



Sunrise Inc

Participant Handbook

Updated 08/21/2026

Welcome to Sunrise!

Thank you so much for considering therapeutic riding with Sunrise, Inc for you, or your loved one. We're thrilled to welcome you to our program! Please read this packet, and sign off on the last page to state the material within has been read, and understood.

Sunrise has served the Richmond and surrounding area since 1980! We were the first program in our area offering EAA (equine assisted activities). EAA specializes in teaching individuals a riding skill, which in turn addresses physical, mental, and emotional needs, too. Riders learn to balance while riding the horse developing better core strength. They communicate with volunteers, staff, and their horse building stronger verbal skills. Horses rely on reading body language to communicate and interpret threats. Learning to "read" a horse, helps a participant to better understand human body language and it's effects, too!

There's something special about sharing space with a large animal. One that can so easily read us and know what we're feeling, even before we do.

Sunrise takes every measure to ensure your experience here at the farm is memorable, safe, and you get the most out of every session. Our staff are PATH trained and certified following stringent industry standard to ensure just that. Our staff have years of equine assisted activities and therapies experience, along with other skill sets that make our program unique, and special.

Sunrise Inc

Handbook Highlights

WELCOME - GETTING
STARTED, BARN RULES,
HORSE ETIQUETTE

POLICIES, CENTER
EXPECTATIONS FOR
PARTICIPANTS AND
FAMILIES

SUNRISE PROGRAMS,
LESSON SCHEDULES,
AND FEES

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LESSON SCHEDULES,
AND FEES

PARTICIPANT FORMS

Getting Started

You're in the right place! Before lessons begin, this entire packet must be read. Following completion, the attached forms at the back of the handbook must be filled out, signed, and submitted before, or at the first lesson. Participants may not ride or participate until physician forms, contact information, and liability waivers are signed and returned to our office.



All Sunrise instructors are PATH CTRI certified followed stringent EAA industry standards.

Sunrise Inc., Barn Rules

- Helmets **MUST** be worn when riding at all times
- Participants working horses on the ground below 4' tall must wear a helmet
- Screaming, kicking, and abusive behavior towards our horses are never acceptable
- No animals on site during lessons (dogs)
- No smoking anywhere (this includes vaping)
- Family may observe lessons, but must remain silent as to not distract our volunteers, or interrupt the lesson
- Closed toe shoes or boots are required, no sandals or Crocs
- No dangling necklaces, purses, or other accessories when riding to prevent hang-ups on equipment, or that may bother the horse
- No candy, suckers, or gum while riding
- Cell phones must be turned off when riding
- Care around fences required, as they are equipped with electric wire
- Children not participating in a lesson must be managed by caregiver or parent
- No entry to feed room, paddocks, or stall area without staff present
- **NO** running around the horses, or standing behind them
- No entry to arena without staff or volunteer
- No touching or feeding horses without staff or trained volunteer assistance
- Trash items must be disposed of in proper receptacles
- Participants must follow instructions given by instructor **AT ALL TIMES**

A Message from the Sunrise Horses

Hay! We just want you to know that horses are prey animals. That means we react to scary, loud things that we aren't expecting. Even though we're trained to handle these situations for therapeutic lessons - we're still horses. So please, do us a favor and help us feel safe by doing the following when at the barn working around us;

- Do not approach us without a staff member present.
- Are you wearing a helmet? You should be!
- **ALWAYS** wear closed toe shoes working around us.
- Don't walk or run behind us.
- Do not feed us treats or snacks without permission.
- Do not enter our stalls or paddocks without a staff member.
- Talk to us when moving around so we know where you are.
- Don't run, scream, or wave your hands at us aggressively.
- Quietly and easily place, and remove tack items.
- We don't like being yanked around, or having people tease us. Please be respectful when handling us.

Sunrise Inc Policies

Sunrise, Inc. Therapeutic Riding Center was founded in 1980 when Carol and Margaret Inglis, along with Janice Edelman, saw a need in their community. They became certified therapeutic riding instructors, and began giving lessons to riders in need. Today, Sunrise, Inc. is a certified barn under the Professional Association of Therapeutic Horsemanship (PATH). Our instructor(s) are PATH certified through rigorous industry standards, and are CPR/BLS certified through the American Heart Association.



Warning! Under Indiana Law, an equine professional is not liable for an injury to or death of a participant in equine activities resulting from the inherent risks of equine activities.

Participant Eligibility & Dismissal

Who can ride at Sunrise?

Sunrise offers equine-assisted services for individuals with disabilities who need lesson support. Participant qualification is based on each person's ability to take part safely (no medical contraindications preventing participation) and depends on available resources—like the right horse, instructor, volunteers, and class fit.

We're proud to be a PATH Intl. Premier Accredited Center, which means we follow high safety and professional standards. Our experienced staff carefully evaluates each participant before starting and throughout their time in the program.

Because of the unique nature of therapeutic riding, sometimes our programs may not be the right fit for certain individuals. This can be due to physical, behavioral, or safety concerns, based on PATH Intl. guidelines.

We regularly check in on each rider's progress and may make changes if needed to ensure the best experience for everyone. Sunrise also reserves the right to pause or end participation if it becomes unsafe or not in the best interest of the rider or program.

To learn more about PATH Intl. standards, visit www.pathintl.org.

Mission

To promote the health and social development of mentally, physically, and emotionally challenged individuals through equine assisted therapeutic activities.

Support Sunrise

Sunrise, Inc. is a 501(c)(3) nonprofit, funded through donations, grants, and fundraising events. Rider fees cover only a small portion of our program costs—most of our support comes from generous individuals and organizations.

If you know someone who may be interested in supporting our mission, we'd love to connect!



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Confidentiality, Weight Limit, Age & Attendance Policy

Confidentiality Policy

Sunrise, Inc. is committed to protecting the confidentiality of all individuals involved in our program, including riders, volunteers, and staff. All medical, social, referral, personal, and financial information must be treated as strictly confidential, regardless of how it is obtained.

All program participants—whether staff, rider, or volunteer—are expected to uphold this confidentiality standard at all times. Any breach of confidentiality may result in disciplinary action, up to and including dismissal from the program or termination of employment or volunteer service.

Weight Limit & Age Policy

At Sunrise, the safety of our riders, volunteers, and horses is our highest priority. As such, we maintain the following weight limit and age guidelines for participation in our mounted programs:

- *Balanced Riders*: Maximum weight limit is 200 pounds
- *Unbalanced riders*: Maximum weight limit is 150 pounds
- *Minimum rider age*: 4 years old
- *Maximum age*: No upper age limit

These guidelines help ensure safe mounting, riding, and emergency dismount procedures when necessary.

Attendance & Cancellation Policy

If you are unable to attend a scheduled lesson, we ask that you notify your instructor as early as possible—ideally 2 to 24 hours in advance. Call or text your instructor directly. Due to limited reception at the barn and ongoing lessons, please leave a voicemail or text if your call is not answered.

- Late cancellations (under 2 hours) will be considered a "No Call, No Show"
- A \$35 fee will be charged for each no-call, no-show occurrence
- After three missed lessons without proper notice, the rider will be dismissed from the program and their spot may be reassigned

Sunrise makes every effort to avoid cancelling lessons. However, unexpected situations such as horse health concerns, severe weather, or staffing issues may occasionally require cancellations. We appreciate your understanding and will notify riders and volunteers of any changes as promptly as possible.

Sunrise Inc Programs & Policies

With all of our programs, individuals may have one or more disabilities including; physical, emotional, behavioral, and cognitive / mental health related. Medical and personal information is **HIGHLY** confidential. Instructor(s) will tailor each lesson to the unique needs of the participant, and give our volunteers the information they need to be effective during each lesson.



Sunrise offers services to our participants well below cost of operation. But did you know, we have a scholarship program to further assist with lesson fees? Ask your instructor for more information!.

Sunrise Inc. Programs

Sunrise offers multiple programs to the Richmond and surrounding area provided well below the cost of operation to provide these services. Below you'll find a selection of the services we offer!

- Adapted horseback riding lessons
- Non-adapted riding lessons
- Veterans & their families riding program
- Pony parties
- Summer camps for participants and their siblings
- Homeschooling program for physical fitness credits
- Volunteer grooming day
- PATH CTRI mentorship program



Sunrise Inc Programs and Policies

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Sunrise, Inc.
Age policy is a
minimum of
four years old
with no
maximum age
policy.

Program Pricing & Steps Before You Begin

Adapted Lessons

Adapted riding lessons are \$35 per 30-minute session, per participant. A scholarship program is available for those who qualify. Please speak with your instructor or email executivedirector@sunriseinc.org for more information.

Traditional Lessons

- Small Groups of up to 3 riders, 30 minute lesson: \$35 per participant

Traditional lessons include instruction in basic horsemanship, tacking, stable and horse care, mounting, riding, and more.

Group Programs & Special Offerings

Pricing for unmounted group activities and other program types may vary. For more details, please contact Sunrise directly.

Payment Policy

Payment is expected at the end of each lesson, or may be made in advance at the beginning of the month. For payment concerns or assistance, please reach out to executivedirector@sunriseinc.org.

***** Riders are prohibited to ride until paperwork is up to date and submitted to Sunrise staff! *****



Contact Information for Sunrise

1052 Gurney Rd., Richmond, IN 47374

Barn Phone - (765) 983-1500

Main email:

sunriseinc1980@gmail.com

Website:

www.sunriseTRC.com

Social Media Handles:

Facebook: www.facebook.com/SunriseInc

Instagram: [@sunrise_trc](https://www.instagram.com/sunrise_trc)

TikTok: [sunriseofrichmond](https://www.tiktok.com/@sunriseofrichmond)

Staff:

Dianna Kirksey, Executive Director - executivedirector@sunriseinc.org

Melissa Walters, OTA/CTRI, Program Director - mwalters@sunriseinc.org

Sara Timmons, Barn Manager - stimmons@sunriseinc.org



Rider Handbook – Received and Read Acknowledgment

By signing below, I acknowledge that I have received and read the Sunrise, Inc. Rider Handbook. I understand that the handbook contains important information regarding Sunrise programs, policies, procedures, safety expectations, and participant responsibilities.

I agree to follow the policies and guidelines outlined in the handbook and understand that I may ask Sunrise staff for clarification regarding any information I do not understand.

Rider / Participant Name: _____

Signature: _____

Date: _____

Parent / Guardian Name: _____

Signature: _____

Date: _____

Sunrise Representative Name: _____

Signature: _____

Date: _____