



Dear 2019 Field User:

We will begin accepting field permit requests on January 2, 2019. Getting your request in early does not give you a better chance of getting fields. Fields will be assigned starting January 30. We will do our best to accommodate everyone's needs and past years have shown that through attrition and teams aging out we usually can accommodate everyone.

The Process:

Please fill out all required paperwork completely. The forms are below:

The Field Request Form – Please put your choices down in order of first and second preference.

Roster Summary Form – This form will determine your team's residency % and fee amount.

Please include names and addresses of your team members. On the form there is a link to the Clermont County Auditors office. If you are unsure if they reside in Miami Twp. you can 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.

The Fee Schedule – This will show you your team fee based on your # of players and res.%.

Copy of your Roster- Please include all names and addresses of your team members.

Copy of Team Insurance Policy- This can be forwarded to me prior to your teams start date.

Please mail or drop off your forms do not email them to me. I have had issues with them going into junk mail or being blocked by our server. Krystin Thibodeau 6101 Meijer Dr. Milford 45150.

The Permit Fee:

The fee is a onetime payment prior to your start date. This fee is based on your team size and residency percent. Residency is to be verified on the Roster Summary form. We expect 100% accuracy on the summaries

Priority Process:

We do use a priority process in assigning fields. Returning teams have priority over new teams (although % of residency does still affect getting their first choices) New teams will be ranked according to their residency %. New teams with the highest residency % will be given a higher priority.

Allotted Time Use:

You will be allotted two weekday practice nights if they are available. You may request Sat. 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 Field Users:

If you are a new coach using our fields and have questions, please email Recreation Director Krystin Thibodeau Krystin.Thibodeau@miamitwpoh.gov . Any questions she cannot answer will be forwarded to the Park Supervisor Allen Leab.

Block Out Dates for Scheduling:

We do host two large 5K /Walk-Runs in the spring at Miami Meadows Park. Please note that Miami Meadows will be closed until 1:00pm on Saturday **April 13 and May 18** due to parking and traffic issues. We have a large men's church softball league that uses all four fields at Miami Meadows on Monday nights. The Dog Days Tournament will be held on Fri. Aug. 16– Sun. Aug 18 and will be closed to all sport teams. I will email you the field permits once I have them finalized and at that time please forward me your permit fee. Please review the permits once you receive them. **Always bring you permit paperwork with you in case someone is on your field.**

Field Hot Line:

Our Park and Field Condition Hot Line is 248-5513. During the spring it is often questionable whether fields are playable. 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. 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 the following policies with all coaches:**

Lightning Detector Policy:

<http://www.miamitwpoh.gov/PDF/Parks/Docs/Lightning%20Policy.pdf>

Tobacco /Vaping Free Policy: Miami Township has adopted a Tobacco/Vaping Free policy in all our parks and campuses. Please make sure your coaches inform all visiting teams and parents of this new rule.

Baseball Fields

Spring Season – March 4- July 20 **Fall Season** – July 29 – October 26

Note: Some fields may be closed in March to prepare them for the season. Preparation work begins as soon as weather permits in February through March.

The following Saturday's no permits until after 1:00pm: Sat. April 13 and May 18

Soccer Fields

Spring Season – March 4- June 22 **Fall Season** – July 30- November 3

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. The spring layout must be provided no later than February 27 and fall season provided by July 17. If the layouts are not provided by these dates, we will assume that the organizations will not be using the facilities for that season.

The following Saturday's no permits until after 1:00pm: Sat. April 14 and May 18

Lacrosse Fields

Spring Season – Feb. 25-May 25

*Lacrosse uses the Tree Grove Fields 1, 2 and 3 and Football Practice Fields

Football Fields

Fall Season – July 15-November 2

All football equipment that is stored outdoors (cones, training equipment, etc.) is to be removed after the last game of the season. **Exclude the following dates at Miami Meadows Park: August 17-19**

All fields closed October 31