

BODOLAND TOURISM
DIRECTOR CUM CHD, TOURISM DEPARTMENT
Guidelines for registration of Adventure Tourism operator (Form C)

1. Roles and Responsibilities of an Adventure Tourism Operator

- 1.1 Activity Planning : Design and plan adventure activities that are safe, enjoyable, and suitable for the target audience.
- 1.2 Guiding Tours : Lead and supervise adventure activities, ensuring all participants adhere to safety protocols.
- 1.3 Providing Information : Offer clear instructions and information about the activities, including risks and safety measures.
- 1.4 Logistical Support : Manage logistics related to the activities, such as transportation, equipment, and accommodations.

2. Professional Conduct and Ethics

- 2.1 Punctuality : Be on time for all scheduled activities and appointments.
- 2.2 Appearance : Maintain a professional appearance and demeanor.
- 2.3 Respect : Treat all participants, colleagues, and local communities with respect & courtesy.
- 2.4 Integrity : Provide honest information and do not engage in misleading or unethical practices.
- 2.5 Confidentiality : Protect the privacy of participants and handle personal information responsibly.

3. Safety and Risk Management

- 3.1 Risk Assessments : Conduct thorough risk assessments for all activities.
- 3.2 Safety Briefings : Provide comprehensive safety briefings to all participants before activities commence.
- 3.3 Safety Equipment : Ensure all necessary safety equipment is available, well-maintained, and used properly.
- 3.4 Participant Fitness : Assess the fitness and skill levels of participants to ensure they are suitable for the activities.
- 3.5 Acknowledgment Form : An “Indemnity bond” or “Liability waiver” form is to be signed by every participant in adventure activity. The participant needs to read the document and if required explained by the service provider before acknowledgement and signing.

4. Environmental Stewardship

- 4.1 Sustainable Practices : Promote and practice sustainable tourism by minimizing environmental impact.

- 4.2 Waste Management : Implement effective waste management practices and educate participants on responsible waste disposal.
- 4.3 Conservation : Support and engage in conservation efforts to protect natural resources and wildlife.

5. Training and Certification

- 5.1 Qualified Staff : Employ staff who are trained and certified in relevant adventure tourism disciplines.
- 5.2 Ongoing Training : Provide regular training and professional development opportunities for staff.
- 5.3 First Aid Certification : Ensure that all staff have up to date first aid certification.

6. Equipment and Maintenance

- 6.1 Quality Equipment : Use high-quality, industry-standard equipment that is appropriate for the activities.
- 6.2 Regular Inspections : Conduct regular inspections and maintenance of all equipment to ensure safety and functionality.
- 6.3 Replacement Policy : Replace equipment that is worn out or no longer meets safety standards promptly.

7. Customer Interaction and Service

- 7.1 Courtesy : Interact with customers in a friendly and respectful manner.
- 7.2 Feedback : Encourage and act upon feedback from participants to improve services.
- 7.3 Inclusion : Ensure activities are inclusive and accessible to a diverse range of participants.

8. Legal and Regulatory Compliance

- 8.1 Adherence to Laws : Comply with all relevant local, state, and national laws and regulations related to adventure tourism.
- 8.2 Permits and Licenses : Obtain and maintain all necessary permits and licenses for operating adventure tourism activities.
- 8.3 Insurance : Have appropriate insurance coverage for all activities and participants.

9. Emergency Procedures and Response

- 9.1 Emergency Plans : Develop and maintain comprehensive emergency response plans for all activities.
- 9.2 Staff Training : Ensure all staff are trained in emergency response procedures.
- 9.3 Emergency Equipment : Have emergency equipment readily available and ensure it is in good working conditions.

9.4 Communication : Maintain reliable communication methods for use in emergencies.

10. Marketing and Promotion

10.1 Accurate Representation : Ensure all marketing materials accurately represent the activities and experiences offered.

10.2 Ethical Marketing : Avoid misleading claims and provide honest information about the risks and requirements of activities.

10.3 Responsible Promotion : Promote adventure tourism in a way that respects local cultures and environments.

(Form C)
APPLICATION FORM

For
Registration of New Adventure Sports activities
/Renewal of Existing Adventure Sports activities

To,

The prescribed Authority
Director cum CHD
Tourism Department,
BTC
Kokrajhar- 789970

Photo of
the
applicant

Sir,

I/We request that I/We, may be registered within the rules of the Bodoland Tourism's Registration of Tourist Trade SOP, 2024, for the year _____ for the following adventure sports activity:

1. Adventure Sports category: _____

New Registration **Renewal**

In case of Renewal, enter Certificate No.: _____

2. Operated by: Company Individual

3. Nationality: _____

4. Tourist area for operating business/ Operating Base:

Address/Place: _____

Date of Incorporation(*Company*): _____

5. **Details.**

| | | | |
|--------------------------------|--|--------------------|--|
| Name | | | |
| Address (permanent) | | | |
| Police Station | | Postal code | |
| Pan Card | | Mobile no. | |
| Aadhaar | | State | |
| Email | | Office No. | |

6. Applicant Permanent resident of BTR: _____(Yes/No)
7. Whether operating from winch: _____(Yes/No)
8. GSTIN:
9. Name of the proprietors(*in case of company, authorized signatories, in case partners name of all the partners*)

| SR.NO | NAME | MOBILE | PAN CARD | AADHAAR |
|-------|------|--------|----------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

10. Equipment Details: _____

11. Undertaking

I _____do solemnly state that:-

- 1) I shall not overload the equipment
- 2) I shall carry out the activity of adventure sports/ para motor gliding, water sports activity/water sports operator within the permitted zone only as may be specified.
- 3) I shall adhere to all the instructions issued from the Registering authority from time to time.
- 4) I shall provide safety equipment to my client before starting the activity

Place: _____

Signature of Applicant: _____

Date:

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

For Office Use Only

Application Received On: _____

Verified By: _____

Remarks: _____

Approval Status: Approved / Rejected

Date of Approval: _____

Registration Number: _____

Documents to be Attached

- Certificate of Incorporation/Business Registration:
- Proof of Office Address:
- PAN Card Copy:
- GST Registration Certificate:
- List of Equipment with Safety Certifications:
- Details of Certified Instructors and Guides:
- Insurance Policies:
- Emergency Response Plan Document:
- Passport Size Photographs of Key Personnel (2 copies each):
- No Objection Certificate (NOC) from Local Authorities:
- Police Clearance Certificate for Key Personnel:

Compliance and Guidelines

- Company must be registered in India.
- Company should comply with all safety standards and regulations set by national and local authorities.
- Company must employ certified instructors and guides for all adventure sports activities.
- Company must have comprehensive insurance coverage for participants and employees.
- Company should have a well-documented emergency response plan.

- Company must agree to adhere to the guidelines and code of conduct set by the Bodoland Tourism Department.

Checklist for Submission

1. Completed and signed application form.
2. Certificate of Incorporation/Business Registration.
3. Proof of Office Address.
4. PAN Card Copy.
5. GST Registration Certificate.
6. List of Equipment with Safety Certifications.
7. Details of Certified Instructors and Guides.
8. Insurance Policies.
9. Emergency Response Plan Document.
10. Passport Size Photographs of Key Personnel (2 copies each).
11. No Objection Certificate (NOC) from Local Authorities.
12. Police Clearance Certificate for Key Personnel.