

# Participant Handbook

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Welcome to TRI!



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November 2024



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THERAPEUTIC  
RIDING INSTITUTE

# Welcome Message

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**Founded in 1973 by Betty Lou Townley and Linden Moore, the Therapeutic Riding Institute has provided Equine-Assisted Services to the Greater Dayton area for over half a century. As the Dayton region's only Premier Accredited Center by the Professional Association of Therapeutic Horsemanship International (PATH International), we strive to provide high quality, safe, and effective programming to everyone who walks through our doors.**

TRI's main programming is Therapeutic Horseback Riding. Our incredible team of PATH International Certified Therapeutic Riding Instructors (CTRIs) strive to provide high-quality, safe and effective riding lessons to children and adults, ages 5 years old and up, with a variety of physical, cognitive, behavioral, and mental health diagnoses. Our herd of specially trained horses and incredible volunteers help provide a unique learning environment that fosters individual growth and empowerment.

In addition to our mounted (on-horse) programming, TRI also serves many individuals through the powerful services of Equine-Assisted Learning and Equine-Assisted Counseling. These programs, facilitated by our incredible team of licensed mental health providers and Equine Specialists in Mental Health & Learning (ESMHL), provide learning opportunities or supplementary counseling services to help individuals work on their social and emotional or mental well-being.

We welcome you to our organization where we hope you find joy in the benefits you'll gain through the powerful connection between horses and humans.





# Vision Mission Values

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## Vision

TRI will become the premier provider of Equine-Assisted Services in the tri-state.



## Mission

TRI's mission is to provide high quality and accredited Equine-Assisted Services in a safe, fun, and compassionate environment.

## Values

- Diversity, Equity & Inclusion
- Collaboration
- Community
- Accountability
- Integrity
- Compassion, Kindness & Respect
- Safety

# Our Services



## Our Services & Programs

### Therapeutic & Adaptive Riding

This program is designed for individuals 5 years and older with a variety of diagnoses to enjoy an outdoor recreational activity that is adapted to suit their needs. Students work toward horsemanship goals alongside their volunteers and peers in a fun, social environment.



### Warriors In Step with Horses

Warriors In Step with Horses (W.I.S.H.) is a unique program designed for Veterans and First Responders. This program is carried out alongside our Licensed Mental Health Professional, certified Instructors and Veteran Certified Peer Recovery Specialists (CPRS).

### Taking the Reins

Facilitated by a licensed Mental Health Professional and our certified Instructors, this unmounted program involves working alongside horses to achieve goals most important to the participants.



### Equine-Assisted Growth and Learning Experience

The EAGLE Program is an Equine Assisted Learning program designed for organizations serving at-risk youth. This unmounted program pairs participants with our specially trained horses to work on social and emotional learning goals that can extend into the classroom and at home.



# Participant Eligibility

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## Riding Program:

Due to the nature of working with living beings, we do have certain eligibility requirements that participants must meet to be a good fit for our Therapeutic Riding program. Due to this, our participants must meet the following requirements:

- Must be at least 5 years of age
- Must have a physician's release signed off annually to support the individual is appropriate for a mounted riding program
- Must be able to sit up independently without requiring support
- Must be able to control head and neck
- Must be able to spread hips and legs wide enough to comfortably sit on the horse
- Must be able to control self from bouncing, hitting, grabbing, pinching, and screaming while mounted
- Must not be violent towards others or animals

Our Therapeutic Riding program also has a weight limit put in place for the safety of the participant and their volunteers, as well as our horse herd. **Anyone exceeding 200lbs is ineligible for our riding program.** Current availability of appropriate horse, as well as availability of appropriate volunteer(s) and/or instructor may limit eligibility of participant, regardless of weight.

TRI also follows PATH, International's guidelines for precautions and contraindications for certain diagnoses. Should something fall into these categories for your participant, our Program Director will discuss whether or not mounted riding is appropriate at this time.

## Non-Riding Programs:

While our mounted riding programs do not require individuals to adhere to as many eligibility requirements, there are certain requirements that are needed to provide a safe environment for all involved:

- Must be at least 5 years old
- Must be able to understand basic self-safety parameters
- Must not be violent towards others or animals
- Must have no history of fire-starting

**All eligibility policies are put in place for the safety and well-being of the participants, horses, volunteers, and staff and are based upon our PATH, International standards. Every participant is evaluated to ensure TRI is a suitable provider. TRI reserves the right to dismiss any participant if we feel our services have become unsafe or detrimental to the participant at any time. Eligibility policies are subject to change as PATH standards and/or TRI policies require/allow.**

# Registration Process

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## Therapeutic Riding

All participants interested in our Therapeutic Riding Program must follow the listed steps in order to register for lessons:

1. Complete a New Participant Application and return to our Program Director
2. Schedule an In-Person evaluation to discuss participant needs and tour the facilities
3. Complete the Therapeutic Riding Registration Packet, including the Physician's Release
4. Register for an upcoming session

Indication of interest in a session or specific day/time of lesson with TRI is not always guaranteed as placement. TRI staff will alert you if there is availability for an upcoming session. If there is not, you will be placed on the waiting list and alerted if a spot becomes available. While we do our best to place participants in their class time of choice, it cannot always be guaranteed.

Registration and Physician's releases will need to be completed on an annual basis for new and re-occurring participants.

## Equine-Assisted Counseling

All individuals interested in TRI's Equine-Assisted Counseling services will be sent a questionnaire to complete and return at their earliest convenience. Individuals will have the option to indicate interest in Individual or Group counseling services. Once our Mental Health Provider has had an opportunity to review the questionnaire, we will reach out with additional questions or next steps to signing up for services.

In most cases, our Mental Health Providers will request you to complete a Release of Information document to receive information from your current treatment providers to better understand how to best serve you. If you are not currently receiving treatment, our Mental Health Providers will request to conduct an intake appointment with you prior to beginning counseling sessions.

## Equine-Assisted Learning

At this time, our Equine-Assisted Learning programs are being provided to organizations looking to provide social and emotional learning opportunities to their current clients. If you are interested in scheduling your group, please contact our Program Director at 937-317-4439 to discuss options.



# Program Fees

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## Therapeutic Riding

TRI currently has three formats for our riding lessons, all of which are billed prior to the start of the session. Payment is requested to be paid in full prior to the session starting. If full payment upfront is a barrier, payment plans, scholarships and other financial aid options are available by request to our Program Director. You can also find a list of payment assistance providers on our website.

**Therapeutic Riding Lessons:** \$45/lesson

**Horsemanship Lessons:** \$60/lessons

**Private Lessons:** \$75/hour

**\*\*Insurances are unable to be billed for our Therapeutic Riding services**

## Equine-Assisted Counseling

Our Equine-Assisted Counseling program does have the option to bill through insurance for our Individual Counseling Sessions. If you do not currently have insurance, the price per 6-week session is \$300.

Military Veterans who are affiliated through Wounded Warrior Project are eligible for grant funding through the WWP/PATH International grant.

## Equine-Assisted Learning

There are a couple of different Equine-Assisted Learning programs that TRI provides. Listed below are the costs associated with each:

**EAGLE Program Workshop:** \$500 per 2 hour workshop

**EAGLE Program 6-week Session:** \$1,500 for 10 participants

**Field Trips:** \$15/participant

**Horsin' Around the Holidays:** \$25/participant



# Program Policies

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## Participant Dismissal Policy

TRI reserves the right to dismiss a student at any time if we feel it has become unsafe or detrimental to the participant or their volunteers and/or horse in any way. Eligibility policies are subject to change as PATH Standards and TRI Policies require/allow. This includes TRI having adequate staff, equines, and/or appropriate equipment to accommodate the participant.

Participants who develop conditions that are now deemed contraindicated to mounted riding lessons will have their lessons discontinued until such a time that these conditions no longer exist. A renewed Physician's Release will be required, in addition to an in-person evaluation conducted by the TRI Program Staff prior to return.

If participant's lessons are discontinued, all paid fees will be refunded. Any outstanding fees for participation will be expected to be paid to TRI within 30 days.

## Equine Liability Law

Ohio's Equine Liability Law applied to everyone entering the Therapeutic Riding Institute's farm. According to Ohio House Bill 564 which became effective March 3, 1997: Equine (Horse) Activity Sponsor, Equine, and/or Property Owner is not liable for any damages suffered during and equine activity on these premises. A horse or pony is a large animal and may be unpredictable and dangerous at times. Extreme caution should be taken in their presence. Participants assume the inherent risk of equine activities.

## Attire

**All participants MUST wear an ASTM-SEI approved riding helmet, that has been manufactured within the past 5 years, anytime they are participating in a mounted riding activity at TRI.** Participants are allowed to provide their own helmet, but it must align with the approved helmet requirements. If a participant is unable to provide their own helmet, TRI will provide an approved helmet.

In addition to helmets, participants should wear long pants of a non-slippery material and appropriate footwear during mounted riding lessons. Tennis shoes or boots are both approved footwear options for riding lessons. **Skirts, dresses, shorts, crocs, sandals, open-toed, and/or open-heeled shoes are all deemed inappropriate for riding lessons.** Participants with inappropriate clothing or footwear may be turned away from lessons unless alternative options are provided.



# Program Policies (cont.)

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## Late Arrival to Lesson

Participants arriving more than 15 minutes late to their 45-60 minute lesson or 10 minutes late to their 30 minute lesson will not be able to join their class. Fees will not be credited or refunded. If you are running late to your lesson, please post in the BAND App or call/text 937-317-4439.

## Confidentiality

Participant's personal information, including medical history, diagnoses, and related information are used by the Program Staff to ensure appropriate equipment, horse, and volunteer placement. General information as it pertains to the success of the riding lesson is shared with volunteers on a need-to-know basis. This information may be crucial in safely aiding the participant while riding. Any other information will be kept confidential in TRI's locked file cabinets.

## Dogs and Outside Animals

While TRI is an animal-loving organization, only Certified Service Animals are permitted on the premises with prior notice to TRI's Program Staff that they will be present. Service Animals that are disruptive to activities will be asked to wait elsewhere. No other pets are permitted on the property during scheduled and non-scheduled activities.

## Smoking

TRI is a no smoking facility, regardless of where you are on the property, including in your personal vehicle.

## Refunds

***No refunds or credits may be offered for temporary illness or unanticipated circumstances.*** Refunds, less any already attended lessons, will be given if a participant withdraws for an entire session due to medical necessity. We may also prorate fees for any dates you will be absent, **only if** we are notified prior to the start of the session before invoicing occurs.



# Program Policies (cont.)

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## Guests to TRI

Guests are asked to please respect all 'Area Off Limits' signs for their own personal safety. This includes access to the TRI barn, pastures, apartment, storage closets, equipment storage locations, etc. unless escorted by a TRI staff member for a specific reason.

Guests viewing riding lessons are asked to stay in designated areas throughout the duration of the activity. These areas are limited to the Clubhouse, viewing bleachers outside of the Outdoor Arena, or the Garden Patio. We ask that while lessons are occurring, guests refrain from making excess noise or standing in doorways or windows to the arena to limit distractions to the participants and horses. Children are asked to be supervised at all times.

Due to the sensitive nature of our horses and participants, we ask that all guests maintain a calm and safe environment throughout the duration of the activity. Those who disrupt our programming may be asked to leave.

## Parking

Please use caution while driving anywhere on the TRI Farm. Gravel parking spaces are available for all participants and their guests on the right side of the property near the Indoor Arena. Accessible parking is also available at the 3-car garage. Please leave these spots available for those that require them.

We ask that while you are here for activities, you do not park in front of or drive past the Indoor Arena door or Barn Door for the safety of the staff, volunteers and horses.

## Photography

While we encourage taking photos of our participants throughout their activity, please be respectful of other participants, volunteers, and/or staff and only share photos with the consent of those photographed.

TRI will also collect photo consents on all participants, staff and volunteers and will only share or reproduce photos of those who consent to having their photo taken while on our property.



# Program Policies (cont.)

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## Inclement Weather

Attendance is expected at lesson or activity unless TRI notifies you of cancellation prior to the start of the activity. You will be notified via BAND App, Phone and/or Email in the event of a cancellation. We do our best to notify participants of a cancellation at least 2 hours prior to the activity's start time but cannot always guarantee this. All cancellations are at the discretion of the Program Staff.

The health and safety of our participants, volunteers, horses, and staff is paramount to us. The nature of our program requires us to be outdoors in buildings that may not always be temperature regulated. If at any time you do not feel comfortable participating due to weather conditions, please notify us immediately.

### Temperature Extremes:

We look at both temperature and humidity level to determine the "feels like" temperature of our location in Spring Valley, Ohio for heat related cases. Due to our activities taking place inside of buildings during the colder months, we do not factor windchill into our temperature cutoffs.

- If the Temperature is **over 90 degrees "feels like"**, we will offer participants an alternative lesson in the barn.
- If the Temperature is **over 95 degrees "feels like"**, TRI will cancel all activities.
- If the Temperature is **below 25 degrees**, TRI will cancel all activities

### Thunderstorms:

TRI does not cancel lessons or activities if Thunderstorms are predicted. If there is active thunder and/or lightning or excessive winds, TRI will suspend or cancel activities.

### Tornados:

Issued warnings in Spring Valley, Bellbrook, Waynesville or Centerville will result in cancellation. Should a warning occur while you are here, participants, volunteers, staff, and guests will take shelter in the Farm House basement or in the Welcome Area bathroom.

### Snow/Ice:

TRI will follow Bellbrook School District for closings or delays due to snow or ice.



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## Student Cancellation Policy



### Ways to Contact for Lesson Cancellations:

- Email our Program Director at [Singersoll@triohio.org](mailto:Singersoll@triohio.org)
- Direct Message your instructor and/or Sam via the BAND App
- Call our Program Director at 937-317-4439 (before 4pm only)



### Be Timely

We ask that lesson cancellations be made at least 24 hours + in advance

\*We understand and do take medical and other emergencies into consideration



### Make Up Lessons

Due to the nature of how we schedule lessons, TRI is **NOT** able to offer make up lessons at another time for student cancellations.

Should TRI need to cancel due to weather or other factors, we will offer a make-up week, credits, or refunds.



### Program Dismissal

**Missing 3 or more lessons in a session without giving at least 24 hour notice will result in dismissal from the program and no refunds given.**

\*Medical exemptions will be considered



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# Meet Our Team

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## Full Time Staff:

**Stephanie Llacuna, CFRE**  
Executive Director

SLlacuna@TRIOhio.org  
937-317-4425

**Samantha Ingersoll, CTRI & ESMHL**  
Program Director

SIngersoll@TRIOhio.org  
937-317-4439

**Jessamyn Rice, CTRI & ESMHL**  
Development Director

JRice@TRIOhio.org  
937-317-4438

**Stephanie Slepicka, CTRI & ESMHL**  
Volunteer Manager

SSlepicka@TRIOhio.org  
937-619-7577

**Makayla Barton**  
Equine Manager

MGrooms@TRIOhio.org  
937-317-4438

## Instructor Team:

Caroline Delaney, CTRI  
Raegan Eltzroth, CTRI  
Debbie Francis, CTRI  
Samantha Ingersoll, CTRI & ESMHL  
Susan Lewis, CTRI  
Lora Melin, CTRI & ESMHL  
Javonne Mullins, CTRI  
Julia Pendleton, CTRI  
Christine Pirot, CTRI  
Jessamyn Rice, CTRI & ESMHL  
Stephanie Slepicka, CTRI & ESMHL

## WISH Facilitators:

Tim Spradlin, CPRS & EAGALA Equine  
Specialist w/ Military Designation

Leo Perrin, EAGALA Equine Specialist

## Licensed Mental Health Providers:

Gretchen Brocwell, LPCC, ESMHL  
Carson Nelson, LSW, ESMHL



# Thank You!

## Contact Information :



937-317-4001



[www.TRIOhio.org](http://www.TRIOhio.org)



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