



# Standards

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## 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. The IKO therefore 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.**

### Article 2

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

### Article 3

If you have any questions or claims, please submit your query to the IKO Quality Department using [the quality feedback form](#).

## 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 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 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, to give them access to the IKO vCard (virtual card).
- 2 Self regulate by staying up-to-date with new Standards, manuals, handbooks, and 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 and professional relationship with the IKO Office and staff.
- 6 Follow both the IKO Standards and be legal with local legislation about working issues/business.

NEW

**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 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

### 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 or certification Standards may lead to suspension or banning. More than one warning may be in place..

## PART TWO - IKO KITER

### Article 10 Requirements:

CHANGE

- 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 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.
- CHANGE 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.).
- CHANGE 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 off-shore 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.

## PART THREE - IKO CENTER

### Plan 'Free'

**Article 12 Requirements:**

- CHANGE 1 Have at least one qualified IKO Instructor Level 2. For new schools with no Instructor Level 2, they can still affiliate but need to find a Level 2 Instructor or become Level 2 Instructor within 3 months after the 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 rescue craft available (either your 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.

## Article 13 Commitments:

### <sup>1</sup> Customer Guarantees

- CHANGE
- a. Provide a safe and fun environment to every customer before, during, and after lessons.
  - b. Make sure all students subscribe to Kiter Membership including the IKO insurance, or sign the student Waiver form before starting each course.
  - c. Supply and ensure students wear all the necessary safety gear including; a helmet, harness with handle, kite leash with safety release system connected to the front of the harness, an appropriate buoyancy aid of 50N until Level 3L, (from Level 3M impact vests 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 5<sup>th</sup> line safety system) and line cutter (specific for water such as stainless steel) for Instructors and Assistants in their harness or buoyancy aid. Centers must never use a board leash.
  - 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, also valid when teaching from a boat:
    - Instructor Level 1: 1 to 2 students with maximum 1 kite 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.
  - 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.

### <sup>2</sup> Visible Displays – The following should be posted where all students and visitors can inspect them:

- CHANGE
- 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.

CHANGE

### Center Membership 'Basic'

#### Article 14 Requirements:

- 1 Same as plan 'Free' (Article 12).

#### Article 15 Commitments:

- 1 Same as plan 'Free'(Article 13).

### Center Membership 'Plus'

#### Article 16 Requirements:

- 1 Same as plan 'Free' (Article 12).
- 2 Have one qualified IKO Instructor Level 2 working as Head Instructor for each IKO Center. The Head Instructor must complete the 'Become a Head Instructor' eCourse.

#### Article 17 Commitments:

- 1 **Customer Guarantees**
  - a. Same as plan 'Free' (Article 13).
  - 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](mailto:central@ikointl.com)).
- 1 **Visible Displays** – The following should be posted where all students and visitors can see them.
  - a. Same as plan 'Free' (Article 11).

NEW



- 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:

- CHANGE
- 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 all students do not subscribe to the IKO Insurance Program.

### Article 20 Benefits:

- CHANGE
- 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 Be a certified IKO Kiteboarder Level 4 or equivalent (evaluated during the ATC).
- 3 Have a valid IKO Membership, and follow the IKO Standards.

- 4 Be able to read and write in the language the course is given.
- 5 Accept the contents of the ATC Candidate Waiver and Participation 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 Respect and adhere to the Standards set by the IKO in this document, as well as the Assistant and Instructor Manuals.
- 2 Always wear personal safety equipment: harness with handle, kite leash with quick release fixed on the front of the harness, and a line cutter.
- 3 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. Neither can the Assistant hold a leash or rope connected to the student.
- 4 Renew membership every year. Assistants who do not renew their membership within nine months of their expiry date will have to pass the online Assistant exam with more than 70% 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 expiry date.
- 5 Answer all communications for which the IKO Office is requesting an answer, within 15 days.

**Article 25 Certification:**

- 1 The Assistant Training Course (ATC) should last five days.
- 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 70%.
- 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 a maximum of six months from 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 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 on 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. (Not 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 ratio 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:

- NEW**
- 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.

**CHANGE**

  - 4 Teach Discovery Level with a 4-line trainer kite (it can be LEI or Foil design) on short 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, buoyancy aid of 50N. (for water lessons, even if shallow).

**CHANGE**

    - b. Student equipment from Level 3M and above: helmet, harness with handle, buoyancy aid of 50N or impact vest.
    - 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 5<sup>th</sup> line safety system), kite leash with quick release connected to the front of the harness.
    - 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, 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. Neither can the Instructor 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.

**CHANGE**

  - 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 expiry date will have to pass the online test corresponding to their level with more than 70% to be able to renew. Late fee will apply in addition to the regular membership renewal when paid two months or later after the expiry date. Instructors who do not renew their membership within two years of their expiry 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 15 days.
  - 15 Cannot 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, 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 levels 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 (Article 26).
- 2 Become the Head Instructor of an IKO Center by taking the corresponding eCourse, 'Become a Head Instructor'.
- 3 Teach kiteboarding to a maximum ratio 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 (Article 27).
- 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.

CHANGE

### **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 1000 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%.

CHANGE

**Article 38 Qualification Benefits:**

- 1 Same as Instructor Level 2 (Article 31).
- 2 Teach kiteboarding to a maximum ratio of 6 students with a maximum of 3 kites flying at any one time when working with 1 IKO Assistant. If working alone, the ratio is the same as Instructor Level 2.
- 3 Teach kiteboarding to a maximum ratio 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 by their own initiative, though Head Office must be informed.

**Article 39 Commitments:**

- 1 Same as Instructor Level 2 (Article 32).

**Article 40 Certification:**

- 1 Log 125 students and 1000 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**

**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 categories (freeride, freestyle, wave riding and/or hydrofoil).
- 4 Have a valid First Aid and CPR certificate.
- 5 Have a video camera with x8 to x20 zoom and a device to display and store the video footage.
- 6 Accept the contents of the Coach Course Waiver and Participation Form.

**Article 43      Qualification Benefits:**

- 1 Same as Instructor Level 1 (Article 26).
- 2 Teach Kiteboarding up to Level 5 - Evolution for the specialty they have been certified in (freerider, freestyle, wave riding and/or hydrofoil).

**Article 44      Commitments:**

- 1 Same as Instructor Level 1 (Article 27).

**Article 45      Certification:**

- 1 Every Coach Candidate follows a five-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 Instructors will be certified as a Coach by their Coach Trainer for the specialty they have trained for.

**IKO Coach Trainer**

**Article 46      Purpose:**

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

**Article 47      Prerequisites:**

- 1 Be an IKO Coach.
- 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.
- 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 48      Qualification Benefits:**

- 1 Same as Coach (Article 41).
- 2 Teach as many Level 5 – Evolution Courses and Coach Courses as desired if the Standards of organization are followed.

**Article 49      Commitments:**

- 1 Same as Instructor Level 1 (Article 27).



**Article 50 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 51 Purpose:**

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

**Article 52 Prerequisites:**

- 1 Be at least 24 years old.
- 2 Be an Instructor Level 3 for a minimum of one year and teach actively.
- 3 Have taught a minimum of 150 students and 1200 hours in total, including hours logged as an Instructor L1, L2 and L3.
- 4 Have a valid IKO Membership and follow the IKO Standards.
- 5 Have a valid First Aid and CPR certificate (less than 2 years).
- 6 Have followed one ATC as an observer after being approved by the IKO Office. (Non-approved training will be void).
- 7 Have 10 points in their Pro account at the time of the candidature and during the training.
- 8 Have been approved for ATTC Training by the IKO Office. (Non-approved training will be void).
- 9 Pass the ATTC with an Examiner.

**Article 53 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 54 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.

NEW

#### **Article 55 Certification:**

- 1 Every Assistant Trainer Candidate follows a five-day Assistant Training Course (ATC) as an observer and then delivers a five-day Assistant Trainer Training Course (ATTC), during which an Examiner evaluates their technical, communication, and personal skills.
- 2 During the ATTC, Candidates must satisfy the final evaluation criteria.
- 3 At the end of the course, Candidates take a written test and must pass the exam with a minimum score of 80%.
- 4 Candidates that fail the test or are not validated for any other reason must attend another ATTC after a minimum of one year.

### **IKO Examiner**

#### **Article 56 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 57 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 the candidature, pass the following exams:
  - a. Assistant with a score of 95%
  - b. Instructor Level 2 with a score of 90%

- c. Instructor Level 3 with a score of 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 another language.
- 14 Have 10 points in their Pro account at the time of the candidature and during the training.

**Article 58 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 ATCs and ITCs with 8 Candidates, Examiners are allowed to have 6 kites flying.

**Article 59 Commitments:**

- 1 Same as Assistant Trainer (Article 52)
- 2 Run IKO ITCs upon request with a minimum of two per year.
- 3 Certify Instructor Candidates online and complete the School Compliance Check (SCC) within 48 hours of each ITC.
- 4 Certify the 'real ITC students' and give them access to their vCard together with the ITC Candidates at the end of the ITC.
- 5 Respect and adhere to the IKO Standards and prerequisites for accepting Candidates onto ITCs, IECs and ATTCs.
- 6 Must not run an ATTC without the authorization of the IKO Office.
- 7 Complete and send the ATTC end report within 48 hours of each ATTC.
- 8 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 Canada.
- 9 Download and apply all IKO updates.
- 10 Continue to teach students and certify their level with online certification.
- 11 Renew membership every year. Examiners who do not renew their membership within nine months of their expiry 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 process again to be reinstated.
- 12 Report any accident that occurs while teaching to the IKO Support Department within three days of a major accident or death.
- 13 Affiliate all their schools with the IKO if they are a school owner, at least with plan 'Free'.

- 14 Accept inspection from a Training Master when requested by the IKO Office.
- 15 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.
- 16 Help to update the IKO Standards and documents when requested by the IKO Training Department.

#### **Article 60 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 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 assimilate 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 61 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.
- 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 62 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 show 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. If they fail Week 4, there will not be another opportunity to become an Examiner.

## **IKO Instructor by Equivalency**

**Article 63 Purpose:**

- <sup>1</sup> 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 64 Certification for other organizations:**

- <sup>1</sup> Instructors certified by the PASA, VDWS, BKSA, RFEV, FAV, FFVL, OPES, AAK, VTS, KA and DSV\* must complete an Instructor Equivalency Course (IEC) and must provide the following information to their IEC Organizer:
  - a. A copy of their Instructor Diploma.
  - b. Provide a letter of recommendation and proof of one year of teaching experience.
  - c. A copy of a valid First Aid and CPR certificate, including first aid for drowning, fainting, injury, broken bones and safe setting. (Not older than two years. Online courses are not accepted).
  - d. Pass the online Assistant Exam with a minimum score of 70%.

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<sup>2</sup> 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.

\* If you have a diploma from another organization that is not recognized by the IKO and you wish to be eligible for the IEC program, send the syllabus, training and certification contents to the IKO Training Department who will evaluate it and decide whether this organization can be included in the IEC program.

#### **Article 65 Certification for Expired or Suspended IKO Instructors:**

- <sup>1</sup> IKO Instructors who have not renewed their membership within two years of expiry must attend an Instructor Equivalency Course (IEC) to be reinstated and regain the same level as before.
- <sup>2</sup> IKO Instructors who have been suspended must attend an Instructor Equivalency Course (IEC) upon IKO approval and send a 'Reinstatement letter' to the IKO to be reinstated and certified Instructor Level 1.
- <sup>3</sup> 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. (Not older than two years. Online courses are not accepted).
  - b. Pass the online Assistant Exam with a minimum score of 70%.
- <sup>4</sup> 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 TRADEMARK CONTENT USAGE (INCLUDING LOGO USAGE)**

### **Term of Use**

#### **Article 66 Principles:**

- <sup>1</sup> All IKO logos, designs, artwork and brand names are the intellectual property of the IKO. The IKO is the copyright and/or trademark holder.
- <sup>2</sup> 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 subject to specific financial and criminal penalties.
- <sup>3</sup> 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 67 Usage:

**NEW** 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 as 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.**

**CHANGE** 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.

**CHANGE** 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.

**CHANGE** 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 can not prove it (they have to provide full names and ID of all the IKO valid instructors working with them), cannot promote their business or courses in any manner with IKO. They must affiliate as IKO Center.

**CHANGE** 4 The statement 'IKO Course(s)' is considered as a commercial use. Non-IKO Centers who wish to use this statement must affiliate their business as an IKO Center at least 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 or the school belongs to him/her.

**NEW** 5 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, it's 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 68 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 69 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 70      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](#)