

**DEPARTMENT OF TOURISM
GOVERNMENT OF TAMIL NADU**

**Guidelines for Registration
of Adventure Tourism Operators
(2022)**



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**GUIDELINES FOR REGISTRATION
OF 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 recognise 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 Adventure Tourism Operators in Tamil Nadu.



1. Title, extension and commencement

- (a) These Guidelines may be called "Guidelines for Registration of 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 standardise 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 standardising 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 these guidelines in Annexure-I;
- (j) “Department” means 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 / organisation 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)



(d) Registration and Renewal 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 renewal of application (After the validity of registration)
10,000	10,000	A penalty of Rs.5000/- for every one month delay

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

(e) Mode of Payment:

Fee shall be paid online.

(f) Validity of Registration:

The initial registration will be valid up to the end of the second succeeding financial year i.e., up to 31st March of the second succeeding financial year (If first registration is made on 23rd December 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 Guidelines 5(d) above.

6. 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 organised 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 recognised organisation.

b. **Instructor/ Guide Qualification**

Instructors should be certified through a recognised training institute / national or international federation for the sport. Guides should work under the supervision of instructors and be certified through a recognised 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 recognised 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 motorised 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 / organisation 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 vis-a-vis 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):

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) 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 at the operation 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. For Minor Persons, forms should be countersigned by adults.
- e. The Operator has to ensure the forms are filed, duly countersigned along with date by the operator 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. All 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 undertaken 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 organised and documented for staff members to ensure they are trained for handling incidents / accidents.



7. 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.

8. 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 scrutinise 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.

9. 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.

10. 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.

11. Periodic Inspection

The Director of Tourism can authorise 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.



12. 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, Chennai, thereupon shall be final.

13. 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.

14. Other Provisions

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 includes 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.

- (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 finalised 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.

15. Implementing Agency

The Guidelines will be implemented by the Department of Tourism.

- (a) The Department of Tourism is authorised 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 authorised to evolve procedure for the Inspection and grievance redressal mechanism for visitors / guests / Operator.
- (c) The Department of Tourism is also authorised 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

DEPARTMENT OF TOURISM, GOVERNMENT OF TAMIL NADU
REGISTRATION OF ADVENTURE TOURISM OPERATORS

Application Form for Registration

1	Name of the Applicant	
2	Registered Address of the Adventure Tourism Centre	
3	Correspondence Address with pincode	
4	Contact Number	
5	Email id	
6	Name of the Organisation	
7	Type of the Organisation	<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 organisation	
12	Locations where the adventure activities are being undertaken a. Location details b. Area	



13	List of activities conducted by the operator	<p>Land-based activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Off-Roading tours (4x4 Jeep, Motorcycle, ATV) <input type="checkbox"/> Motorcycle / E-bike Tours <input type="checkbox"/> Landboarding <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 <input type="checkbox"/> Horse Safari / Camel Safari <input type="checkbox"/> Elephant Safari <p>Water-based activities</p> <ul style="list-style-type: none"> <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 / Kiteboarding <input type="checkbox"/> Windsurfing <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 <p>Air-based activities</p> <ul style="list-style-type: none"> <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 <p>Others, specify _____</p>
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14	Staff Strength	
15	Qualification details of the Staff (Educational qualification and experience for all staff members to be furnished)	
16	List of Equipment (Quantity, manufacturer details, year of procurement, maintenance details, certification) <ul style="list-style-type: none"> • Safety Gear / Equipment • Rescue Gear / Equipment • Adventure Activity / Equipment 	
17	Document Checklist (Scanned copies of latest documents to be uploaded) <ul style="list-style-type: none"> • Company Registration certificate • GST Certificate • PAN Card • Village Panchayat / Municipality Tax Paid Receipt for the specified area of operation • Patta or Lease for at least 3 years • Electricity / Telephone Bill • Certificate of qualification for manager • Certificate of qualification for instructors / guides • Certificate of qualification for lifeguard / lifesaver • Certificate of accreditation from International / National / State association/organisation governing the sport • Staff list with name, designation, proof of address & Contact details • Centre location with coordinates and photographs 	



<ul style="list-style-type: none"> • Blueprint / site layout • List of activities with coordinates and photographs • Details of equipment with photographs • Emergency Response Plan with contact numbers • Photographs of centre with first aid kit, safety posters, weatherboard, washroom, equipment storage shed, briefing area, parking and operations area • Indemnity/ Waiver form • Medical Fitness Certificate of staff • Location Plan showing access to the nearest bus stand, Railway station and Airport • Letter of Undertaking • Sustainable Practice Declaration • Checklist as per Annexure II 	
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Annexure-II

CHECKLIST

Sl. No.	Particulars	Input by the Camping Operator (Yes/No)	Comments by the Inspection Agency
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Infrastructure

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 all CCTV footages centrally for 30 days		

Human Resources

17	Qualified Manager		
18	Qualified Guides & Instructors as prescribed by the international / national / state association / organisation governing the sport		
19	Qualified Lifesavers / Lifeguards as prescribed by the international / national / state association / organisation		
20	Qualified Technical Staff		
21	Medical Fitness Certificate of staff		

Equipment

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		



Standard Operating Procedure

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		

Risk Mitigation

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		

Other

43	FSSAI permit, in case applicable		
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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 motorised and non-motorised activities.

- Motorised Activities
 - Off-Roading tours (4x4 Jeep, Motorcycle, ATV)
 - Motorcycle / E-bike Tours
 - Landboarding
 - Wildlife Safari / Jeep Safari
- Non-Motorised 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 motorised and non motorised activities.

- Motorised Activities
 - Boat rides
 - Jet-ski rides
 - Water Scooter rides
 - Towable rides (behind a boat)
 - Wakeboarding / Waterskiing
 - Parasailing
 - Any other motorised 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 / Hang gliding
- 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 / ORGANISATIONS

International / National / State Sports Associations / Organisations with existing guidelines and training programs

A list of recognised 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%20Op-ertaors%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 in 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 recognised 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 International) - 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 Aerosport 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 recognised 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



Air sport 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 organisations 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. The Himalayan Mountaineering Institute (HMI)

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 non-profit global wilderness school that seeks to provide the environment and training to build leaders. With trainings in classrooms and in remote wilderness areas around the world, they support powerful authentic experiences. They specialise in

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

25. Indian Mountaineering Foundation (IMF)

Indian Mountaineering Foundation (IMF) is the apex national body for mountaineering and allied sports. IMF supports, promotes and regulates national and international climbing and mountaineering in India and is affiliated to the UIAA (International Mountaineering and Climbing Federation). IMF is also the regulatory body for the competitive Olympic sport of Sport Climbing and is affiliated to the IFSC (International Federation of Sport Climbing). IMF is also engaged in mountain protection work, knowledge building and creating awareness of the Indian Himalaya.

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 Department of Tourism, Government of Tamil Nadu immediately.



Annexure-V

FORMAT FOR UNDERTAKING

(to be given by the Owner / authorised 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 / authorised 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 civilisation, 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.

Recognising 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 optimise both local community benefit and future sustainable uses.

Signature:

Date:

Name, Address & Official Seal:



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









DEPARTMENT OF TOURISM

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