



**Dear 2025 Field User:**

We are looking forward to our 2025 season. We will begin accepting field permit requests on January 2, 2025. Fields will be assigned starting on January 27<sup>th</sup>. We do our best to meet everyone's requests.

**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 percentage 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 a team member is a resident of Miami Township, do a property search and it will tell you the Parcel ID. If it starts with 16, 17 or 18, they are Miami Township residents.

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

**3. Fee Schedule** - This is based on the number of players on your team and the total residency percentage.

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

**The Permit Fee:**

This is a **one-time payment** per season prior to your starting date. This fee is based on your team size and residency percentage. Once the team residency percentage is determined, please see the Permit Fee page to determine the amount owed. Rosters and residency percentage will be verified by the Recreation Department. The fee can be paid with check or cash and mailed or dropped off to the Recreation Department. at the Miami Township Civic Center located at 6101 Meijer Dr. Milford 45150. Make checks payable to Miami Township. **\*THIS FEE IS PER FIELD REQUESTED\***

**Priority Process:**

Our priority process is based on your team's residency percentage, and it does not matter if you are a returning team. Even if a coach has consistently had fields with us, this can change based on the percentage of players that are residents.

**Allotted Time Use:**

We try to assign 2 nights per week with teams over 50 percent. You may request Saturday time slots for games only. There are two-hour time slots available starting at 9:00 a.m. for all fields. Once you receive your schedules, please email your game dates and we will try to accommodate you.

**New Teams:**

If you are a new coach using our fields and have any questions, please contact Miami Township Recreation Director, Ryan Himes at (513) 248-3727 or [Ryan.Himes@MiamiTwpOH.gov](mailto:Ryan.Himes@MiamiTwpOH.gov).

**Block Out Dates for Scheduling:**

There will be some dates blocked out due to scheduled Township events. You will be notified of these dates in March as they are confirmed.

**Field Hot Line:**

Our Park and Field Condition Hotline is (513) 248-5513. Due to field conditions, it is possible certain fields will be closed, and others will remain open. **Please call this number after 3:00 p.m. daily to hear updates or closings. Organizations found to be using Miami Township Fields after the Hotline has stated they are closed will have their permit revoked. Please relay this information to all coaches and parents.**

\* Please share our **Lightning Policy** and **Tobacco/Vaping Free Policy** to ensure all coaches, visiting teams and parents adhere to them.

**Baseball/Softball Seasons:** Spring Season - March 3<sup>rd</sup> - July 31<sup>st</sup>

Fall Season - August 4<sup>th</sup> - October 31<sup>st</sup>

**Note:** Fields open March 4<sup>th</sup>, **weather permitting**, although some fields may remain closed in preparation for the season. **The Fields will be on a weekly dragging schedule once weather permits.**

**Soccer Seasons:** Spring Season - March 3<sup>rd</sup> - June 30<sup>th</sup>

Fall Season - July 28<sup>th</sup> - November 1<sup>st</sup>

**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:** February 17<sup>th</sup> - May 31<sup>st</sup>

Football Game Fields Monday through Friday

**Youth Football:** July 14<sup>th</sup> - November 7<sup>th</sup>

Football Practice Fields