



Standards

and

Chart of Sanctions

Version March 2022





Introduction	3
Part One - IKO commitment to Quality Standards	3
Statute of Limitations	3
Need for Quality Standards	3
Quality Management	4
Chart of Sanctions (see 'Part Nine' at the end of this document)	5
Part Two - IKO Kiter	5
Part Three - IKO Center	6
Plan 'Free'	6
Center Membership 'Basic'	8
Center Membership 'Plus'	8
Affiliation / Renewal (for all Memberships except Free Memberships)	8
Part Four - IKO Instructorship	9
IKO Assistant	9
IKO Instructor Level 1	11
IKO Instructor Level 2	13
IKO Instructor Level 3	14
IKO Coach Level 1	15
IKO Coach Level 2	15
IKO Coach Trainer	16
IKO Assistant Trainer	17
IKO Examiner	18
IKO Instructor by Equivalency	21
Part Five – IKO Copyright and Trademark content usage	(including logo usage) 22
Term of Use	22
Part Six - Official National Representation	23
Part Seven - IKO Course Organizer Guides	24
Part Eight – IKO Certification Standards	24
Part Nine - The Chart of Sanction	25
1.Introduction	25
1.1 Subject and Objectives	25
2.2 Principles	25
2. Sanctions	26
2 point offenses:	26
4 point offenses:	27
5 point offenses:	29
6 point offenses:	30
8 point offenses:	32
10 point offenses:	34

INTRODUCTION

Article 1 Subject:

Since its inception in October 2001, the IKO has been the global leader in kiteboarding education and training. Each year, the IKO updates its teaching, certification, and Safety and Quality Standards based on feedback from the community. The IKO strives to continually improve the quality of its products and services, which it does thanks in part to feedback from its Members and Centers.

To maintain the IKO's highest Safety and Quality Standards, updates to policies and procedures must be made on a regular basis. Therefore, the IKO reserves the right to upgrade its Standards throughout the year and to revoke any use of the IKO Brand, title, or privilege at any time if there is just cause.

The official text for the Standards is the English version. Any discrepancies or differences created in the translation are not binding and have no legal effect for compliance or enforcement purposes. If any questions arise related to the accuracy of the information contained in the translation, please refer to the English version of the Standards, which is the official version.

By following the Standards below, you help us to protect and value our brand identity and strengthen the IKO Community.

Article 2 Questions

If you have any questions or claims, please submit your query to the IKO Quality Department using [the quality feedback form or send an email to \[quality@ikointl.com\]\(mailto:quality@ikointl.com\)](#).

Article 3 Special cases

Anything not mentioned in the Standards and Chart of Sanction would be under consideration of the IKO Head Office.

PART ONE - IKO COMMITMENT TO QUALITY STANDARDS

Statute of Limitations

In line with the Statute of Limitations, the time period within which a complaint about an IKO Member can be made is three months. After this time, complaints will not be handled by the IKO Quality Department.

Need for Quality Standards

Article 4 Purposes :

- 1 Set the necessary qualifications for professional instruction.
- 2 Allow for a unique and consistent international teaching system.
- 3 Provide quality criteria for training and instruction.
- 4 Deliver credibility to an organization, its representatives, and Instructors under the IKO Brand.



- 5 Ensure each student's safety and ability to learn effectively.
- 6 Produce more consistent results for students to become independent kiteboarders.
- 7 Set guidelines for safe Instructor and Center behavior.
- 8 Reinforce communication between the organization and its Members.

Article 5 Reasons:

- 1 Problems can result from failing to follow the Standards, which puts liability and risk on the Instructor and/or the Center.
- 2 When customers receive poor service they complain and/or do not return, which adversely affects the entire IKO Community.
- 3 The benefits of the Standards exist only when they are always followed by all IKO Members as intended.

Article 6 Commitments:

Kiteboarding is a sport that is growing quickly in popularity and evolving throughout its growth. The IKO is a dynamic organization that takes a proactive approach to change. By adhering to the IKO's Terms and Policies outlined in this document, individuals and schools agree to:

- 1 Register all students online and certify their levels before giving them access to the IKO vCard (virtual card).
- 2 Self-regulate by staying up-to-date with new Standards, manuals, ebooks, related information, and by adapting teaching methods accordingly.
- 3 Give feedback to contribute to the improvement of the Standards.
- 4 Update profile pages and contact details to ensure uninterrupted communication with the IKO.
- 5 Maintain a civil, polite, and professional relationship with the IKO Office and staff.
- 6 Follow both the IKO Standards and local legislation about working issues/business.

Article 7 Elements that Influence IKO Standards:

- 1 New teaching methods and equipment technology.
- 2 Feedback from IKO Instructors, Centers, and Members.

Quality Management

Article 8 Principles:

- 1 Quality management is achieved by:
 - a. Being proactive and helping to solve problems.
 - b. Promoting kite safety.
 - c. Ensuring student satisfaction.



- d. Enforcing compliance with the Standards.
 - e. Maintaining top-level safety standards and customer satisfaction.
 - f. Maintaining the credibility of the IKO, its Members, Standards, and programs.
- 2 Ongoing feedback from Instructors, Centers, and students determines whether quality standards are being respected. When the Standards are applied equally by all IKO Members, the IKO Brand is strengthened and safety and customer satisfaction is ensured.
 - 3 Every IKO Member, including students, can and should provide feedback to help the IKO improve.
 - 4 Accounts of incomplete or poor training and/or poor customer service will be investigated.
 - 5 Negative feedback may result in sanctions against any Member (based on each individual case).
 - 6 The **Chart of Sanctions**, which is an integral part of the Standards, outlines possible issues most commonly investigated and their immediate consequences.

Chart of Sanctions (see 'Part Nine' at the end of this document)

Article 9 Subject and objectives:

- 1 The **Chart of Sanctions** has been set to sanction IKO Centers, Instructors, and Trainers that do not respect the IKO Standards. Because safety comes first, quality concerns regarding safety issues are a top priority for the IKO.
- 2 The **Chart of Sanctions** details sanctions according to offenses.
- 3 Feedback provided by students and other parties helps the IKO to determine whether a Member conforms to the Standards to which they agreed.
- 4 After a first sanction of less than ten points, failure to adhere to the safety and/or certification Standards may lead to suspension or banning. More than one warning may be put in place at once.
- 5 The **Chart of Sanction** forms an integral part of the Standards and can be found at the end of this document.

PART TWO - IKO KITER

Article 10 Requirements:

- 1 Be certified Level 2I (or above) by an IKO Instructor (lower level from 1A to 2H, kites are IKO certified but will not be covered by the IKO Membership insurance if they practice without an IKO Instructor).
- 2 Have answered the feedback requested by the IKO.
- 3 Be between 12 and 65 years of age to benefit from the IKO insurance cover.

Article 11 Commitments:

- 1 Follow all procedures and standards set by the IKO.
- 2 Use a kite with a functioning safety system that releases most of the kite's power (either a 4-line kite with a front line re-ride safety system or a kite with a 5th line. It can be LEI or foil design.).



- 3 Do not use the suicide leash connection method. Semi-suicide technique is allowed for Level 5 - Freestyle riders who have been certified by a Coach.
- 4 Connect the kite leash to the front of their harness.
- 5 Have a line cutter in their harness.
- 6 Know and apply all the safety procedures set by the IKO for launching and landing, both with an assistant and alone, as well as the self-rescue procedure.
- 7 Know and respect the Right of Way (ROW) rules.
- 8 Know and respect the riding zones and respect other beach users.
- 9 Do not jump on land.
- 10 Know and respect the International Kiteboarding Signs.
- 11 Stay clear of any obstacle downwind (minimum distance of three-line lengths).
- 12 Do not kite in offshore winds unless there is a rescue team/boat operating during the session.
- 13 If riding more than 2 miles (3.22 km) from the shore, boat support is mandatory.
- 14 Do not claim to have a higher IKO level on social media.

NEW

PART THREE - IKO CENTER

Plan 'Free'

Article 12 Requirements:

- 1 Have at least one qualified IKO Instructor Level 2 working as the Head Instructor (they must have passed the Head Instructor course) who is responsible for the IKO Center to follow the IKO Standards. When the Head Instructor leaves the IKO Center, they must be replaced immediately by a new L2 with Head Instructor qualification or the school will be put on pending (Basic and Plus Centers will not receive any refund for the period of "pending"). For new schools with no Instructor Level 2, they can still affiliate, but need to find a Level 2 Instructor or one of their Instructor Level 1 must become Level 2 Instructor within 3 months of affiliation.
- 2 Ensure students and school team members have liability insurance that covers them during their kitesurfing activities, either through the IKO insurance program or your own school insurance policy.
- 3 Have one motorized rescue craft (boat, jetski, and/or electric bodyboard) available (either one you own or that of a third party). The craft must be equipped with safety devices according to nautical regulations with the capability of rescue within a maximum of five minutes from the Center at all times. Alternatively, a lifeguard service may be used. In specific spots where it is impossible to use a boat, the IKO will check the situation and decide whether the school can be affiliated.
- 4 If accessible by road, have a suitable vehicle available to transport a victim to an Emergency Medical Technician (EMT) or ambulance.

NEW

NEW

Article 13 Commitments:

- 1 **Customer Guarantees**



- a. Provide a safe and fun environment for every customer before, during, and after lessons.
- b. Before starting each course, push all students to sign up for a Kiter Membership where IKO insurance is included, and make sure they sign the student waiver form.
- c. Supply and ensure students wear all the necessary safety gear including a helmet, harness with handle, kite leash with a safety-release system connected to the front of the harness, an appropriate and approved by local authorities buoyancy aid of 50N until Level 3L, (from Level 3M, impact vests approved by local authorities are allowed*) when in the water, including shallow water. Centers must also provide a functional safety system on every control bar used for teaching (mandatory 4-line re-ride safety system on a front line or 5th line safety system) and line cutter (specific for water and made of water-resistant material, such as stainless steel) for Instructors and Assistants in their harness, or a buoyancy aid. Centers must never use a board leash.

*If you are kiting in a drysuit, it is still recommended to always use a buoyancy aid and not an impact vest, because if you rip your drysuit out on the water or forget to close the zipper, the drysuit can get very heavy if it fills up with water.

- d. Teach students to become independent according to the IKO Certification Standards.
- e. Have the necessary equipment for all local wind conditions.
- f. Ensure students know and understand all emergency procedures.
- g. Respect the maximum Instructor-to-Student ratio, which is also valid when teaching from a boat:
 - Instructor Level 1: 1 to 2 students with 1 kite (max) flying.
 - Instructor Level 2 and above alone: up to 2 kites flying (max 4 students).
 - Instructor Level 3 or above with 1 Assistant: up to 3 kites flying (max 6 students).
 - Instructor Level 3 or above with 2 Assistants: up to 4 kites flying (max 8 students).
- h. Make sure Assistants always work under the direct supervision of an IKO Level 2 Instructor or above.
- i. Have a minimum of 25 certification credits in the Center account.
- j. Provide certification credits to Instructors working at the Center, adding them to the School "Team" list.
- k. Ensure IKO Instructors evaluate all student levels and certify them online (the Center can also do this directly from the Center's online profile) and give students access to the vCard.
- l. Sell equipment responsibly. An IKO Center agrees to guarantee that it will sell only verified equipment and bars equipped with safety systems, and will only recommend equipment geared for each student's level of ability.
- m. Teach responsibly by only training in safe locations. Teaching must be conducted at an assessed, safe, and suitable site for students.
- n. Report any major accident that occurs while teaching to the IKO Support Department within three days of a major accident or death.
- o. Propose Kiter Membership to all students enrolling on an IKO course.
- p. Not host professional training for any competitive organization.
- q. Remove pictures from social media and websites that do not respect the IKO Standards.

NEW

2 Visible Displays – The following should be posted where all students and visitors can see them:



- a. Instructor diplomas
 - b. Daily weather forecast (on a tablet/laptop screen)
 - c. Emergency phone numbers and contacts
 - d. Spot organization
 - e. All IKO posters (Certification Standards; How to launch your kite; How to setup your kite; International Kiteboarding Signs; Kiter Membership; Right of Way rules; SEA Assessment; Wind window)
- 3 Hire an IKO-certified school team during the opening season (all Instructors, Assistants, and Trainers must be IKO certified).
 - 4 For new Centers, all Instructors must be IKO Certified within six months of becoming an IKO Center.

Center Membership 'Basic'

Article 14 Requirements:

- 1 Same as plan 'Free'.

Article 15 Commitments:

- 1 Same as plan 'Free'.

Center Membership 'Plus'

Article 16 Requirements:

- 1 Same as plan 'Free'.

Article 17 Commitments:

1 Customer Guarantees

- a. Same as plan 'Free'.
- b. Must provide Internship opportunities for their Instructor and Assistant Candidates both during and after the courses as needed when hosting ATCs and ITCs.
- c. Ensure that the Head Instructor supports and trains all new Instructors during their first five days of work.
- d. Inform the IKO Support Department immediately when changing its Head Instructor.
- e. Respect the Pro course Organizer Guide.
- f. Organizing an Instructor course from another organization following an ATC is forbidden. It is strongly advised to organize an ITC after each ATC since most of the candidates want to become an Instructor, not 'only' Assistants. In case schools have difficulties finding an Examiner to organize an ITC, they must request help from the Training Department (contact: central@ikointl.com).

1 Visible Displays – The following should be posted where all students and visitors can see them:

- a. Same as plan 'Free'



- b. The IKO Center flag

Affiliation / Renewal (for all Memberships except Free Memberships)

Article 18 Conditions:

- 1 Register online (for new affiliations), complete all requested information, and supply all required supporting documents.
- 2 Pay the affiliation/renewal fee.

Article 19 Term:

- 1 The IKO will affiliate a school based on the online School Affiliation Form.
- 2 IKO Affiliation is valid for one year starting from the affiliation approval date. To maintain the IKO Affiliation status, you must provide an up-to-date copy of your school insurance policy if your school team and students do not subscribe to the IKO Insurance Program, and all Instructors must be up-to-date with their memberships.
- 3 If the school has a new owner, even if they are an IKO Instructor of any level, Assistant Trainer, or Examiner, the school will have to redo the affiliation process from the beginning.

NEW

Article 20 Benefits:

- 1 The IKO Center Brand is recognized worldwide and associated with quality teaching programs.
- 2 The right to promote and associate your business with the IKO Logo and Brand name and to use them for advertising purposes. Centers may not modify the logo or print it on their products without written authorization from the IKO. For more information on IKO logo usage, review Part Five.
- 3 IKO Center websites, advertisements (online or printed), social media posts, and communications must comply with the IKO Standards in terms of security and teaching practices.

PART FOUR - IKO INSTRUCTORSHIP

IKO Assistant

Article 21 Purpose:

- 1 IKO Assistant is the first step toward an IKO Pro career. The Assistant certification is mandatory in order to take part in an IKO Instructor Training Course (ITC). Assistants receive an IKO diploma and access to specific sections of the IKO website. Assistants and any Member with a higher level commit to respecting and applying the IKO Standards.

Article 22 Prerequisites:

- 1 Be at least 16 years old (Candidates under 18 must obtain parental consent). Candidates can attend the course six months before they are 16 but will only be validated on their birthday. The IKO Office must be informed of this prior to the course.
- 2 Pass the ATC Module 1 online with a score of 70%

NEW



- 3 Be a certified IKO Kiteboarder Level 4 or equivalent (evaluated during the ATC).
- 4 Have a valid IKO Membership, and follow the IKO Standards.
- 5 Be able to read and write in the language the course is given.
- 6 Accept the contents of the ATC Candidate Waiver and Participation Online Form.

Article 23 Qualification Benefits:

- 1 Access the Instructor Training Course (ITC).
- 2 Assist and supervise one kiter who is Level 2I or above under the supervision of an IKO Instructor Level 2 or above.
- 3 Assist any Instructor/independent rider in launching/landing under the supervision of an IKO Instructor Level 2 or above.
- 4 Assist Instructors Level 2 and above in safety, spot organization, equipment preparation, and trimming.
- 5 Manage the safety and organization of the teaching spot under the supervision of an IKO Instructor Level 2 or above.
- 6 Manage the organization of equipment and its necessary maintenance under the supervision of an IKO Instructor Level 2 or above.
- 7 Manage rental to independent riders who are Level 3 and above (equipment selection, set up and trim/SEA assessment). This does not include supervision (refer to point 2).

Article 24 Commitments:

- 1 Same as 'kiter'
- 2 Respect and adhere to the Standards set by the IKO in this document, as well as the Assistant and Instructor Manuals.
- 3 Always wear personal safety equipment: harness with handle, kite leash with quick release fixed on the front of the harness, and a line cutter.
- 4 Never use a kite leash or other method to fasten a student to any solid object or to themselves for the purpose of anchoring or lifting or to try to secure the student or the Assistant. The Assistant can neither hold a leash or rope connected to the student.
- 5 Renew membership every year. Assistants who do not renew their membership within nine months of their expiration date will have to pass the online Assistant exam with a score of more than 80% to be able to renew. A late fee will apply in addition to the regular membership renewal when paid two or more months after the expiration date.
- 6 Answer all communications for which the IKO Office is requesting an answer within 7 days.
- 7 Remove pictures from social media and websites that do not respect the IKO Standards.

NEW

Article 25 Certification:

- 1 The Assistant Training Course (ATC) Module 2 should last five days.



NEW

- 2 Candidates must register online via the [IKO website](#) or directly with the ATC Organizer. Upon payment of the IKO fee, Candidates will be able to download the Assistant Manual. Assistant Candidates can then start training with their qualified Assistant Trainer.
- 3 During the course, Candidates must satisfy the final evaluation criteria.
- 4 At the end of the ATC, Candidates take an online exam and must pass with a minimum score of 80%.
- 5 Candidates that fail the exam or are not validated for any other reason must complete post-course requirements that may include Internship hours for a period determined by the Assistant Trainer. All post-course requirements must be completed within no more than six months from the original training date. This time can be extended by up to one year upon request. After that, the Internship Form is no longer valid and the Assistant Candidate will need to attend another ATC.
- 6 Internship means that the Assistant Candidate must achieve the Internship goal and achievements requested under the supervision of an Internship Manager for the amount of time determined at the end of the ATC.
- 7 Once each hour of Internship has been completed, the Internship Manager logs the hours on their account.
- 8 Once the Internship Manager(s) submits the total Internship hours given by the Assistant Trainer, the Assistant Candidate will be automatically validated if all other requirements are completed.
- 9 The Assistant Diploma will be available in the Assistant Candidate's online account upon completion of their training/Internship.

IKO Instructor Level 1

Article 26 Purpose:

- 1 Becoming an IKO Instructor Level 1 gives individuals the opportunity to teach kiteboarding all around the world with teaching methods that are recognized as the international standard in kiteboard instruction.

Article 27 Prerequisites:

- 1 Be at least 18 years old. Candidates can attend the course six months before they are 18 but will only be validated on their birthday. The IKO Office must be informed of this prior to the course.
- 2 Be a certified IKO Kiteboarder Level 4 or equivalent (evaluated during the ITC).
- 3 Be an IKO Assistant.
- 4 Have a valid IKO Membership and follow the IKO Standards.
- 5 Have a valid First Aid and CPR certificate, including first aid for drowning, fainting, injury, broken bones, and safe setting. (The certificate must not be older than two years. Online courses are not accepted.)
- 6 Be able to read, write, and speak fluently in the language the course is given.
- 7 Accept the contents of the ITC Candidate Waiver and Participation Form.

Article 28 Qualification Benefits:



- 1 Access Coach Courses.
- 2 Teach kiteboarding to a maximum of 2 students with a maximum of 1 kite flying at any one time.
- 3 Teach kiteboarding up to Level 4 (Advanced).
- 4 Certify all students online, giving them access to the IKO vCard.
- 5 Access to the online courses 'Teaching to Children' and 'Teaching to Students with Health Conditions.'

Article 29 Commitments:

- 1 Same as Assistant.
- 2 Respect the teaching and safety standards set by the IKO in this document, as well as the Assistant and Instructor Manuals.
- 3 Ensure student's safety downwind (for water exercises) with either the Instructor themselves, an Assistant, or a boat downwind.
- 4 Teach Discovery Level with a 4 or 5-line trainer kite (it can be LEI or Foil design) on short (5 to 8m) lines (2-line kites can be used, but every skill must be repeated with a 4-line trainer kite).
- 5 Provide safety equipment to all students:
 - a. Student equipment from Level 1A to Level 3L: helmet, harness with handle and kite leash with quick release connected to the front of the harness, and a buoyancy aid of 50N approved by local authorities (for water lessons, even if shallow).
 - b. Student equipment from Level 3M and above: helmet, harness with handle and kite leash with quick release connected to the front of the harness, and a buoyancy aid of 50N or impact vest approved by local authorities. If you are kiting in a drysuit, it is still recommended to always use a buoyancy aid and not an impact vest, because if you rip your drysuit out on the water or forget to close the zipper, the drysuit can get very heavy if it fills up with water.
 - c. Kite equipment: chicken loop quick-release system that allows the kite to lose most of its power once activated (4-line re-ride safety system on a front line, or 5th-line safety system).
 - d. No board leash.
- 6 Must always wear their own safety equipment: harness with handle, kite leash with quick release fixed to the front of the harness, line cutter, and a buoyancy aid when teaching from a boat or being in a boat. Every person in the boat must also have a buoyancy aid. On-water first-aid kit if teaching away from the Center, radio or emergency communication, and a watch.
- 7 Never use a kite leash or other method to fasten a student to any solid object or to themselves for the purpose of anchoring or lifting, or to secure the student or the Instructor. The Instructor can also not hold a leash or rope connected to the student.
- 8 Must teach the proper use of all safety systems several times during any course.
- 9 Validate the level of all students with no exceptions and certify them online to give them access to the vCard.
- 10 Make sure all students subscribe to Kiter Membership (including the IKO Insurance) and sign a student Waiver form before starting each course.
- 11 Renew membership every year. Instructors who do not renew their membership within nine months of their expiration date will have to pass the Assistant exam with a score of more than 80% to be able to renew. A late fee will apply in addition to the regular membership renewal when paid two



months or later after the expiration date. Instructors who do not renew their membership within two years of their membership's expiration date must attend an IEC to be valid again.

- 12 Report any accident that occurs while teaching to the IKO Support Department within three days of a major accident or death.
- 13 Accept inspection by the IKO.
- 14 Answer all communications for which the IKO Office is requesting an answer within 7 days.
- 15 Do not train Instructors for any competitive organization.
- 16 Issue online certification to each student at the end of each course to certify the level reached. If an Instructor is working for an IKO Center, the Certification Credit is provided by the Center itself. Regardless of where they work, IKO Instructors cannot promote their own IKO qualifications without certifying each of their students. The IKO is assured of the competency of the Instructor when it receives student feedback.

Article 30 Certification:

- 1 Every Instructor Candidate follows a five-day Instructor Training Course (ITC), during which an Examiner evaluates their technical, communication, and personal skills.
- 2 During the ITC, Candidates must satisfy the final evaluation criteria and must complete nine hours of teaching (one hour of observation with the Examiner teaching a beginner, two hours of simulation with another Candidate, and six hours with a student as Instructor and Observer). At least half of the teaching time must be done using a Leading Edge Inflatable (LEI) kite.
- 3 At the end of the course, Candidates take a written exam and must pass with a minimum score of 75%.
- 4 Candidates that fail the exam or are not validated for any other reason must complete post-course requirements that may include Internship hours for a period determined by the Examiner. All post-course requirements must be completed within a maximum of six months of the original training date. This time can be extended by up to one year upon request to the IKO Office. After that, the Internship Form is no longer valid and the Instructor Candidate will need to attend an IEC.
- 5 Internship means that Instructor Candidates teach under the supervision of an Internship Manager for the amount of time specified at the end of the ITC by the Examiner and written on the Internship Form in the Instructor Manual.
- 6 Once each hour of Internship has been completed, the Internship Manager logs the hours on their account.
- 7 Once the Internship Manager(s) submits the total Internship hours given by the Examiner, the Instructor Candidate will be automatically validated if all other requirements are completed.
- 8 The Instructor Diploma will be available in the Instructor Candidate's account upon completion of their training.

IKO Instructor Level 2

Article 31 Purpose:

- 1 Becoming an IKO Instructor Level 2 gives Instructors the opportunity to teach kiteboarding to higher level kites and to more students at the same time.

Article 32 Prerequisites:



- 1 Be an IKO Instructor Level 1 for a minimum of one year.
- 2 Have a valid IKO Membership and follow the IKO Standards.
- 3 Have taught and registered at least 35 different students with the IKO, totaling at least 280 hours of teaching.
- 4 Passed the online exam to become an Instructor Level 2 and Internship Manager, with a minimum score of 75%.

Article 33 Qualification Benefits:

- 1 Same as Instructor Level 1.
- 2 Become the Head Instructor of an IKO Center by taking the corresponding eCourse, 'Become a Head Instructor.'
- 3 Teach kiteboarding to a maximum of 4 students with a maximum of 2 kites flying at any one time regardless of whether they are working with an Assistant.
- 4 Validate the Internship hours of Assistant or Instructor Candidates.

Article 34 Commitments:

- 1 Same as Instructor Level 1.
- 2 If working as the Head Instructor of a Center, inform the IKO when changing jobs or schools.
- 3 When working as an Internship Manager, once each period of Internship has been completed, log the hours along with the Kiteboarder certification on their account.

Article 35 Certification:

- 1 Log 35 students and 280 teaching hours.
- 2 Pass the exam to become Instructor Level 2 and Internship Manager with a minimum score of 75%.
- 3 Once the exam is passed, Candidates are validated as an Instructor Level 2 and their diploma will be available in their account.

IKO Instructor Level 3

Article 36 Purpose:

- 1 Becoming an IKO Instructor Level 3 is a distinction that recognizes Instructors' experience and allows them to enter the selection process to become an Assistant Trainer.

Article 37 Prerequisites:

- 1 Be an Instructor Level 2 for a minimum of one year.
- 2 Have a valid IKO Membership and follow the IKO Standards.
- 3 Have taught a minimum of 125 students and logged 1,000 hours in total, including hours logged as an Instructor L1 and L2.



- 4 Passed the online exam to become Level 3 with a minimum score of 75%.

Article 38 Qualification Benefits:

- 1 Same as Instructor Level 2.
- 2 Teach kiteboarding to a maximum of 6 students with a maximum of 3 kites flying at any one time when working with 1 IKO Assistant. If working alone, the student to kite ratio is the same as Instructor Level 2.
- 3 Teach kiteboarding to a maximum of 8 students with a maximum of 4 kites flying at any one time when working with 2 IKO Assistants.
- 4 Access the Assistant Trainer Training Course (ATTC).
- 5 Administer an SCC (School Compliance Check) for Centers and Instructors upon request by the IKO Head Office or on their own, though the Head Office must be informed.

Article 39 Commitments:

- 1 Same as Instructor Level 2.

Article 40 Certification:

- 1 Log 125 students and 1,000 teaching hours.
- 2 Pass the exam to become Level 3 with a minimum score of 75%.
- 3 Once the exam is passed, Candidates are validated as Level 3 and their diploma will be available in their account.

IKO Coach Level 1

Article 41 Purpose:

- 1 Becoming an IKO Coach gives Instructors the opportunity to teach higher levels and more specific skills to students.

Article 42 Prerequisites:

- 1 Be an Instructor Level 1.
- 2 Have a valid IKO Membership and follow the IKO Standards.
- 3 Be able to demonstrate competent riding skills in one or more of the Level 5 - Evolution disciplines (freeride, freestyle, wave riding, hydrofoil, and/or wingfoil).
- 4 Pass the Coach Level 1 exam for each discipline the candidate applies.
- 5 Have a valid First Aid and CPR certificate.

NEW

NEW



Article 43 Qualification Benefits:

NEW

- 1 Same as Instructor Level 1.
- 2 Teach one student up to Level 5 - Evolution for the specialty they have been certified in (freerider, freestyle, wave riding, hydrofoil, and/or wingfoil).
- 3 Run a kite trip, boat trip, and downwinders (as many as desired).

Article 44 Commitments:

- 1 Same as Instructor Level 1.

Article 45 Certification:

NEW

- 1 Once the Coach candidate has sent the video of his riding skills and passes the corresponding exam online, the Head Office certifies them.

IKO Coach Level 2

Article 46 Prerequisites:

- 1 Be an active Coach Level 1
- 2 Have a valid IKO Membership and follow the IKO Standards.
- 3 Have a video camera with x8 to x20 zoom and a device to display and store the video footage.

Article 47 Qualification Benefits:

- 4 Same as Coach Level 1.
- 5 Teach several students up to Level 5 - Evolution at the same time for the specialty they have been certified in (freerider, freestyle, wave riding, hydrofoil, and/or wingfoil).
- 6 Run a kite trip, boat trip, and downwinders (as many as desired) with more students (check number in the corresponding manual).
- 7 Run Evolution Clinics.

Article 48 Commitments:

- 1 Same as Coach Level 1.

Article 49 Certification:

- 1 Follows a three-day Coach Course during which the Coach Trainer evaluates their technical, communication, and personal skills.
- 2 During the Coach Course, Candidates must satisfy the final evaluation criteria.
- 3 Candidates who are not validated for any reason must complete another Coach Course.



- 4 Coach Level 2 candidates will be certified as a Coach by their Coach Trainer for the specialty they have trained for.

IKO Coach Trainer

Article 50 Purpose:

- 1 The role of the Coach Trainer is to train Coach Level 2.

Article 51 Prerequisites:

- 1 Be an IKO Coach Level 2.
- 2 Have a valid IKO Membership and follow the IKO Standards.
- 3 Master all Level 5 – Evolution riding skills.
- 4 Have run a minimum of four Evolution Courses/Clinics with a total of at least 20 Candidates in total.
- 5 Have a valid First Aid and CPR certificate.
- 6 Have a video camera with x8 to x20 zoom and a device to display and store the video footage.

Article 52 Qualification Benefits:

- 1 Same as Coach Level 2.
- 2 Teach as many Level 5 – Evolution Courses and Coach Courses as desired if the Standards of organization are followed.

Article 53 Commitments:

- 1 Same as Instructor Level 1.

Article 54 Certification:

- 1 Every Coach Trainer Candidate must follow three Coach Trainer Courses (one with a Coach Trainer and two with a Coach Master) during which the Coach Master evaluates their technical, communication, and personal skills.
- 2 During the Coach Trainer Course, Candidates must satisfy the final evaluation criteria.
- 3 Candidates who are not validated for any reason must complete another Coach Trainer Course.
- 4 Coaches will be certified as Coach Trainers by the Coach Master.

IKO Assistant Trainer

Article 55 Purpose:

- 1 Becoming an Assistant Trainer gives Instructors the qualification to train Assistants and allows them to apply to become an Examiner.



Article 56 Prerequisites:

- 1 Be at least 24 years old.
- 2 Be an Instructor Level 3 for a minimum of one year and teach actively.
- 3 Teach a minimum of 150 students and log at least 1,200 hours of teaching time, including those logged as an Instructor L1, L2, and L3.
- 4 Must have passed a First Aid and CPR course in the past two years.
- 5 Have 10 points in your Pro account at the time of candidature and during training.
- 6 Have valid professional insurance for kitesurfing.
- 7 Send a one-hour video of yourself teaching a Discovery course (including self-landing).
- 8 Pass the ATC Module 1 final exam one month prior to the candidature with a minimum score of 95%.
- 9 Be approved for ATTC by the IKO Office. Non-approved ATTC will be void.
- 10 ATTC 1: Follow one ATC as an observer (confirmed by the Assistant Trainer) after being approved by the IKO Office. (Non-approved training will be void.)
- 11 Pass the ATTC 2 and 3 with an Examiner (in the event of failure, ATTC 3 candidates will have to pass an ATTC 4). The failure to ATTC 4 will lead to a re-evaluation of the candidature as Assistant Trainer by the Training and Quality Department.

NEW

NEW

NEW

Article 57 Qualification Benefits:

- 1 Same as Instructor Level 3 (Article 38).
- 2 Train and certify IKO Assistants with a maximum of 8 Candidates simultaneously.
- 3 During an ATC with 8 Candidates, Assistant Trainers are allowed to have 4 kites flying.
- 4 Can apply for Examiner selection after meeting the other prerequisites.

Article 58 Commitments:

- 1 Same as Instructor Level 2 and 3 (Article 32).
- 2 Run at least one ATC per year.
- 3 Subscribe to Instructor Membership Plus or Premium including professional liability insurance, or provide proof of personal professional liability insurance covering kitesurfing instruction and training activities.
- 4 Certify Assistant Candidates online and complete the School Compliance Check (SCC) online within 48 hours of completing each ATC.
- 5 Respect and adhere to the IKO Standards and prerequisites for accepting Candidates into ATCs.
- 6 Cannot be a trainer in another kiteboarding organization that competes with IKO.
- 7 Renew membership every year. Assistant Trainers who do not renew their membership within three months of their expiration date will have to be re-evaluated by an Examiner within the next year. After this deadline, they will lose their Assistant Trainer status and will have to go through the whole ATTC program again to be reinstated.

NEW



Article 59 Certification:

- NEW**
- 1 Complete ATTC 1, 2, and 3.
 - 2 At the end of ATTC 3, candidates take a written test and must pass the exam with a minimum score of 80%.
 - 3 Candidates that fail the test or are not validated for any other reason must attend another ATTC 4 after a minimum of one year.

IKO Examiner

Article 60 Purpose:

- 1 The role of Examiner is very important, as they are the ones who train future Instructors. Examiners must keep up-to-date with all new teaching techniques and continue to teach beginner students.

Article 61 Prerequisites:

- 1 Be at least 28 years old.
- 2 Be an Assistant Trainer for two years and teach actively.
- 3 Have been Head Instructor in a school where the owner was another person.
- 4 Have taught in different countries, locations (ocean, river, tidal), and spot configurations (light wind, strong wind, deep water and from a boat).
- 5 Complete the 'Become a Head Instructor' eCourse.
- 6 Complete the 'Teaching to Children' eCourse.
- 7 Complete the 'Teaching to Students with Health Conditions' eCourse.
- 8 Complete the 'Boat Handling' eCourse.
- 9 In the month previous to candidature, pass the following exams:
 - a. Assistant with a score of at least 95%
 - b. Instructor Level 2 with a score of at least 90%
 - c. Instructor Level 3 with a score of at least 90%
- 10 Have run a minimum of 10 ATCs with a total of at least 40 Candidates.
- 11 Have a valid First Aid and CPR certificate.
- 12 Provide a copy of a boat driver's license.
- 13 Be fluent in English and one other language.
- 14 Have 10 points in their Pro account at the time of the candidature and during the training.

Article 62 Qualification Benefits:

- 1 Same as Assistant Trainer (Article 51).



- 2 Run IKO Instructor Training Courses (ITCs) or Instructor Equivalency Courses (IECs).
- 3 Run IKO Assistant Trainer Training Courses (ATTCs) after completing seven ITCs (for new Examiners).
- 4 Teach kiteboarding to a maximum of 4 students with 4 kites flying at any one time.
- 5 During ATTCs and ITCs with 8 Candidates, Examiners are allowed to have 6 kites flying.

Article 63 Commitments:

- 1 Same as Assistant Trainer (Article 52).
- 2 Run at least two ITC per year.
- NEW** 3 Let the local Assistant Trainers run the ATC—even at their own school—to ensure the progression of the Assistant Trainers.
- 4 Certify Instructor Candidates online and complete the School Compliance Check (SCC) within 48 hours of each ITC.
- 5 Certify the ‘real ITC students’ and give them access to their vCard together with the ITC Candidates at the end of the ITC.
- 6 Respect and adhere to the IKO Standards and prerequisites for accepting Candidates onto ITCs, IECs, and ATTCs.
- 7 Must not run an ATTC without the authorization of the IKO Office.
- NEW** 8 Complete and send the ATTC end report within 48 hours after the end of the ATTC 2 and 4.
- 9 Subscribe to Examiner Membership Plus or provide proof of personal professional liability insurance covering kitesurfing instruction and training activities if running courses for a third-party Center outside the USA and/or Canada.
- 10 Download and apply all IKO updates.
- 11 Continue to teach students and certify their level with online certification.
- NEW** 12 Renew membership every year. Examiners who do not renew their membership within three months of their expiration date will have to be re-evaluated by a Training Master within the next year. After this deadline, they will lose their Examiner status and will have to go through the whole ATTC and ETC again to be reinstated.
- 13 Report any accident that occurs while teaching to the IKO Support Department within three days of a major accident or death.
- 14 Affiliate all their schools with the IKO if they are a school owner, at least with plan ‘Free.’
- 15 Accept inspection from a Training Master when requested by the IKO Office.
- 16 Answer all communications for which the IKO Office is requesting an answer within 15 days. If unavailable for more than 15 days, the IKO Office should be informed.
- 17 Help to update the IKO Standards and documents when requested by the IKO Training Department.

Article 64 Selection Procedure:



- 1 Candidates meeting all the prerequisites will be required to complete an application form and send it to the IKO Office together with a motivation letter and resume.
- 2 After the IKO receives and reviews the documents, they will be forwarded to the IKO Training Department.
- 3 In addition to the prerequisites, the Training Department will investigate Candidates' past behavior, such as being a good role model for the sport, and if they had issues with local regulations where they worked or a history of conflictual behavior. Their maturity and ability to manage a group will be examined and whether their location, motivation, and availability to run ITCs, etc. will be an asset to kitesurf development and the IKO.
- 4 The IKO Training Department evaluates all applications and determines whether Candidates are accepted.
- 5 Since there are only a limited number of Examiner positions available, only top Candidates are selected from a pool of qualified applicants. These Candidates are then selected for interviews, at which time Candidates may be selected to begin the training process. Training to become an Examiner takes time and is done in stages to allow Candidates to show they can absorb the information and utilize the training effectively.
- 6 Candidates not selected for training can reapply for consideration the following year. This allows Candidates time to acquire more skills and experience.

Article 65 Training Procedure:

If selected for training, the IKO Office sends chosen Candidates the current IKO training procedures and schedules a training venue. The Training Master and Candidate will be in contact to coordinate details.

- 1 **Examiner Training Course (ETC) Week 1**
 - a. Candidates serve as assistant to the Training Master during a normal Instructor Training Course (ITC).
 - b. Candidates help to prepare daily lesson plans with the Training Master during the ITC, and may cover some parts of the training themselves if they are ready to do so with the agreement of the TM.
 - c. Daily feedback is organized throughout the training.
 - d. Candidates successfully completing ETC Week 1 will be invited to attend ETC Week 2.
- 2 **Recommended Self-Training**
 - a. Organize an Instructor Training Course (ITC).
 - b. Assist on an ITC as an observer (ask permission from the IKO or the Examiner before the beginning of the ITC).
- 3 **Examiner Training Course (ETC) Week 2**
 - a. Candidates prepare daily lesson plans and present them to the Training Master.
 - b. Candidates run the second Instructor Training Course with the guidance of the Training Master. Some parts of the ITC can be covered by the TM if the Candidate does not feel ready to run it themselves.
 - c. Daily feedback is organized throughout the training.
 - d. Candidates successfully completing ETC Week 2 will be invited to attend ETC Week 3.
- 4 **Examiner Training Course (ETC) Week 3**



- a. Candidates are asked to run an ITC as if they were the Examiner in charge, while the Training Master acts as an observer.
- b. Daily feedback is organized throughout the training.
- c. Candidates are evaluated and will receive a pass/fail grade. They may be assigned additional training (such as doing a fourth week) if it is considered appropriate.

Article 66 Certification:

Examiner Candidates are certified if they demonstrate the ability to:

- a. Organize and run ITCs.
- b. Evaluate Instructor Candidates according to their skills.
- c. Show good group management abilities and communication skills.
- d. Observe and uphold the IKO Standards and demonstrate impeccable conduct.

Note: Candidates are not automatically certified at the end of the training. Certification depends on the results of a Candidate's performance. If Candidates are not certified, they may be requested to perform a fourth ETC week following the same format as Week 3. The failure of ETC 4 will lead to a re-evaluation of the candidature as Examiner by the Training and Quality Department.

IKO Instructor by Equivalency

Article 67 Purpose:

- ¹ The global community of Kiteboarding Instructors is composed of many groups and organizations. The IKO gives the opportunity to experienced and certified Instructors from other organizations to become IKO certified via an equivalency process.

Article 68 Certification for other organizations:

NEW

- ¹ Instructors certified by a kitesurfing organization* legally recognized in the countries they operate can complete an Instructor Equivalency Course (IEC) and must provide the following information to their IEC Organizer:
 - a. A copy of their Instructor Diploma
 - b. A copy of a valid First Aid and CPR certificate, including first aid for drowning, fainting, injury, broken bones and safe setting. (The certifications must not be older than two years. Online courses are not accepted.)
 - c. Pass the online ATC Module 1 Exam with a minimum score of 80%.
- ² After successful completion of an IEC, Equivalency Candidates will become IKO Level 2 Instructors once they have successfully passed the eCourse 'Exam to Become Level 2 Instructor and Internship Manager.' They need to have been certified for at least 1 year with the other organization and have taught actively during this period, otherwise they will become IKO Level 1.

*To check if an organization is recognized by the IKO for the IEC program, please contact support@ikointl.com.

Article 69 Certification for Expired or Suspended IKO Instructors:

NEW

- ¹ IKO Instructors who have not renewed their membership within two years of expiration must attend an Instructor Reinstatement Course (IRC) to be reinstated and regain the same level as before.



- 2 IKO Instructors who have been suspended must attend an Instructor Training Course (ITC) upon IKO approval and send a 'Reinstatement letter' to the IKO to be reinstated and certified Instructor Level 1.
- 3 Instructor Candidates must provide the following information to their IEC Organizer to attend an IEC:
 - a. A copy of a valid First Aid and CPR certificate, including first aid for drowning, fainting, injury, broken bones, and safe setting. (The certification must not be older than two years. Online courses are not accepted.)
 - b. Pass the online Assistant Exam with a minimum score of 80%.
- 4 After successful completion of an IKO three-day IEC, or five-day IEC (if attending an ITC), these Equivalency Candidates will be reinstated as IKO Instructors at the same Instructor Level as before (unless they were suspended, in which case they will be Level 1 irrespective of their previous Level).

PART FIVE – IKO COPYRIGHT AND TRADEMARK CONTENT USAGE (INCLUDING LOGO USAGE)

Term of Use

Article 70 Principles:

- 1 All IKO logos, designs, artwork, and brand names are the intellectual property of the IKO. The IKO is the copyright and/or trademark holder.
- 2 Rules apply to the reproduction of any IKO logo, design, or artwork. Failure to follow the rules is a violation of international copyright and trademark laws and subject to specific financial and criminal penalties.
- 3 The IKO reserves the right to terminate the use of its trademark content (including logos) by any party for non-compliance with the Standards or for any other reason the IKO deems good cause at its sole discretion.

Article 71 Usage:

The commercial use of IKO logo for course promotion, business advertising, and marketing purposes is exclusively reserved to IKO affiliated Centers.

Non-affiliated schools or independent IKO Instructors must affiliate with an IKO Center to use the IKO logo on their website. They can affiliate for FREE.

The non-respect of logo usage is subject to sanctions from the Quality Control department.

1 For valid IKO Centers

Only valid IKO Centers are authorized to use the IKO logos and brand names that are available from their School account in the files/download section.

2 For valid IKO Instructors

IKO-valid Instructors are only authorized to use the statement '**IKO Instructor**' along with their name, status, qualification, diploma, and/or the IKO Instructor logo located in the download section of their IKO Instructor account as long as their membership is not expired or suspended. No other statements or logos are authorized (check note on paragraph 4).



3 For non-affiliated schools

Non-affiliated schools cannot use any IKO logos, cannot mention they work with IKO Instructors on their website if they cannot prove it (they have to provide full names and ID of all the IKO valid instructors working with them), and cannot promote their business or courses in any manner with IKO. They must affiliate with an IKO Center.

4 The statement 'IKO Course(s)' is considered a commercial use. Non-IKO Centers who wish to use this statement must affiliate their business with an IKO Center with our FREE school membership in order to get the right to use the IKO trademark content and promote their IKO courses. Note, if the IKO instructor logo is or will be used on a school's website or media, the school must be affiliated even if the instructor is a valid IKO Instructor or if the school belongs to them.

5 The IKO name and logo usage apply exclusively to Kiteboarding or Kitesurfing and all its disciplines where IKO maintain Standards, and therefore exclude snow and land.

6 In order to keep our brand image, the IKO Logo, its color and size ratio cannot be changed or modified in any reproduction.

7 The IKO logo can be printed or embroidered in blue (HEX #065EB7, Swatch: c91m67y0k0, Pantone / PMS: 300c) or white only.

Article 72 Misuse:

- 1 Expired or suspended IKO Centers & IKO Instructors are required to remove all IKO logos, statements, and qualifications from their website, social network, flyers, posters, and all other advertising material.
- 2 Products with the IKO Logo as a unique logo are not authorized.

PART SIX - OFFICIAL NATIONAL REPRESENTATION

Article 73 Principles:

- 1 Kitesports are sports in their own right with their inherent principles, rules and standards, and include multiple disciplines.
- 2 National sport and tourism authorities may regulate the activity in their own territories.
- 3 Authorities encourage and consider structured and organized national associations.
- 4 Kitesports have had their own international federation to allow the sports to be represented independently since 2015.
- 5 The International Federation of Kitesport Organizations (IFKO) officially recognizes all IKO certifications and Standards since March 2016.
- 6 IKO Members who wish to have official representation in their country can contact the IKO.

Article 74 Benefits:

- 1 Develop official representation in a country.
- 2 Support legal national representation in a country.
- 3 Defend IKO Members, Certifications, and Standards.



- 4 Help our sport to grow independently.
- 5 Add value to IKO Diplomas, qualifications, and experiences in the process of local recognition.
- 6 Allow individual Members to participate democratically in national sport development.

PART SEVEN - IKO COURSE ORGANIZER GUIDES

[Pro Course Organizer Guide](#)

[Evolution Clinic Organizer Guide](#)

PART EIGHT – IKO CERTIFICATION STANDARDS

[Level 1 – Discovery course](#)

[Level 2 – Intermediate course](#)

[Level 3 – Independent course](#)

[Level 4 – Advanced course](#)

[Level 5 – Evolution course – Freeride](#)

[Level 5 – Evolution course – Freestyle](#)

[Level 5 – Evolution course – Wave riding](#)

[Level 5 – Evolution course - Hydrofoil](#)

[Level 5 – Evolution course - Wingfoil](#)

NEW



PART NINE - THE CHART OF SANCTION

1. Introduction

1.1 Subject and Objectives

The Chart of Sanctions has been set to reinforce the IKO Standards and to sanction Members that do not adhere to the IKO Standards. Safety issues are a top priority for the IKO.

The Chart of Sanctions is an administrative tool that details sanctions according to wrongful acts. Members can also use the Chart of Sanctions to self-correct any non-compliance.

Some sanctions are only applicable to specific groups related to your qualification as Kiter/Instructor/Trainer/Center.

2.2 Principles

Feedback provided by students and other parties helps the IKO to determine whether Centers, Instructors, or Trainers are conforming to the Standards they have agreed to.

After having been sanctioned once, continued disrespect of the safety or certification standards may lead to suspension. More than one warning may be in place at once. The same offense committed three times will lead to suspension, irrespective of the total number of points. If several offenses are committed by a member, the points sanctioned may be cumulative or the highest sanction will be applied.

IKO Members are allocated an initial **ten points**. Points are automatically removed from the member's account in accordance with the Chart of Sanctions for any offenses. IKO Members left with **zero points** will be suspended. Extreme offenses may result in a lifetime suspension.

If no offense is committed, **three points** per year will be credited back to the member's account until ten points are reached.

New or updated sanctions have been marked [like this in the chart](#).

To be reinstated:

Before the IKO Head Office gives the approval to redo any Pro Courses, all suspended members must send a 'Reinstatement letter' (why should IKO train me again) or any documents, photos, or videos requested by the Quality and Training Dept.

In particular:

Suspended Assistants must redo an Assistant Training Course (ATC).



Suspended Instructors of any Level must redo an Instructor Training Course (ITC). At the end of the ITC; if they meet the prerequisites and level required, they will be validated as Instructor Level 1 no matter what level they were before.

Suspended Assistant Trainers must redo at least one ATTC with an Examiner.

Suspended Examiners must redo at least one ETC with an IKO Training Master.

Suspended Schools must reapply for a new affiliation in all cases.

A second suspension will lead to a permanent loss of IKO Affiliation and membership eligibility. In some extreme cases, a member can be suspended permanently after a first suspension.

2. Sanctions

2 point offenses:

#	2 point offense:	Details:
2.1	Emergency phone numbers not posted.	Must post emergency phone numbers in a visible place.
2.2	Weather information and area warnings not posted.	This information must be posted in a visible place.
2.3	ROW rules not respected.	
2.4	Requests by the IKO Office not answered in time.	
2.5	Trainers that do not inform the IKO Office of unavailability for more than 15 days.	
2.6	Does not use the version of the document available in the download section.	
2.7		
2.8	Does not complete online certification correctly so ATC/ITC/Coach Candidates can be certified when they should not be.	Eg. A video needs to be sent but all boxes are ticked.
2.9	Does not register Internship hours.	



2.10	Does not certify 'real ITC students' with Instructor candidates at the end of the ITC.	
2.11	The Head Office will not accept 'internet connection issues' as a valid excuse to not certify a student, filling SCC, and/or answering a communication.	
2.12	Does not have a minimum of 25 certification credits in their account.	
2.13	Does not provide online certification credits to their Instructors to certify students.	

4 point offenses:

#	4 point offense:	Details:
4.1	Does not have a line cutter in their harness.	
4.2	Does not validate the pro Candidate they have trained within 48 hours after the end of the pro-course.	In case of travel issues blocking the certification, the Trainer must inform the IKO Office.
4.3	Does not teach the self-rescue.	
4.4	Does not teach the use of safety systems.	
4.5	Flies a kite while driving a boat or jet ski.	
4.6	Jumping on the beach and otherwise kiting dangerously or recklessly.	Even during private practice.
4.7	Launching with obstacles inside the wind window.	
4.8	Teaching with people inside the wind window.	



4.9	Teaching above their allowed level.	Teaching courses without having been certified at that level (eg., training Assistants or teaching children without the correct qualification).
4.10	Accepts/certifies Candidates in pro-courses who do not meet all the prerequisites set by the IKO.	Eg., not certified as an Assistant, does not have the right riding level, etc.
4.11		
4.12		
4.13		
4.14		
4.15	Not following the Pro Courses Organizer Guide.	
4.16	Does not register or update its Instructors in the school profile.	Not allowing Instructors to have access to the school's certification credits.
4.17	Does not certify students with the online feedback.	
4.18	Does not complete the SCC correctly following an ATC or ITC.	Eg., Pictures from a different course used, no picture of action, no videos, etc.
4.19	Does not send the ATTC/ETC end report within 48 hours of completing the training.	
4.20	Instructors with expired certification teaching under the IKO label.	
4.21	Sends an incomplete ATTC/ETC end report after the second reminder.	Not complete, not sent on time, very few details, etc.
4.22	Pro candidates not wearing safety equipment during beach practice of a pro course.	



4.23	Does not use the right teaching equipment set by the IKO Standards.	
4.24	Does not pay an invoice sent by IKO within 30 days.	
4.25	Publish pictures on social media which do not respect the IKO Standards after the affiliation.	A new IKO Center is given a period of six months to 'clean' their social media and website.
4.26	Part of the team is still not IKO Certified six months after affiliation.	Sanction plus the obligation to organize an ITC/IEC.
4.27	Did not make the student sign the waiver form.	

5 point offenses:

#	5 point offense:	Details:
5.1	Leaves student alone.	Student is left without supervision with the kite not secured on land. Can be applied to Assistant if they were directed to stay with a student.
5.2	Lets the student do the first launch with no checks.	
5.3	Student is overpowered.	Kite is overpowered for wind conditions and weight of the student.
5.4	Teaches a beginner without a 4-line trainer kite on short lines, it can be LEI or Foil design).	2-line kites may be used, but every skill must be repeated with a 4-line trainer kite.
5.5	Does not pay the Examiner/Coach/Assistant Trainer salary on time.	
5.6	Does not respect the IKO student teaching ratio.	
5.7	No First Aid kit available at the Center.	
5.8	Not doing the live demo with a 4-line kite (it can be LEI or Foil design) during an ATC/ITC when the conditions allow it.	



5.9	Skipping some parts of the ITC/ETC program without mentioning it to the Training Department.	
5.10	Selling unsafe or non-functional equipment.	
5.11	Not respecting the Pro training task list	
5.12	Teaches without personal safety gear.	Harness, line cutter, kite leash.
5.13		
5.14	Logs fake students or falsifies the number of hours when registering students.	
5.15	Trainers that do not wear a helmet during ATC/ITC teaching demonstration.	

6 point offenses:

#	6 point offense:	Details:
6.1	Does not carry required safety equipment on a boat.	Everyone on board must wear a 50N buoyancy aid. Safety equipment required by law must be in the boat.
6.2	Driving a boat dangerously.	
6.3	Teaches too close to power lines or roads.	
6.4	Kite-lifting or tethering, a student.	Must not tie/attach a student to any solid object or other object for the purpose of anchoring or lifting the student. Instructors must not tie a student to themselves.
6.5	No communication device.	No access to a phone or radio.



6.6	Students at any level or ATC/ITC Candidates have no helmet.	Helmet must always be worn by students on land and in the water.
6.7	Kite leash missing on bar.	A kite leash must always be used with the kite flying (on land and in the water).
6.8	Students at any level or ATC/ITC Candidates have no buoyancy aid.	Buoyancy aids must always be used by students in the water (even in shallow water or lagoons) Kites are allowed to use: - Level 1A to Level 3L: 50N Buoyancy Aid - Level 3M and above: Impact Vest
6.9	Assistants that supervises/assists a kiteboarder without supervision of a L2 Instructor.	
6.10	Teaches an intoxicated person.	
6.11	Teaches water lessons to non-swimmers.	
6.12	Teaches unsafe techniques.	Eg., No leash, suicide leash, inverted leash or bar, wrong methodology, hot launching, etc.
6.13		
6.14	Teaches in bad weather conditions.	May not teach in a thunderstorm (lightning), when there is a hurricane warning, blizzard, flood, or other extreme weather conditions.



6.15	Has no valid Level 2 Instructor as Head Instructor.	
6.16	Drives a boat in the student's wind window while teaching.	
6.17	No safety provision downwind of the student during a water lesson.	Student safety must always be ensured downwind. Either the Instructor or an Assistant is downwind or there is boat support. Instructors can be sanctioned when alone and upwind of a student or alone and with them in deep water.
6.18	Did not report a serious accident to the IKO that occurred while teaching.	
6.19	Runs an ATTC without IKO Office approval.	The ATTC will not be validated, and the Examiner must refund the candidate.
6.20	Hires a non-IKO Assistant.	Sanction applied to each party.
6.22	Does not ride according to the 'kiter' rules set by the IKO Standards.	Depending on the cases, if it has caused a serious accident, sanction could be 8 points or direct suspension.
6.23	Certifying a student with the wrong level.	
6.24	Does not connect the kite leash to the front of the harness.	



8 point offenses:

#	8 point offense:	Details:
8.1	Teaches with non-functioning safety systems on bar, not using the safety system, or using no safety system at all	
8.2	Does not maintain a civil and professional relationship with the IKO office and staff.	
8.3	Kite school promotes themselves as an IKO Center while not IKO affiliated.	
8.4	Promotes themselves as a business without being IKO affiliated.	Must affiliate the school.
8.5		
8.6	Misconduct or conduct unbecoming with students/candidates.	
8.7	Falsifies Internship hours or certifies a candidate without supervising them.	
8.8	Shares private information without informing the person concerned.	
8.9	IKO Center works with non-IKO Instructors.	Sanction applied to each party. Grace period of six months for new Centers from affiliation date.
8.10	Instructor team not certified.	Sanction applied to each party. Grace period of six months for new Centers from affiliation date.
8.11	Hires IKO Assistants to teach unsupervised.	Sanction applied to each party.
8.12	Non-IKO schools that are using the IKO logo, including IKO instructors using another logo other than the "IKO Instructor" logo on their communications, website, social media posts, or advertising materials.	



8.13	Does not allow an Assistant Trainer who works in the area to run at least one ATC per year at the location they teach from.	It will have to be proven to the Quality Department that the Examiners intentionally blocked it.
8.14	Accepts more than eight Candidates during Pro Courses.	For further information or special cases please refer to the Pro Courses Organizer Guide.
8.15	Is a trainer in another kiteboarding organization that competes with the IKO.	
8.16	Runs an Instructor course from another organization after an ATC without first running an IKO ITC.	
8.17	Runs Pro Training Courses without informing the IKO Office.	
8.18	Trainers who cancel any Pro Courses with less than 1 month notice without a valid reason.	Illness demonstrated by medical certificate, or proof that they try to find a solution with the office before canceling.

10 point offenses:

#	10 point offense	Details
10.1	Serious/fatal accident while teaching.	Immediate suspension, review and sanction or legal action. Student or third party dies or is badly injured in an accident for which the IKO Instructor/Examiner/ Center is responsible.
10.2	Teaches in an offshore wind without a boat.	
10.3	Teaches while intoxicated (drugs or alcohol).	
10.4	Uses a board leash.	
10.5	Provides counterfeit or false documents, or misleading information to the IKO, an IKO Member or student.	



10.6	Does not operate under local laws or the regulations of their respective country and jurisdiction.	
10.7	Counterfeits, prints, reproduces or copies any IKO material without permission.	
10.8	Does not affiliate their own school with the IKO.	After first warning
10.9	Refuses more than 2 ETC requests from the IKO within a year.	Suspended as TM but not as Examiner.
10.10	Is sentenced by a court.	
10.11	Competes with the IKO.	Is engaged in any business activity which is competitive to the IKO or works for any organization which competes with the IKO.
10.12	Act of physical or verbal violence or discrimination, including harassment or insults, considering racism, sexism, homophobia, and any violence or discriminations based on physical appearance, religion, or opinion as an aggravating factor.	Any act of violence or discrimination. If the act has been followed by legal proceedings, the member will be suspended until the end of the process, and excluded if condemned by justice.
10.13	Did not pay the full pro-course fee to the IKO Center.	Profile pending until the payment is completed.
10.14	Promoting other organizations as being better/more recognized than IKO. Promoting that IKO is not recognized publicly.	



10.15	Examiners do not run at least 2 ITCs per year. Assistant Trainers do not run at least 1 ATC per year.	For inactivity is given one year time to re-do the ATTC or ETC. After one year, they return as normal candidates and need to redo the whole process/training path.
10.16	Accepts more than one Candidate onto an ATTC or ETC.	

3. Special Cases

3.1. Expired or non-IKO Instructors or Centers will be treated internally. They will be sanctioned according to their offense and may receive a lifetime ban from the IKO Network.

3.2. An IKO Center that does not supply all requested documents after the third reminder will have its status changed to 'pending' until the documents are received.

3.3. Members publishing or promoting kite activities that are dangerous or that do not comply with IKO Standards will be sanctioned according to the gravity of the action and their role (i.e., Assistant, Instructor L1, L2, L3, Assistant Trainer, or Examiner).

3.4. Any School that requires an Assistant or Instructor to behave or teach in a way that breaches the IKO Code of Sanctions shall receive the same sanction as the Assistant or Instructor.

3.5. The IKO Head Office reserves the right to assess, sanction, or suspend any Member or case not mentioned above at its own discretion.