



# Standards

and

# Chart of Sanctions

Version May 2022



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## INTRODUCTION

### Article 1 Subject:

Since its inception in 2022, the IWO has been the global leader in Winging education and training thanks to the 20 years of experience and multiple content of his mother Company IKO. Each year, the IWO updates its teaching, certification, and Safety and Quality Standards based on feedback from the community. The IWO 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 IWO's highest Safety and Quality Standards, updates to policies and procedures must be made on a regular basis. Therefore, the IWO reserves the right to upgrade its Standards throughout the year and to revoke any use of the IWO 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 IWO Community.

### Article 2 Questions

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

### Article 3 Special cases

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

## PART ONE - IWO COMMITMENT TO QUALITY STANDARDS

### Statute of Limitations

In line with the Statute of Limitations, the time period within which a complaint about an IWO Member can be made is three months. After this time, complaints will not be handled by the IWO 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 IWO Brand.
- 5 Ensure each student's safety and ability to learn effectively.



- 6 Produce more consistent results for students to become independent wingers.
- 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 IWO Community.
- 3 The benefits of the Standards exist only when they are always followed by all IWO Members as intended.

**Article 6 Commitments:**

Winging is a sport that is growing quickly in popularity and evolving throughout its growth. The IWO is a dynamic organization that takes a proactive approach to change. By adhering to the IWO'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 IWO 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 IWO.
- 5 Maintain a civil, polite, and professional relationship with the IWO Office and staff.
- 6 Follow both the IWO Standards and local legislation about working issues/business.

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**Article 7 Elements that Influence IWO Standards:**

- 1 New teaching methods and equipment technology.
- 2 Feedback from IWO 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 Wing 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 IWO, 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 IWO Members, the IWO Brand is strengthened and safety and customer satisfaction is ensured.
- 3 Every IWO Member, including students, can and should provide feedback to help the IWO 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 IWO Centers, Instructors, and Trainers that do not respect the IWO Standards. Because safety comes first, quality concerns regarding safety issues are a top priority for IWO.
- 2 The **Chart of Sanctions** details sanctions according to offenses.
- 3 Feedback provided by students and other parties helps the IWO 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 - IWO RIDER

#### Article 10 Requirements:

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

#### Article 11 Commitments:

- 1 Follow all procedures and standards set by the IWO.
- 2 Use a wing with a functioning safety system that releases most of the wing's power.
- 3 Always connect the wing leash to a part of the rider body.
- 4 Know and respect the Right of Way (ROW) rules.
- 5 Know and respect the riding zones and respect other beach users.

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- 6 Do not jump on land.
- 7 Know and respect the International winging Signs.
- 8 Stay clear of any obstacle downwind (minimum distance of 10 mts).
- 9 Do not Wing in offshore winds unless there is a rescue team/boat operating during the session.
- 10 If riding more than 2 miles (3.22 km) from the shore, boat support is mandatory.
- 11 Do not claim to have a higher IWO level on social media.

## PART THREE - IWO CENTER

### Article 12 Requirements:

- 1 Have at least one qualified IWO Instructor working as the Head Instructor who is responsible for the IWO Center to follow the IWO Standards. When the Head Instructor leaves the IWO Center, they must be replaced immediately another Head Instructor or the school will be put on pending.
- 2 Ensure students and school team members have liability insurance that covers them during their winging activities, either through the IWO 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 IWO 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:

#### 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 winger Membership where IWO 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, wing leash with a safety-release system, 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.

\*If you are winging 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 IWO 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 wing(max) flying.

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- Instructor Level 2 and above alone: up to 2 wings flying (max 4 students).
- Instructor Level 3 or above up to 3 wings flying (max 6 students).
- Examiners : up to 6 wings flying (max 8 students). **Only during an ITC.**

- h. Provide certification credits to Instructors working at the Center, adding them to the School "Team" list.
- i. Ensure IWO 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.
- j. Sell equipment responsibly. An IWO 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.
- k. Teach responsibly by only training in safe locations. Teaching must be conducted at an assessed, safe, and suitable site for students.
- l. Report any major accident that occurs while teaching to the IWO Support Department within three days of a major accident or death.
- m. Propose winger Membership to all students enrolling on an IWO course.
- n. Not host professional training for any competitive organization.
- o. Remove pictures from social media and websites that do not respect the IWO Standards.

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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 IWO posters (Certification Standards; How to setup your wing; International winging Signs; winger Membership; Right of Way rules; SEA Assessment; Wind window)

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3 Hire an IWO-certified school team during the opening season (all Instructors, and Trainers must be IWO certified).

4 For new Centers, all Instructors must be IWO Certified within six months of becoming an IWO Center.

## PART FOUR - IWO INSTRUCTORSHIP

### IWO Instructor Level 1

**Article 14 Purpose:**

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

**Article 15 Prerequisites:**

- 1 Be at least 18 years old. Candidates can attend the course within the year before they are 18 but will only be validated on their birthday. The IWO Office must be informed of this prior to the course.



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- 2 Be a certified IWO Wingboarder Level 4 or equivalent (evaluated during the ITC).
  - 3 Has passed the ITC Part 1 Online.
  - 4 Passed the ITC Part 1 online exam with more than 75%.
  - 5 Have a valid IWO Membership and follow the IWO Standards.
  - 6 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.)
  - 7 Be able to read, write, and speak fluently in the language the course is given.
  - 8 Accept the contents of the ITC Candidate Waiver and Participation Form.

#### **Article 16 Qualification Benefits:**

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

#### **Article 17 Commitments:**

- 1 IWO Instructor Level 1 is the first step toward an IWO Pro career. The Instructor certification is mandatory in order to take part in an IWO Instructor Training Course (ITC). Assistants receive an IWO diploma and access to specific sections of the IWO website. Instructors and any Member with a higher level commit to respecting and applying the IWO Standards.
- 2 Respect the teaching and safety standards set by the IWO in this document, as well as the on the Instructor Manuals.
- 3 Ensure student's safety downwind (for water exercises) with either the Instructor themselves or a boat downwind.
- 4 Teach Discovery Level with a wing adapted to the weight of the student and the wind strength for the wing not to throw the student forward. Provide safety equipment to all students.
- 5 Student equipment from Level 1A to Level 3L: helmet, wing leash with quick release and a buoyancy aid of 50N approved by local authorities (for water lessons, even if shallow).
- 6 Student equipment from Level 3M and above: helmet, wing leash with quick release, and a buoyancy aid of 50N or impact vest approved by local authorities. If you are winging 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.
- 7 Wing equipment: leash system that allows the wing to lose most of its power once activated.
- 8 **Use of the board leash**

The use of different boards (twin tips, surf, inflatables, SUP, huge volume or very small ones, hydrofoils or not) on the different styles inside the Wing sport makes this a sensible topic for all.





The main reason is that it is not possible to body drag upwind to recover a board and it is very difficult to reach a hydrofoil if you have to go downwind, so the rhythms of the lesson will be very disappointing for a student and very slow progress if there is not a boat recovering the board exclusively for the student.

To avoid confusion the IWO recommendations over this topic is to use it, but the final decision remains an Instructor one.

**Remember that most of the boards have enough volume to “keep going” and IWO Instructors are responsible for the wellbeing of the other beach users too.**

- 9 Instructors Must always wear their own safety equipment: Helmet, wing leash with quick release, and a buoyancy aid when teaching inside the water or from a boat or being in a boat.
- 10 Every person in the boat used for teaching must also have a buoyancy aid. On-water first-aid kit if teaching away from the Center, radio or emergency communication, and a watch.
- 11 Never use any 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.
- 12 Must teach the proper use of all safety systems several times during any course.
- PENDING** 13 Validate the level of all students with no exceptions and certify them online to give them access to the vCard.
- PENDING** 14 Make sure all students subscribe to winger Membership (including the IWO Insurance) and sign a student Waiver form before starting each course.
- 15 Renew membership every year. Instructors who do not renew their membership within nine months of their expiration date will have to pass the Online 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.
- 16 Report any accident that occurs while teaching to the IWO Support Department within three days of a major accident or death.
- 17 Accepted inspection by IWO.
- 18 Answer all communications for which the IWO Office is requesting an answer within 7 days.
- 19 Do not train Instructors for any competitive organization.
- PENDING** 20 Issue online certification to each student at the end of each course to certify the level reached. If an Instructor is working for an IWO Center, the Certification Credit is provided by the Center itself. Regardless of where they work, IWO Instructors cannot promote their own IWO qualifications without certifying each of their students. The IWO is assured of the competency of the Instructor when it receives student feedback.

#### **Article 18 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).



- 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 IWO 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.

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## **IWO Instructor Level 2**

### **Article 19 Purpose:**

- 1 Becoming an IWO Instructor Level 2 gives Instructors the opportunity to teach winging to higher level wingers and to more students at the same time.

### **Article 20 Prerequisites:**

- 1 Be an IWO Instructor Level 1 for a minimum of one year.
- 2 Have a valid IWO Membership and follow the IWO Standards.
- 3 Have taught and registered at least 35 different students with the IWO, 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 21 Qualification Benefits:**

- 1 Same as Instructor Level 1.
- 2 Become the Head Instructor of an IWO Center by taking the corresponding eCourse, 'Become a Head Instructor.'
- 3 Teach winging to a maximum of 4 students with a maximum of 2 wings flying at any one time.
- 4 Validate the Internship hours of Instructor Candidates.

### **Article 22 Commitments:**

- 1 Same as Instructor Level 1.
- 2 If working as the Head Instructor of a Center, inform the IWO 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 winging certification on their account.

**Article 23 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.

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**IWO Instructor Level 3**

**Article 24 Purpose:**

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

**Article 25 Prerequisites:**

- 1 Be an Instructor Level 2 for a minimum of one year.
- 2 Have a valid IWO Membership and follow the IWO 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 26 Qualification Benefits:**

- 1 Same as Instructor Level 2.
- 2 Teach winging to a maximum of 6 students with a maximum of 3 wings flying.
- 3 Access the Examiner Training Course (ETC).
- 4 Administer an SCC (School Compliance Check) for Centers and Instructors upon request by the IWO Head Office or on their own, though the Head Office must be informed.

**Article 27 Commitments:**

- 1 Same as Instructor Level 2.

**Article 28 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.



## IWO Examiner

### Article 29 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 30 Prerequisites:

- 1 Be at least 28 years old.
- 2 **Be an IKO Examiner with the certified Coach Level 1 - Wingfoil (certified directly IWO Examiner)**
- 3 Be an IWO Instructor Level 3 for 3 years and teach actively.
- 4 Have been Head Instructor in a school where the owner was another person.
- 5 Have taught in different countries, locations (ocean, river, tidal), and spot configurations (light wind, strong wind, deep water and from a boat).
- 6 Complete the 'Become a Head Instructor' eCourse.
- 7 Complete the 'Teaching to Children' eCourse.
- 8 Complete the 'Teaching to Students with Health Conditions' eCourse.
- 9 Complete the 'Boat Handling' eCourse.
- 10 In the month previous to candidature, pass the following exams:
  - a. ITC Part 1 Online 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%
- 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 31 Qualification Benefits:

- 1 Run IWO Instructor Training Courses (ITCs) or Instructor Equivalency Courses (IECs).
- 2 Teach wingboarding to a maximum of 4 students with 4 wings.
- 3 During ITCs with 8 Candidates, Examiners are allowed to have 6 wings flying (only with 8 ITC Candidates)

### Article 32 Commitments:



- 1 Run at least two ITC per year.
- PENDING** 2 Certify Instructor Candidates online and complete the School Compliance Check (SCC) within 48 hours of each ITC.
- PENDING** 3 Certify the 'real ITC students' and give them access to their vCard together with the ITC Candidates at the end of the ITC.
- 4 Respect and adhere to the IWO Standards and prerequisites for accepting Candidates onto ITCs, IECs, and ATTCS.
- 5 Must not run an ITC without the authorization of the IWO Office.
- 6 Subscribe to Examiner Membership Plus or provide proof of personal professional liability insurance covering wingsurfing instruction and training activities if running courses for a third-party Center outside the USA and/or Canada.
- 7 Download and apply all IWO updates.
- 8 Continue to teach students and certify their level with online certification.
- 9 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.
- 10 Report any accident that occurs while teaching to the IWO Support Department within three days of a major accident or death.
- 11 Affiliate all their schools with the IWO if they are a school owner, at least with plan 'Free.'
- 12 Accept inspection from a Training Master when requested by the IWO Office.
- 13 Answer all communications for which the IWO Office is requesting an answer within 15 days. If unavailable for more than 15 days, the IWO Office should be informed.
- 14 Help to update the IWO Standards and documents when requested by the IWO Training Department.

### **Article 33 Selection Procedure:**

- 1 Candidates meeting all the prerequisites will be required to complete an application form and send it to the IWO Office together with a motivation letter and resume.
- 2 After the IWO receives and reviews the documents, they will be forwarded to the IWO 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 winging development and the IWO.
- 4 The IWO 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.



- <sup>6</sup> Candidates not selected for training can reapply for consideration the following year. This allows Candidates time to acquire more skills and experience.

#### **Article 34 Training Procedure:**

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

##### **<sup>1</sup> 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.

##### **<sup>2</sup> Recommended Self-Training**

- a. Organize an Instructor Training Course (ITC).
- b. Prior to your first week of training, assist on an ITC as an observer (ask permission from the IWO or the Examiner before the beginning of the ITC).

##### **<sup>3</sup> 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.

##### **<sup>4</sup> 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 35 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 IWO 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.

## **IWO Instructor by Equivalency**

### **Article 36 Purpose:**

- <sup>1</sup> The global community of winging Instructors is composed of many groups and organizations. The IWO gives the opportunity to experienced and certified Instructors from other organizations to become IWO certified via an equivalency process.

### **Article 37 Certification for other organizations:**

- <sup>1</sup> Instructors certified by a Winging 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%.
- <sup>2</sup> After successful completion of an IEC, Equivalency Candidates will become IWO 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 IWO Level 1.
- <sup>3</sup> Special cases will be consider if an IKO Instructor of any level wants to crossover to IWO, in this cases as long the IKO Instructor has his membership valid and active, this Instructor may ask for the IWO Instructor title following the next steps:
  - a. Be an IKO Coach Level 1 - Wingfoil
  - b. Send to [support@ikointl.com](mailto:support@ikointl.com) an email requesting the crossover authorization.

\*To check if an organization is recognized by the IKO for the IEC program, please contact [support@ikointl.com](mailto:support@ikointl.com).

### **Article 38 Certification for Expired or Suspended IWO Instructors:**

- <sup>1</sup> IWO 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.
- <sup>2</sup> IWO Instructors who have been suspended must attend an Instructor Training Course (ITC) upon IWO approval and send a 'Reinstatement letter' to the IWO 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. (The certification must not be older than two years. Online courses are not accepted.)
  - b. Pass the online ITC Part 1 Online Exam with a minimum score of 80%.



- 4 After successful completion of an IWO three-day IEC, or five-day IEC (if attending an ITC), these Equivalency Candidates will be reinstated as IWO 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 – IWO COPYRIGHT AND TRADEMARK CONTENT USAGE (INCLUDING LOGO USAGE)

### Term of Use

#### Article 39 Principles:

- 1 All IWO logos, designs, artwork, and brand names are the intellectual property of IWO. IWO is the copyright and/or trademark holder.
- 2 Rules apply to the reproduction of any IWO 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 IWO 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 IWO deems good cause at its sole discretion.

#### Article 40 Usage:

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

**Non-affiliated schools or independent IWO Instructors must affiliate with an IWO Center to use the IWO 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 IWO Centers**  
Only valid IWO Centers are authorized to use the IWO logos and brand names that are available from their School account in the files/download section.
- 2 **For valid IWO Instructors**  
IWO-valid Instructors are only authorized to use the statement '**IWO Instructor**' along with their name, status, qualification, diploma, and/or the IWO Instructor logo located in the download section of their IWO 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 IWO logos, cannot mention they work with IWO Instructors on their website if they cannot prove it (they have to provide full names and ID of all the IWO valid instructors working with them), and cannot promote their business or courses in any manner with IWO. They must affiliate with an IWO Center.
- 4 The statement 'IWO Course(s)' is considered a commercial use. Non-IWO Centers who wish to use this statement must affiliate their business with an IWO Center with our FREE school membership in order to get the right to use the IWO trademark content and promote their IWO courses. Note, if the IWO 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 IWO Instructor or if the school belongs to them.





- 5 The IWO name and logo usage apply exclusively to Wing Winging Wingsurfing, wingboarding and all its disciplines where IWO maintain Standards, and therefore exclude snow and land.
- 6 In order to keep our brand image, the IWO Logo, its color and size ratio cannot be changed or modified in any reproduction.
- 7 The IWO logo can be printed or embroidered in blue (HEX #065EB7, Swatch: c91m67y0k0, Pantone / PMS: 300c) or white only.

**Article 41 Misuse:**

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

## PART SIX - OFFICIAL NATIONAL REPRESENTATION

**Article 42 Principles:**

- 1 Wingsports 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 Wingsports have had their own international federation to allow the sports to be represented independently since 2015.
- 5 IWO Members who wish to have official representation in their country can contact the IWO.

**Article 43 Benefits:**

- 1 Develop official representation in a country.
- 2 Support legal national representation in a country.
- 3 Defend IWO Members, Certifications, and Standards.
- 4 Help our sport to grow independently.
- 5 Add value to IWO Diplomas, qualifications, and experiences in the process of local recognition.
- 6 Allow individual Members to participate democratically in national sport development.

## PART SEVEN - IWO COURSE ORGANIZER GUIDES

### Pro Course Organizer Guide



## PART EIGHT – IWO 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



## PART NINE - THE CHART OF SANCTION

### 1. Introduction

#### 1.1 Subject and Objectives

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

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 Wingers/Instructors/Trainers/Centers.

#### 2.2 Principles

Feedback provided by students and other parties helps the IWO 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.

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

In particular:

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

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

A second suspension will lead to a permanent loss of IWO 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 IWO Office not answered in time.	
2.5	Trainers that do not inform the IWO 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	Does not complete online certification correctly so ITC/Coach Candidates can be certified when they should not be.	Eg. A video needs to be sent but all boxes are ticked.
2.8	Does not register Internship hours.	
2.9	Does not certify 'real ITC students' with Instructor candidates at the end of the ITC.	
2.10	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.	



2.11	Does not provide online certification credits to their Instructors to certify students.	
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#### 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 IWO Office.
4.3	Does not teach self-rescue maneuver.	
4.4	Does not teach the use of safety systems.	
4.5	Flies a wing while driving a boat or jet ski.	
4.6	Jumping on the beach and otherwise winging 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. teaching children without the correct qualification).
4.10	Accepts/certifies Candidates in pro-courses who do not meet all the prerequisites set by the IWO.	Eg., not certified as an Instructor, does not have the right riding level, etc.
4.11	Not following the Pro Courses Organizer Guide.	
4.12	Does not register or update its Instructors in the school profile.	Not allowing Instructors to have access to the school's certification credits.



4.13	Does not certify students with the online feedback.	
4.14	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.
4.15	Does not send the ETC end report within 48 hours of completing the training.	
4.16	Instructors with expired certification teaching under the IWO label.	
4.17	Sends an incomplete ETC end report after the second reminder.	Not complete, not sent on time, very few details, etc.
4.18	Pro candidates not wearing safety equipment during beach practice of a pro course.	
4.19	Does not use the right teaching equipment set by the IWO Standards.	
4.20	Does not pay an invoice sent by IWO within 30 days.	
4.21	Publish pictures on social media which do not respect the IWO Standards after the affiliation.	A new IWO Center is given a period of six months to 'clean' their social media and website.
4.22	Part of the team is still not IWO Certified six months after affiliation.	Sanction plus the obligation to organize an ITC/IEC.
4.23	Did not make the student sign the waiver form.	

### 5 point offenses:

#	5 point offense:	Details:
5.1	Leaves students alone.	Student is left without supervision with the wing not secured on land. Can be applied to Instructor if they were directed to stay with a student.



5.2	Students are overpowered.	Wing is overpowered for wind conditions and weight of the student.
5.3	Teaches a beginner without any requested safety systems	
5.4	Does not pay the Examiner/CoachTrainer salary on time.	
5.5	Does not respect the IWO student teaching ratio.	
5.6	No First Aid kit available at the Center.	
5.7	Skipping some parts of the ITC/ETC program without mentioning it to the Training Department.	
5.8	Selling unsafe or non-functional equipment.	
5.9	Not respecting the Pro training task list	
5.10	Teaches without personal safety gear.	Helmeth, flotation device, leash.
5.11	Logs fake students or falsifies the number of hours when registering students.	
5.12	Trainers that do not wear a helmet during ITC beach exercises.	

### 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	wing-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 ITC Candidates have no helmet.	Helmets must always be worn by students on land and in the water.
6.7	wing leash missing.	A wingi leash must always be used with the wing flying (on land and in the water).
6.8	Students at any level or ITC Candidates have no buoyancy aid.	Buoyancy aids must always be used by students in the water (even in shallow water or lagoons) Wingers are allowed to use: - Level 1A to Level 3L: 50N Buoyancy Aid - Level 3M and above: Impact Vest
6.9	Teaches an intoxicated person.	
6.10	Teaches water lessons to non-swimmers.	
6.11	Teaches unsafe techniques.	Eg.No leashes, wrong methodology, etc.
6.12	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.





6.13	Has no valid Level 2 Instructor as Head Instructor.	
6.14	Drives a boat in the student's wind window while teaching.	
6.15	No safety provision downwind of the student during a water lesson.	Student safety must always be ensured downwind. Instructor 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.
6.16	Did not report a serious accident to the IWO that occurred while teaching.	
6.17	Runs an ITC without IWO Office approval.	The ITC candidates will not be validated, and the Examiner must refund the candidate.
6.18	Hires a non-IWO Instructor.	Sanction applied to each party.
6.19	Does not ride according to the 'winger' rules set by the IWO Standards.	Depending on the cases, if it has caused a serious accident, sanction could be 8 points or direct suspension.
6.20	Certifying a student with the wrong level.	



6.22	Does not connect the wing leash while using it	
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**8 point offenses:**

#	8 point offense:	Details:
8.1	Teaches with non-functioning safety systems, not using the safety system, or using no safety system at all	
8.2	Does not maintain a civil and professional relationship with the IWO office and staff.	
8.3	Wing school promotes themselves as an IWO Center while not IWO affiliated.	
8.4	Promotes themselves as a business without being IWO 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	Share private information without informing the person concerned.	
8.9	IWO Center works with non-IWO 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	Non-IWO schools that are using the IWO logo, including IWO instructors using another logo other than the "IWO Instructor" logo on their communications, website, social media posts, or advertising materials.	



8.12	Accepts more than eight Candidates during Pro Courses.	For further information or special cases please refer to the Pro Courses Organizer Guide.
8.13	Is a trainer in another wingboarding organization that competes with the IWO.	
8.14	Runs any Instructor course from another organization.	
8.15	Runs Pro Training Courses without informing the IWO Office.	
8.16	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 IWO 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	Provides counterfeit or false documents, or misleading information to the IWO, an IWO Member or student.	
10.5	Does not operate under local laws or the regulations of their respective country and jurisdiction.	
10.6	Counterfeits, prints, reproduces or copies any IWO material without permission.	



10.7	Does not affiliate their own school with the IWO.	After first warning
10.8	Refuses more than 2 ETC requests from the IWO within a year.	Suspended as TM but not as Examiner.
10.9	Is sentenced by a court.	
10.10	Competes with IWO.	Is engaged in any business activity which is competitive to the IWO or works for any organization which competes with the IWO.
10.11	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.
10.12	Did not pay the full pro-course fee to the IWO Center.	Profile pending until the payment is completed.
10.13	Promoting other organizations as being better/more recognized than IWO. Promoting that IWO is not recognized publicly.	
10.14	Examiners do not run at least 2 ITCs per year.	for Inactivity is given one year time to re-do the ETC. After one year, they return as normal candidates and need to redo the whole process/training path.
10.15	Accepts more than one Candidate onto an ETC.	

### 3. Special Cases

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

3.2. An IWO 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 wingfoil activities that are dangerous or that do not comply with IWO Standards will be sanctioned according to the gravity of the action and their role r (i.e., Instructor L1, L2, L3, or Examiner).

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

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