tourism and the decision of the Secretary to Government, Tourism Culture & Religious Endowments Department, Secretariat, thereupon shall be final.

**14. Cancellation of Registration:** The registration of the ATO shall be liable for cancellation by the Director of Tourism, if the Operator is found operating in violation of the registration conditions which including the failure on the part of the Operator / authorised legal representative to maintain requisite standards, reports of un-hygienic conditions, unlawful activities, malpractices, misbehaviour with customers etc.

**15. Other Provisions:**

- (a) Any changes in the equipment/ facilities / functioning of the ATO should be informed online to the Department of Tourism within 1 week.
- (b) The ATO shall follow the relevant all Laws/ Rules & Regulations prevalent in the State of Tamil Nadu.



- (c) The ATO is fully responsible, accountable & liable for the Adventure Tourism Centre. The Department of Tourism or the Government is not responsible or liable or accountable for any of the acts done by the Adventure Tourism Operator or the participants.
- (d) Relevant FSSAI permit must be obtained for any food outlet in the Adventure Tourism Centre.
- (e) Registration of the ATO shall be finalized within 30 days from the date of receipt of compliance report, after all rectifications are incorporated.
- (f) The ATO shall comply with the Tax Laws like, Income Tax Act, Goods and Services Tax and other applicable Laws.
- (g) The fee once paid will not be refunded or adjusted for future dues / penalty etc., under any circumstances.
- (h) The applicable rates for electricity, water tax, property tax and sewerage charges would be charged from the registered ATO.

#### **16. Implementing Agency :**

The Guidelines will be implemented by the Department of Tourism.

- (a) The Department of Tourism is authorized to frame and issue guidelines or orders for laying down the procedure of online submission of application, processing, and registration of the Adventure Tourism Operator and for revision / modification of the formats of the Application and other formats / introduction of new formats (under intimation to Government).
- (b) The Department of Tourism is authorized to evolve procedure for the Inspection and grievance redressal mechanism for visitors / guests / Operator.
- (c) The Department of Tourism is also authorized to fix the Inspection Agency and inspection / re-inspection charges.
- (d) The Secretary to Government, Tourism, Culture and Religious Endowments Department, Government of Tamil Nadu reserves the right to modify the guidelines / terms and conditions from time to time as is considered necessary and appropriate and that shall be binding the Adventure Tourism Operator.



## Annexure I: Registration Form

<b>TAMIL NADU TOURISM</b> <b>REGISTRATION OF ADVENTURE TOURISM OPERATORS</b>		
<b>Application Form for Registration</b>		
1	Name of the Applicant	
2	Registered Address of the Adventure Tourism Centre	
3	Correspondence Address	
4	Contact Number	
5	Email id	
6	Name of the Organization	
7	Type of the Organization	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Company Others (specify) _____
8	GST Registration Details of the Operator	
9	PAN Card Details of the Operator	
10	List of Partners / Directors or name of the Proprietor	
11	Accreditation/ Certification particulars for the organization	
12	Locations where the adventure activities are being undertaken a. Location details b. Area	
13	List of activities conducted by the operator	Land-based activities

	<input type="checkbox"/> Off Roding tours (4x4 Jeep, Motorcycle, ATV) <input type="checkbox"/> Motorcycle/E-bike Tours <input type="checkbox"/> Land boarding <input type="checkbox"/> Trekking <input type="checkbox"/> Nature walks <input type="checkbox"/> Cycling tours <input type="checkbox"/> Wildlife Safari / Jeep Safari <input type="checkbox"/> Flying Fox/Traverse/Zip-line <input type="checkbox"/> Rope Courses (High/Low) <input type="checkbox"/> Camping/Outdoor pursuits <input type="checkbox"/> Rock Climbing/Abseiling <input type="checkbox"/> Bungee Jumping Water-based activities <input type="checkbox"/> Boat rides <input type="checkbox"/> Jet-ski rides <input type="checkbox"/> Water scooter rides <input type="checkbox"/> Towable rides (behind a boat) <input type="checkbox"/> Wakeboarding/Waterskiing <input type="checkbox"/> Parasailing <input type="checkbox"/> Pedal Boat <input type="checkbox"/> Row Boat <input type="checkbox"/> Kayaking <input type="checkbox"/> Stand up paddle boarding <input type="checkbox"/> Surfing <input type="checkbox"/> Kitesurfing <input type="checkbox"/> Windsurfing
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		<input type="checkbox"/> Sailing <input type="checkbox"/> Scuba Diving <input type="checkbox"/> Underwater walks (Scuba) <input type="checkbox"/> Snorkeling <input type="checkbox"/> Canoeing <input type="checkbox"/> Water Sports Centres Air-based activities <input type="checkbox"/> Paragliding <input type="checkbox"/> Hang gliding <input type="checkbox"/> Paramotoring/Microlight <input type="checkbox"/> Skydiving <input type="checkbox"/> Aerobatic rides <input type="checkbox"/> Hot Air Balloon rides Others, specify _____
14	Staff Strength	
15	Qualification details of the Staff (Educational qualification and experience for all staff members to be furnished)	
16	List of Equipment (Qty, manufacturer details, year of procurement, maintenance details, certification) * Safety Gear / equipment * Rescue Gear / equipment * Adventure Activity Equipment	
17	Document Checklist (Scanned copies to be uploaded) <ul style="list-style-type: none"> <li>• Company Registration certificate</li> <li>• GST Certificate</li> <li>• PAN Card</li> </ul>	

	<ul style="list-style-type: none"> <li>• Village Panchayat / Municipality Tax Receipt for the specified area of operation</li> <li>• Patta or Lease for at least 3 years</li> <li>• Electricity / Telephone Bill</li> <li>• Certificate of qualification for manager</li> <li>• Certificate of qualification for instructors / guides</li> <li>• Certificate of qualification for lifeguard / lifesaver</li> <li>• Certificate of accreditation from International / National / State association/organization governing the sport</li> <li>• Staff list with designation, proof of address &amp; Contact details</li> <li>• Centre location with coordinates and photographs</li> <li>• Blueprint / site layout</li> <li>• List of activities with coordinates and photographs</li> <li>• Details of equipment with photographs</li> <li>• Emergency Response Plan with contact numbers</li> <li>• Photographs of centre with first aid kit, safety posters, weatherboard, washroom, equipment storage shed, briefing area, parking and operations area</li> <li>• Indemnity/ Waiver form</li> <li>• Medical Fitness Certificate of staff</li> <li>• Location Plan showing access to the nearest bus stand, Railway station and Airport</li> <li>• Letter of Undertaking</li> <li>• Sustainable Practice Declaration</li> <li>• Checklist as per Annexure II</li> </ul>	
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## Annexure II

### Checklist

S.No.	Particulars	Input by the ATO (Y/N)	Comments by the Inspection Agency
<b>Infrastructure</b>			
1	Sheltered Registration & Briefing facility		
2	Notice board with information display in the Registration & Briefing Facility		
3	Basic amenities (drinking water etc.)		
4	Well maintained and sanitary Washrooms & Toilets		
5	Well-marked and labelled zones in the Washrooms & Toilets		
6	Adequate locker facility		
7	CCTV for storage area (in case locker facility is not available/sufficient)		
8	Adequate signages		
9	Planned access for ambulance and emergency services		
10	Access to water body for water sports : safe entry / exit points (mandatory) & well marked access points (where possible)		
11	Dedicated equipment maintenance area		
12	Access to fresh water in the equipment maintenance area		
13	Easy access to Tools & consumables		
14	Neat and dry Equipment Storage Area with well-marked zones/shelves		
15	CCTV cameras in the office premises		
16	Storage of CCTV footage centrally for 30 days		
<b>Human Resources</b>			
17	Qualified manager		

18	Qualified Guides & Instructors as prescribed by the international / national / state association / organization governing the sport		
19	Qualified Lifesavers / Lifeguards as prescribed by the international / national/state association/organization		
20	Qualified Technical Staff		
21	Medical Fitness Certificate of staff		
<b>Equipment</b>			
22	Safety Gear as prescribed by the international / national / state association / organisation governing the sport.		
23	Rescue Gear & equipment as prescribed by the international / national / state association / organisation governing the sport.		
24	Adventure Activity equipment should be as prescribed by the international / national / state association / organisation governing the sport.		
25	Maintenance manual with a detailed maintenance schedule of equipment (as prescribed by manufacturer)		
26	Maintenance log		
27	Inventory log of all equipment		
<b>Standard Operating Procedure</b>			
28	Clearly Defined/Demarcated Area of Operation		
29	First-Aid Kit		
30	Adequate distance between two water sports		
31	Period of Operation should be in daylight hours		
32	Waiver/Indemnity form should be filed and stored for 3 years		
33	Waiver / Indemnity form should be signed mandatorily and should clearly mention the risks of participating in the activity		
34	Safety briefing / check before the activity		
35	Thorough check of safety protocols after briefing		
36	Equipment status check on a weekly basis		

37	Breakdown / incident report for 3 years		
38	Insurance Cover		
<b>Risk Mitigation</b>			
39	Detailed risk assessment chart for each activity and zone		
40	Emergency Response Plan		
41	Detailed Weather & Hazard Board		
42	Regular Scenario training for staff		
	<b>Other</b>		
43	FSSAI permit, in case applicable		



## **Annexure III: List of Adventure Sports Activities**

### **Land Based Adventure Tourism Activities**

Land based activities that come under the scope of these guidelines are those activities where participants are engaged in or are undertaking a joy ride for recreational purposes along with or under the supervision of trained professionals. These activities can be further divided into motorized and non-motorized activities.

- **Motorized Activities**
  - Off Roding tours (4x4 Jeep, Motorcycle, ATV)
  - Motorcycle/E-bike Tours
  - Land boarding
  - Wildlife Safari / Jeep Safari
- **Non-Motorized Activities**
  - Trekking
  - Nature walks
  - Cycling tours
  - Flying Fox/Traverse/Zip-line
  - Rope Courses (High/Low)
  - Camping/Outdoor pursuits
  - Rock Climbing/Abseiling
  - Bungee Jumping
  - Horse Safari / Camel Safari
  - Elephant safari

### **Water Based Adventure Tourism Activities**

Water sports activities that come under the scope of these guidelines are those activities where tourists are engaged in or undertaking a joy ride for recreational purposes along with or under the supervision of trained professionals. These activities can be further divided into motorized and non motorized activities.

- **Motorized Activities**
  - Boat rides
  - Jet-ski rides
  - Water scooter rides
  - Towable rides (behind a boat)
  - Wakeboarding / Waterskiing

- Parasailing
- Any other motorized water rides.

- **Non-Motorised Activities**

- Pedal Boat
- Row Boat
- Kayaking
- Stand up paddle boarding
- Surfing
- Kitesurfing/ Kiteboarding
- Windsurfing
- Sailing
- Scuba Diving
- Underwater walks (Scuba)
- Snorkeling
- Canoeing
- Water Sports Centres
- Any other water-based activities.

### **Air based Adventure Tourism Activities**

Air based adventure activities that come under the scope of these guidelines are those activities where tourists are engaged in or undertaking a joy ride for recreational purposes along with or under the supervision of trained professionals.

- Paragliding / Hangliding
- Paramotoring / Microlight
- Skydiving
- Aerobatic rides
- Hot Air Balloon rides

The Department of Tourism is empowered to add more activities to the above list

## **Annexure IV: List of Associations/Organizations**

### **International/National/State Sports Associations/Organizations with existing guidelines and training programs**

A list of recognized organisations governing sports has been compiled based on the quality of their guidelines, training and their presence in the state of Tamil Nadu. These organisations are the acceptable norm internationally as their accreditation process is stringent and training courses are recognised worldwide. More organisations can be added to the list in the future.

#### **1. *Adventure Tour Operators Association of India (ATOAI)***

There are existing guidelines for Watersports developed by experts on a national level by the Adventure Tour Operators Association of India (ATOAI). These guidelines cover a majority of adventure sports Land, Air & Water. These guidelines have been further promoted by India Tourism on their website as a basis to be recognised as an Adventure Tour Operator (ATO). (Link: <https://tourism.gov.in/sites/default/files/2020-12/Tour%20Opertaors%20Revised%20Guidelines.pdf> )

ATOAI organises first-aid courses and soft skill workshops for the adventure tourism industry.

#### **2. *National Adventure Foundation (NAF)***

National Adventure Foundation is an All India Organisation (AIO) and a National level Apex Body in Adventure Sports supported by Ministry of Youth Affairs & Sports, various State Tourism Departments and Defence Departments in promotion of Adventure Sports and Youth Development Activities including training and certification camps.

### **WATER**

#### **3. *Yachting Association of India (YAI)***

The Yachting Association of India was formally constituted on 15 May 1960 and was registered under the Societies Registration Act XXVI of 1961 on the 22 December 1964 at Calcutta, West Bengal. The YAI is affiliated to the International Sailing Federation (ISAF), which is recognised by the International Olympic Committee (IOC) as the governing authority for sailing worldwide.

The YAI is officially recognised by the Indian Olympic Association and the

Ministry of Youth Affairs and Sports, Government of India as the governing authority for sailing, windsurfing, motor boating, powerboat racing and personal watercraft, at sea and on inland waters in India. As such the YAI is responsible for promoting the sport in the country, developing and training of judges, umpires and other administrators of the sport and representing the sailors in all matters concerning the sport.

The YAI has the National Powerboat Handling scheme in three categories

1. Recreational Powerboat Certificate
2. Powerboat Handling Certificate
3. Safety Powerboat Certificate
4. Dinghy Sailing Level 1 to 3

These courses are delivered through affiliated training schools following international standards.

#### **4. *Tamil Nadu Sailing Association (TNSA)***

TNSA is an affiliated association of the Yachting Association of India (YAI) which is affiliated to the International Sailing Federation (ISAF), which is recognised by the International Olympic Committee (IOC) as the governing authority for sailing worldwide. The YAI is also officially recognised by the Indian Olympic Association and the Ministry of Youth Affairs and Sports, Government of India as the governing authority for sailing, windsurfing, motor boating, powerboat racing and personal watercraft, at sea and on inland waters in India. As such the YAI is responsible for promoting the sport in the country, developing and training of judges, umpires and other administrators of the sport and representing the sailors in all matters concerning the sport. TNSA has guidelines for affiliation of sailing clubs / schools in the state and conducts regular audits for their safety standards.

TNSA organises courses under the YAI for

1. Recreational Powerboat Certificate
2. Powerboat Handling Certificate
3. Safety Powerboat Certificate
4. Dinghy Sailing Level 1 to 3

#### **5. *International Surfing Association (ISA)***

The International Surfing Association (ISA), founded in 1964, is recognized by

the International Olympic Committee as the World Governing Authority for Surfing. The ISA governs and defines Surfing as Shortboard, Longboard & Bodyboarding, Standup Paddle (SUP) Racing and Surfing, Para-Surfing, Bodysurfing, Wake surfing, and all other wave riding activities on any type of waves, and on flat water using wave riding equipment. The ISA crowned its first Men's and Women's World Champions in 1964. It crowned the first Big Wave World Champion in 1965; World Junior Champion in 1980; World Kneeboard Champions in 1982; World Longboard Surfing and World Bodyboard Champions in 1988; World Tandem Surfing Champions in 2006; World Masters Champions in 2007; World Standup Paddle (SUP, both surfing and racing) and Paddleboard Champions in 2012, and World Para Surfing Champions in 2015.

ISA has developed guidelines for the sport and national federations. ISA membership includes the surfing National Federations of 109 countries on five continents.

ISA organises courses for

1. Aquatic Rescue - Water Safety Course
2. Surfing Instructor
3. SUP Instructor

#### **6. *Surfing Federation of India (SFI)***

The Surfing Federation of India has developed guidelines with basic minimum standards for operation for all the accredited Surf/SUP schools in the country based on the guidelines set by International Surfing Association (ISA). Hence all accredited schools are following national/international guidelines. SFI conducts regulatory audits to check compliance of accredited schools annually.

SFI organises courses under ISA for

1. Aquatic Rescue - Water Safety Course
2. Surfing Instructor
3. SUP Instructor

#### **7. *Quest Adventure Sports Academy***

Professional training academy for aquatic sports affiliated to national and international certifying agencies providing certification courses for watersports guides and instructors. The academy has modern facilities and training tools for upskilling participants into professional guides and instructors. The academy has

been regularly organising training programs for Tamil Nadu Fire and Rescue Services (TNFRS), Indian Coast Guard Services, Tamil Nadu Forest Department, Tamil Nadu Fisheries Department, Tamil Nadu Tourism Department, etc. QASA headquarters is located in the Palkbay, Ramanathapuram District, Tamil Nadu.

QASA organises the following courses:

1. First-Aid
2. Emergency First Response
3. Beach Lifeguard
4. Watermanship
5. Watersports Guide Course
6. Watersports Guide Workshop
7. Snorkelling Guide Course
8. ISA Flatwater SUP Instructor
9. ISA Aquatic Rescue
10. Kayaking Instructor Course
11. Recreational Kayaking Courses
12. Windsurfing Instructor Courses
13. Recreational Windsurfing Courses
14. All PKA courses (Kitesurfing)
15. All BAI courses (Windsurfing)
16. All PADI Scuba Diving courses
17. All RLSS(I) courses
18. All Nautic Ed Sailing courses
19. All YAI Sailing courses

#### **8. *Rashtriya Lifesaving Society India - RLSS(I)***

The Rashtriya Life Saving Society (India) is the "Official" branch of the Royal Life Saving Society (Commonwealth), and a Full Member of the International Life Saving Federation (ILS).

RLSS (I) was formed in August, 1998 by a joint Agreement between – The Royal Life Saving Society UK, the Royal Life Saving Society Australia and the Indian Maritime Foundation Pune, India. RLSS

(I) has two licensees in Tamil Nadu providing training courses for First-Aid, CPR, Lifesaving, Beach Lifeguard, Pool Lifeguard and more.

RLSS(I) organises the following courses:



1. First Aid
2. CPR
3. Pool Lifeguard
4. Beach Lifeguard
5. Rescue boat operator
6. Rescue diver

**9. *Premier Kiteboarding Association (PKA)***

PKA is the premier Kiteboarding Association in India affiliated to the Yachting Association of India (YAI) governing Kite sports in the state. PKA has guidelines for affiliation of sailing clubs/schools in the state and conducts regular audits for their safety standards.

PKA organises the following courses:

1. Kiteboarding Level 1 to 5
2. Kiteboarding Assistant Instructor
3. Kiteboarding Instructor

**10. *Gulf of Mannar Promotion Council***

The Gulf of Mannar Promotion Council is an association created to ensure safe and sustainable practises amongst stakeholders in the Gulf of Mannar extending from coastal Rameswaram to Tuticorin. The association has created guidelines to promote safety and environment protection in the region.

**11. *Boardsailing Association of India***

BAI is the premier Windsurfing Association in India affiliated to the Yachting Association of India (YAI) governing windsurfing in the country. BAI has guidelines for affiliation of sailing clubs/schools in the state and conducts regular audits for their safety standards.

PKA organises the following courses:

1. Windsurfing Level 1 to 5
2. Windsurfing Assistant Instructor
3. Windsurfing Instructor

**12. *National Institute of Watersports, Goa***

NIWS organises the following courses

1. PBH-T (Powerboat Tiller)

2. PWC Jet Ski Operation
3. Parasailing Operations
4. LST-WS (Lifesaving Techniques)
5. LST-P
6. LST-WP

### 13. ***Temple Adventures (Dive Chennai)***

Temple Adventures, is India's premiere PADI 5\* Instructor Development Centre

1. Emergency First Response courses
2. All PADI Scuba Diving courses

### 14. ***Dive India***

PADI 5-star dive centre in Chennai, offers scuba training all the way from Open Water to Instructor

1. Emergency First Response courses
2. All PADI Scuba Diving courses

## **Air**

### 15. ***FAI (Federation Aeronautique Internationale) - World Aerosport Federation based in France***

It is a non-governmental and non-profit making international organisation with the basic aim of furthering aeronautical and astronautical activities worldwide, ratifying world and continental records and coordinating the organisation of international competitions. It is recognised by the International Olympic Committee (IOC).

### 16. ***IPPI Card - International Pilot Proficiency Identification Card***

For the pilot who flies outside of his known or local area, it is a method of providing proof of flying experience and proficiency. When a pilot travels abroad, the IPPI Card – together with the national rating card – will identify the pilot skills.

### 17. ***ACI: Aeroclub of India based in Delhi. FAI's NAC (National Aero sport Control***

Organisation) in India.

Aero Club of India has been an active member of Federation Aeronautique Internationale (FAI) since 1950.

Federation Aeronautique Internationale (FAI) is the World body governing Aerosports recognized by them. The FAI is presently headquartered in Switzerland

and was founded on 14 October 1905. Member countries are represented in FAI by their principal National Airsport Controls. With more than 100 members, FAI brings together at international level representatives of all air sport disciplines. ACI, being an Active member, represents all the air sport disciplines practiced in the country. ACI is the apex body for the Flying Clubs and Aero Sports organizations in India, which are engaged in General Aviation, Gliding, Skydiving, Paragliding & Hang Gliding, Ballooning, Microlight & Paramotors, Aeromodelling, Drones, Rotorcraft, Amateur Built Aircraft, etc.

**18. *APPI - International 'Association of Paragliding Pilots & Instructors', based in Switzerland.***

APPI, the international Association of Paragliding Pilots and Instructors, is a nonprofit association based in Switzerland that was founded in 2009.

## **Land**

**19. *Indian Mountaineering Foundation (IMF)***

Indian Mountaineering Foundation is an apex national body which organises and supports mountaineering and rock climbing expeditions at high altitudes in the Himalayas. The organisation also promotes and encourages schemes for related adventure activities and environmental protection work in the Indian Himalayas.

**20. *Nehru Institute of Mountaineering (NIM) Uttarkashi***

The Nehru Institute of Mountaineering (NIM) is rated as one of the best mountaineering institutes in India and also considered as the most prestigious mountaineering institute in Asia.

1. Basic Mountaineering
2. Advanced Mountaineering
3. Search & Rescue

**21. *Himalayan Mountaineering Institute (HMI) Darjeeling***

The Himalayan Mountaineering Institute (HMI) is one of the premier mountaineering institutes in the world. Founded on November 4th, 1954 by none other than Pandit Jawaharlal Nehru, the first Prime Minister of India, to commemorate the first successful ascent of Mount Everest by late Tenzing Norgay Sherpa & Sir Edmund Hillary. Being the premier mountaineering institute of South-east Asia, HMI is also referred to as the Mecca of Indian Mountaineering. The Institute has an international reputation and has trained thousands of people from across the globe in mountaineering and allied adventure activities.

1. Basic Mountaineering
2. Advanced Mountaineering
3. Search & Rescue

## **22. Atal Bihari Vajpayee Institute of Mountaineering and Allied Sports (ABVIMAS) Manali.**

The Atal Bihari Vajpayee Institute of Mountaineering and Allied Sports, Manali (ABVIMAS) today is the largest Adventure Sports training centre in the country.

1. Basic Mountaineering
2. Advanced Mountaineering
3. Search & Rescue

## **23. Jawahar Institute of Mountaineering (JIM) Pahalgam**

The Jawahar Institute of Mountaineering and Winter Sports (JIM&WS) was established at Aru (Pahalgam), Jammu & Kashmir in 25 October 1983. The Institute is a Registered Body under the J&K Society Registration Act VI of Samvat 1998 (1941 AD). Defence Minister is the President and Chief Minister, Jammu & Kashmir is the Vice President of the Institute. The superintendence, direction and control of the affairs of the Institute vest in the Executive Council of the Institute.

The Executive Council has representatives of the Central & State Governments, Members elected by the General Body of the Institute ; nominated from among donors and persons who promote the cause of the Institute. A representative each of the Ministry of Defence and the State Government of Jammu & Kashmir acts as Secretary of the Institute

1. Basic Mountaineering
2. Advanced Mountaineering
3. Search & Rescue

## **24. *National Outdoor Leadership School (NOLS)***

NOLS is a nonprofit global wilderness school that seeks to help you step forward boldly as a leader. We believe that anyone can be a leader; it's our role to provide the environment and training to help you discover your full potential. We do that in classrooms close to home and in remote wilderness areas around the world. We're an organisation with heart, expertise, and wildness, and these qualities help us support powerful, authentic experiences.

1. Wilderness Medicine
2. Professional Instructor
3. River Instructor

Note: It is the responsibility of the Association / Organisation governing the sport to ensure that their accredited member organisations follow their listed guidelines, and any infringement, incident or accident is reported to Tamil Nadu Tourism Department immediately.

**Annexure - V**  
**FORMAT FOR UNDERTAKING**

*(to be given by the Owner / authorized legal representative of the ATO)*

To  
The Director,  
Department of Tourism  
Tamil Nadu Tourism Complex  
No.2, Wallajah Road Chennai-600 002

I have read and understood all the terms and conditions mentioned in the guidelines with respect to the approval and registration or renewal of the Registration and hereby agree to abide by me. The information and documents provided are correct and authentic to the best of my knowledge and belief and nothing material has been concealed therein. I am well aware that concealment of facts and giving false information or concealment of facts herein,

I will be liable for the civil and criminal action under the relevant provisions of law.

I also undertake that the registration availed by me by furnishing such false information or concealment of facts shall be liable to be summarily cancelled.

Place :

Date :

Signature of Owner/ authorized legal  
representative of Adventure Tourism Operator

Name:

Address with contact No., e Mail Id:



## **Annexure - VI**

### **SUSTAINABLE PRACTICE DECLARATION**

I/We solemnly pledge and reiterate our commitment to conduct our business in a manner that befits the culture and ethos of our rich and ancient civilization, and the tolerant and accommodating nature of our multicultural society and protects all individuals, especially women and children from all derogatory acts which are contrary to the spirit of our country. We hereby commit to abide by the Code of Conduct for Safe and Honourable Tourism.

Recognizing that every earth resource is finite and fragile, I /We further pledge to fully implement sustainable tourism practices, consistent with the best environment and heritage protection standards, such that my/our present tourism resource requirements optimize both local community benefit and future sustainable uses.

**Signature:**

**Adventure Tourism Operator**

## Annexure - VII

### Guidelines from Ministry of Tourism, Government of India

The "Indian Adventure Tourism Guidelines for Adventure Activities" as recommended by the Ministry of Tourism establishes the basic minimum standards and quality norms for operation of adventure tourism activities in the country.

The detailed guidelines for specific adventure activities have been listed out in the following document link:

[https://tourism.gov.in/sites/default/files/2020-02/1527867024\\_gallery\\_image.pdf](https://tourism.gov.in/sites/default/files/2020-02/1527867024_gallery_image.pdf)

Chandra Mohan. B  
Principal Secretary to Government

/True Copy/

  
Section Officer 18/4/2022  
G10/20  
18/4/22

