



Dear 2023 Field User:

We are looking forward to our 2023 season. We will begin accepting field permit requests on January 2, 2023. Fields will be assigned starting on January 23. We do our best to accommodate everyone's requests and past years have shown that through attrition and teams aging out, we usually can.

High School Age Teams- This spring teams with players age 15yrs.+ can reserve time slots beginning May 1 at MMP Field #1 or #2. They may be assigned to a field with two time slots based on the number of teams applying for permits.

Forms That Must be Submitted –Please fill out all required paperwork completely.

1. Field Request Form – Please put your choices down in order of preference **#1 field/time #2 field/time**. There are three mound fields MM#1 MM#2 and PR#4.

2. Roster Residency Summary Form – This form determines your team's residency % and fee amount. **Please include the names and addresses of your team members.** On the Roster Residency Summary there is a link to the Clermont County Auditor's office. If you are unsure if your team member is a resident of Miami Twp. (it can be confusing) do a property search and it will tell you the Parcel ID #. If it starts with a 16, 17 or 18 they are Miami Twp. residents.

***Important: I cannot process your request without your Roster and Summary Form.**

3. Fee Schedule- It is based on the number of players on your team and the total residency%

4. Copy of Team Insurance Policy- This must be forwarded to me prior to your team's start date.

The Permit Fee:

This fee is a **one-time payment** prior to your start date. This fee is based on your team size and residency %. It is lower for teams with more Miami Twp. residents and higher for lower residency percents.

Once you determine your team residency % you will see the amount of your team fee. We verify rosters and residency %. The fee can be paid with check or cash and mailed or dropped off to the Recreation Dept. in the Miami Twp. Civic Center. Make checks payable to Miami Township -6101 Meijer Dr. Milford 45150

Priority Process:

Our priority process is based on your team's residency %. It does not matter that you are a returning team. Even though a coach has consistently had fields with us this can change based on the residency % of your players. I rank all requests by residency %.

Allotted Time Use: I try to give 2 nights a week, if possible, **with teams over 50%**. You may request Saturday time slots for games only. I will have two-hour time slots starting at 9:00am on all fields. Once you get your schedules, please email me your game dates and I will try to accommodate you.

New Teams:

If you are a new coach using our fields and have questions, please call Miami Township Recreation Director, Ryan Himes at (513) 248-3727. If your question(s) is not answered you will be directed to our Park Supervisor, Brad Rottelle brad.rottelle@miamitwpoh.gov

Block Out Dates for Scheduling:

There will be some Saturday mornings blocked out at Miami Meadows Park until 12:00pm due to local charities holding 5K walks and runs. One that is confirmed is Sat. 4/25 at MMP. Fields will be blocked there until 12:00pm. I will notify you of those dates in March as I confirm them.

***Please be sure to review your field request paperwork once received. Always bring your permit verification with you in case another team is on your field.**

Field Hot Line:

Our Park and Field Condition Hot Line is 513- 248-5513. During Spring season there are many days fields will need to be closed. It is possible certain fields are wetter and will be closed and others will be open. **Please call this number after 3:00pm daily to hear updates or closings.** Any organization or group found to be practicing or playing games on Miami Township fields after the hotline has stated they are closed **will** have their permit revoked. Please relay this information and phone number to coaches and parents. **Please make sure all team parents have this number.** It is also on our website at *MiamiTwpOH.gov*. Please review the following information which gives information pertinent to each sport regarding opening and closing dates.

*** You must share our Lightning Policy with all coaches as well as the Tobacco/Vaping Free Policy and ensure all coaches, visiting teams and parents are aware of it.**

Baseball Seasons Spring Season – 3/6-7/28 Fall Season-8/7-10/28

Note: Fields open March 6 **weather permitting**, some fields may be closed in March to prepare them for the season. Preparation work begins as soon as the weather permits in February through March.

Soccer Seasons Spring Season- March 6 -June 25 Fall Season- July 31- Nov. 5

Note: All organizations using Miami Township soccer fields **MUST** provide a field layout and goal sizes needed for each field for the spring and fall seasons.

Lacrosse Fields Feb. 20-May 26_– They use the football game fields Mon-Fri.

Youth Football July 17-Nov. 5- This group uses Football Practice Fields