



Pro Courses Organizer Guide

(ITC)

Version 1





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Purpose

The goal of this guide is to inform current and aspiring IWO Centers of the procedures and advantages of organizing IWO Pro Courses. It explores and explains the concept of IWO Pro Courses (ITC) from the perspective of a professional and provides helpful information, including how an IWO Center can successfully organize a course, key terminology, revenue, expense charts, and more.

This document and its contents also constitute as part of the business agreement between IWO, the candidates and the organizer. Adhering to the guidelines outlined below is part of the legal contract among all parties as well as their rights and obligations.

General Guidelines for all Pro Courses

Who can host a Pro Course?

IWO Centers can offer Pro Courses on a regular basis with IWO Pro Training Organization Department approval central@ikointl.com.

Who runs the Pro Course?

Only IWO Examiners are able to run Pro Courses. Important note, the Examiners do not work for the Organizer but with them. They are special guests for the Organizer and shall be treated accordingly.

Pro Course Organizer commitments

Pro Course Organizers HAVE to read this manual and ensure all requirements of the Pro Course they organize are completed. Failure to this can lead to a loss of the privilege to organize Pro Courses in the future.

They also must ensure all Candidates are booked and pay the course fee, and create a WhatsApp group with the Examiner and Candidates to ensure they are completing the tasks necessary to get ready for the course. Organizers must clearly communicate with the Examiners to confirm that this is done.

Pro Courses are serious pro training, and the organizer must handle them as a priority. All Candidates must meet the course prerequisites. This is the responsibility of the organizer.

Manuals

It is the responsibility of the Organizer, (Examiner must check that the Organizer does it) that Candidates, at the time of the course, are provided with the manual in paper or digital form according to the Candidates' preference. For the digital version, remind Candidates that it is their responsibility to provide equipment that meets the requirements (tablet with a pen). Please note that smartphones are not deemed suitable and can not be used during the training.

It is mandatory for the organizer to always have at least 2 printed copies of each manual available as a back-up. Also, it is mandatory for the organizer to remind the candidates that they have access to the digital version of the manual as soon as they have paid the course fee, giving them the ability to prepare for the course in advance.

Waiver forms

It is mandatory for the Organizers to ensure all Candidates have read and signed the waiver form.



Attendance Certificate

Attendance certificates must be printed in color by the Organizer and on a high-quality paper similar to the ones general diplomas are made of.

Classroom for Pro Courses

The classroom must be a comfortable space, free from distractions, and with sufficient space for the number of Candidates in the course. The temperature must be comfortable, and the air must be ventilated. Additionally, it needs to be equipped with a whiteboard and have the possibility for each candidate to sit comfortably on a chair or bench with back support (and base cushion)

The classroom setup has a direct impact on the quality of the pro-training organized, do not underestimate its importance.

Pre-requisites to attend pro courses

It is the responsibility of the Organizer to check and ensure all Candidates meet the prerequisites to attend a Pro Course. The Examiner will double-check them and inform the Quality Department in case the Organizer fails to meet this critical point. In this case, the organizer is obligated to reimburse the Examiner with the fee, which is equivalent to the minimum number of participants. (details are to be found in the Income and Expense chart).

Intellectual Property

Organizers are responsible to keep all content linked to the Pro Course confidential. They can only share it with active Examiners. Failure to adhere to this rule will result in a Quality issue. This rule also applies to Examiners.

Instructor Training Course (ITC)

What is an ITC?

The IWO Instructor Training Course (ITC) is a professional wingboarding/windfoiling course created and developed by the IWO to train ITC Candidates to be wingboarding/wingfoiling Instructors.

The ITC has two Modules (ITC Module 1 and 2) to complete to be certified as an IWO Instructor. Module 1 is completed online by the candidates from the comfort of their own home. It includes extra theoretical knowledge such as meteorology, oceanography, equipment maintenance, basic aerodynamics, Right of Way rules, International Signs, etc. Module 2 is an in-person course at an IWO pro center. Module 2 includes in-depth knowledge about safety, rescue skills, and to acquire extra knowledge about teaching psychology / pedagogy and practical teaching experience and is, therefore, a course with many benefits for riders and future professionals.

ITC Module 1

The ITC Module 1 is an online course designed for:

- Anyone who wants to learn more about theoretical concepts related to the wingboarding/wingfoiling; there are no prerequisites to attend the ITC Module 1. Anyone has access once they have paid the corresponding fee online.
- Any wingboarder who meets the prerequisites and wants to attend the ITC Module 2 in-person to get their instructor certification

The ITC Module 1 is composed of a manual in order to check Candidates' knowledge. While there is no exam at the end of module 1, candidates are expected to have good knowledge of its contents when



attending module 2 and will be tested on all contents throughout the course as well as on the last day of module 2 in a written exam.

ITC Module 1 Duration

There is no specific duration of the course. Wingers are free to do it over and over again until building up their knowledge.

ITC Module 2 Requirements

The ITC Module 2 is the in-person, 5-day course run by an Examiner in an IWO Center. To access the ITC Module 2, the Candidate must meet the following requirements:

- Be at least 18 years old.
- Be a certified IWO Level 3M or equivalent. To make sure their riding skills can be evaluated during the ITC, Candidates can bring a video demonstrating these skills for the Examiner to view if there is not enough wind during the course to perform the riding test.
- 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).
- Must be able to read, write, and speak fluently in the language the course is being taught in.

ITC Module 2 Duration

- Five days/eight hours a day.

Five days, or six days if an MFA/CPR course is also scheduled. It is strongly recommended to ask all Candidates to be available for the full six days, even if they already have an MFA/CPR certificate. This allows the Examiner to be more flexible in response to wind conditions.

Number of Candidates allowed on an ITC?

- A maximum of eight Candidates.

Income and Expense Chart (in USD) for the ITC Module 1 and 2

Suggested Course Price:

Total: \$1029 USD per ITC Candidate

Number of ITC Candidates	1	2	3	4	5	6	7	8
ITC Total suggested price	1029	2058	3087	4116	5145	6174	7203	8232
ITC Fee (Module 1 & 2)	299	598	897	1196	1495	1794	2093	2392
Examiner's Salary	1260	1260	1260	1260	1470	1680	1890	2100
Examiner's Expenses	1400	1400	1400	1400	1400	1400	1400	1400
Organizer's Income				260	780	1300	1820	2340

Note: There is no minimum number of ITC participants required in order to schedule an ITC. It is up to the Organizer to determine the minimum number required to make it worth organizing.

Instructor Membership duration with Pro liability insurance for the Candidates

What does the IWO provide for an ITC?

The IWO commits to provide Organizers who respect this agreement with:

- The right to use the Instructor Training Course format and course content.
- Advertising on the IWO website Training Calendar.
- Advertising on the IWO Facebook page upon the Organizer's request.



What does the IWO ITC Fee include for the Candidate?

- One year's Professional and Recreational Liability Insurance.
- One year's Instructor Teaching License.

Examiner Compensation

Examiners are compensated for their time as well as for the travel expenses that occur during an ITC. Find below more detail about the 2 modes of compensation.

Examiner's Salary

Examiners are paid according to the number of registered ITC candidates. Their salary must be paid to them at the beginning of the course.

Taxes are not included in the Examiner's salary and may be applicable according to the country's legislation.

If the Examiner and Organizer wish to come to a different financial agreement, it should be in writing and signed by both parties before the beginning of the course. Both must keep a copy of the agreement.

Examiner's Expenses

Organizers and Examiners should come to an agreement about all expenses well before the start of an ITC. This will avoid any surprises and guarantee that Examiners receive appropriate treatment, enabling them to do their job well.

Examiners have the right to request the full expense allowance (\$1,400) and organize everything themselves. However, Examiners can also ask the organizer to take care of all organizational matters related to the travel of the examiner. In this case, refer to the guidelines below:

Legitimate Examiner expenses are to be paid by the Organizer. IWO recognized expenses are as follows:

- **Travel** (airfares, transfers from airports, and daily local travel needs): Flights must be the most reasonable and direct route possible to cut down excessive travel time. Examiners can choose their own flight or ask the Organizer to arrange it. Organizers are responsible for all the Examiner's transportation needs, including daily transport to and from their accommodation, to all teaching spots, classrooms and training areas, and to shops and restaurants as needed. If the Organizer chooses not to arrange transportation, they can offer a spare vehicle or pay for car rental.
- **Accommodation**: Must be clean, safe and comfortable, in a private room with a private bathroom (eg., a studio). It must also have Internet access and lighting. It cannot be shared with Candidates or used as a classroom. Organizers must provide/pay for six nights' accommodation and cover living expenses for the duration of the ITC and any additional nights required to complete other training such as an MFA or ITC. If Examiners book their own accommodation, the Organizer must pay the actual cost as long as it is reasonable, or a minimum of \$85.00 USD/€70.00 per night.
- **Food**: Organizers can offer to arrange some or all meals during the course. If the Examiner chooses to make their own arrangements, Organizers are then responsible for paying them the actual and reasonable costs of food or a minimum \$60.00 USD/€50.00 per day.
- Organizers are responsible for the costs of printing the Instructor Manuals in color. If the Examiner prints these on behalf of the Organizer, the Organizer must reimburse the Examiner.
- If the Examiner's total reasonable expenses exceed \$1,400, the Organizer will need to cover them in order for the ITC to go ahead.

No other expenses are recognized by the IWO. In the case of extenuating circumstances, the IWO will evaluate the situation.



ITC Organizer's task list

You have decided to organize an ITC. Congratulations! Please follow the procedures below:

Before the course

Schedule your ITC Module 2 online

Schedule courses directly online from your school account. The IWO strongly recommends placing course requests at least six months prior to the start date of the course to make sure the Examiner is available.

For any additional information, contact the IWO School and Pro Training Organization Department at central@ikointl.com.

ITC Module 2 organizers' responsibilities:

- Fully read this manual.
- Request an ITC to the IWO Office by providing dates for the training.
- Contact Candidates to welcome them and to provide any necessary information, including the prerequisites for the ITC Module 2.
- Ensuring all Candidates who have booked the ITC Module 2. Once booked online, **Candidates will have access to the ITC Module 1 online, including the ITC Module 2 Manual to prepare for the course. This is the responsibility of the organizer to send the content to the candidate.**
- Ensure Candidates complete the ITC Module 1 prior to the ITC Module 2.
- Confirm the ITC Module 2 with the IWO one month prior to the start date.
- Help Candidates find accommodation.
- Prepare the classroom (a dry, covered, quiet place that can be used in any weather condition) with:
 - A computer with a large screen (a projector is even better) to show videos and slideshows.
 - Tables and chairs to seat all Candidates.
 - At least one whiteboard with several markers in different colors.
 - Internet access.
 - Access to a clean bathroom.
 - Access to showers (optional but much appreciated).
- **Print the latest version of the Instructor Manual bound and printed in color** (procedures available in the online download section) **to give it to the Candidates by ITC Module 2 – Day 1, unless, under a previous agreement with the Candidate, they request and are OK to have 'only' the PDF version and have a tablet with pen during the course on which to read it.**
- Tell Candidates what equipment they need to bring for the course:
 - Wetsuit and/or booties if needed.
 - Rash vest and boardshorts if appropriate.
 - Helmet.
 - Impact vest.
 - Pens of different colors, a pencil, and an eraser.
 - Notebook.
- Offer equipment for rental that meets IWO Standards if Candidates do not bring their own.
- Recruit the real beginner students for live-teaching practice (one beginner per two ITC Candidates).
- Provide full gear for those beginner students for this live teaching practice (boards, wings, leashes, helmets, buoyancy aids, etc)
- Notifying Candidates of the start time of the course.



Promoting ITCs:

- IWO Centers should promote the courses they host via their own advertising channels.
- It will also be promoted on the IWO Calendar and on the IWO Facebook page on request.

Communicating with the Examiner:

- When you request a course, you can choose an Examiner. If you have no preference, the IWO Office will suggest you one.
- Contact the Examiner at least one month prior to the course and confirm that you will be responsible for all travel expenses and to ask whether you will be organizing transfers and accommodation.
- Confirm with the Examiner that everything is ready.
- Help to arrange the Examiner's accommodation; food and travel if necessary.

During the course

Administration:

- Paying the Examiner. (depending on his/her preference at the beginning or end of the course) The Examiner has the right to refuse certification if he has not been paid in full. It is highly recommended to complete the payment on the last day to avoid the possibility of theft.
- Check the ID of each candidate.

Logistics:

- Provide transportation to training and teaching spots when necessary (for all participants)
- Give access to all mandatory IWO School documents as requested by the Examiner, including SRAs and EAPs, site diagrams, insurance policies, etc.
- Have a contact person available within the school to help solve issues to the Examiner. It must be the Organizer themselves or someone nominated by them to be physically available throughout the entire course period to manage logistics.
- Provide equipment for the equipment maintenance workshops, safety system demonstrations, simulations, and live teaching.
- Free equipment storage for Candidates' personal gear. (the safety of the gear is the organizers responsibility)

Equipment and supplies required

Organizers must provide the following:

- **The latest version of the Instructor Manual bound, printed in color, and given to the Candidates at the beginning of the ITC Module 2 unless, with previous agreement with the Candidate, they request and are OK to have 'only' the PDF version and have tablets with pens (smartphones and devices with keyboards are not permitted) during the course to read it.**
- Live students as per the ratios in the table below.
- Complete safety gear for all live students in a wide range of sizes, plus spares. All personal gear must fit the users in an appropriate, functional, and safe way. All Instructors and riders (no matter what level), must have a wing leash connected to the arm or front of the harness at all times. There must be at least one complete set of equipment (wing and board) for each pair of Candidates during each teaching session.
- Helmets and buoyancy aids (at least 50 Newtons) for all live students and Instructor Candidates. If the Organizer does not have enough, they must communicate with the Instructor Candidates so they bring their own. For Instructor Candidates, impact vests are accepted.
- A rescue boat that meets local legal requirements.
- Have a boat available for one half-day at the convenience of the Examiner for the boat exercise.



- First-aid kit.
- Emergency communication system (phone or radio).
- Have eight dive slates available for Candidates to take notes during live teaching.

Live students / equipment required according to the number of ITC Candidates								
Number of Candidates	1	2	3	4	5	6	7	8
Number of real students needed (minimum)	1	1	2	2	3	3	4	4
Full set of equipment* needed (minimum)	1	1	2	2	3	3	4	4

* Full set of equipment is: one wing, one bar, one board, one harness, one helmet, and one buoyancy aid (50N)

After the course

- Provide Internship opportunities to those Instructor Candidates who need to complete Internship hours.

Miscellaneous

Pro Manual

The Manuals are not to be reprinted or redistributed for any reason other than for a Pro course. The Manual may not be sold separately. The Organizer has the responsibility to protect the intellectual property and proprietary information belonging to the IWO.

Cancellation policies

Up to 30 days before the course start date:

- Candidates can cancel their enrollment to the IWO Center
- Organizers can cancel a Pro course if less than five Candidates have booked the course. As soon as five Candidates have booked the course, the course is confirmed and the Organizer cannot cancel it. In the case of cancellation by the Organizer, the Center Fee should be refunded (including any administrative costs) or, with the Candidate's agreement, the Organizer should transfer them to another Organizer without any additional cost.
- IWO's fees are non-refundable, but can be reused for any other Pro course within a year.

Less than 30 days from the course start date

- No cancellation will be accepted from the IWO's website for Candidates and schools alike.
- If an extreme event prevents the course from going ahead, the school must refund all Candidates (including the IWO fee if this fee was paid to the school).

More than eight candidates

To maintain the quality of the Pro courses and to ensure Examiners have enough time for each participant, the maximum number of Candidates for any Pro course has been set at eight.

If an Organizer does not respect that number and accepts more Candidates, the Organizer's privileges will be revoked. In the event of an overbooked course, the Examiner reserves the right to train only the first eight Candidates who were registered online for the course. The first eight will be determined by reviewing the Candidate's registration files.



Help Center

For more information, contact our School and Pro Training Organization Department (central@ikointl.com).