

*Sylvania Police Public Safety Cadets Unit*  
**Pacesetter Soccer Invitational Tournament**  
**OPERATIONS PLAN**

Saturday, May 25 and Sunday, May 26, 2024  
Pacesetter Park, 8801 Sylvania Metamora Rd., Sylvania, OH, 43560

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**Overall Event Information:**

- A total of 25 soccer fields will be utilized by over 180 soccer teams from 6 states and Canada. Attendance will be upwards of 10,000 persons throughout the weekend.
- Soccer fields will be utilized simultaneously, with games being played over the weekend.  
Game start times:
  - Saturday – first games begin at 7:50 AM, last games begin at 7:10 PM
  - Sunday – first games begin at 7:45 AM, last games begin at 5:45 PM
- Parking at Pacesetter Park will be limited to those with issued parking permits and handicap placards. Each team is given a set number of parking permits to be distributed by each coach, as appropriate. Off-site parking will be at Sylvania Southview High School, with free shuttle bus service between the two locations.
  - Shuttle Bus Hours of Operation:
    - Saturday/Sunday, 7AM-8PM
- For 2024, parking permits will all be the same
  - All parking passes will be “red, white, and blue” and have the PSI emblem on them
- In addition to each soccer field having a “field marshal,” there will be several “super marshals” (Pacesetter Soccer Club event staff) on golf carts responding to various issues that would arise on the fields.
- Point-of-contact with Pacesetter Soccer Club is Emily Glick (Tournament Director)
- Sylvania Recreation Corporation (SRC) / Pacesetter Park employees will be working the event in various maintenance capacities. They will be overseen by Brian Hall (park maintenance director).
- ProMedica EMS will be providing on-site EMS care for non-emergency injuries/illnesses. If a medical emergency arises, Sylvania Twp. Fire Dept. will be requested by ProMedica or normal 911 caller. If law enforcement personnel need EMS, contact RCOG Dispatch via the NW Dispatch radio channel.
- The entire park is technically closed for the weekend, except for the soccer tournament. This includes the softball/baseball fields and skate plaza. SRC is usually good about not scheduling any softball games for the weekend, but sometimes players don't get the information. If anyone arrives to use the playground/skate plaza/etc., direct them to park at Centennial Terrace and utilize the bike trail to access the park.
- Toledo PD Public Safety Cadets (PSC) personnel will staff the main parking lot entrance off of Sylvania Metamora Rd. Mentor: Ofc. Kristen Prah
- Sylvania PD Public Safety Cadets (PSC) personnel will staff the side parking lot entrance off of Mitchaw Rd. Mentors: Officer Bostater and SPD Officer

### **Radio Communications:**

- All PSC personnel – utilizing Sylvania PSC radios, channel **PSC-CH2**
- Law Enforcement Officers – utilizing normal police-issued radios, **OPS 6-8**. This channel will not be actively monitored by dispatch. Utilize **NW DISPATCH** channel to contact dispatch if needed.
- Pacesetter Soccer Club event staff – utilizing Family Radio Service (FRS) radios, Channel 7, sub-tone 14.
  - FRS radios will be provided to Officer Bostater, the projecting officers, and Brian Hall (obtained from the headquarters tent). The channel is also programmed into the PSC radios as **PSI OPS**. Event staff can communicate directly with officers, PSC personnel, and SRC personnel, if a disorder or emergency arises on one of the fields or a parking message needs to be relayed.
- SRC/Pacesetter employees – utilizing their normal Mototrbo/DMR radios/frequencies.
  - Officer Bostater will also have one of these radios so direct communication with Brian Hall and SRC staff can be maintained.

### **Assigned Personnel:**

- Approximately 5-8 Cadets on location at any given time (schedules to be developed by Officer Bostater / Officer Prah for their respective PSC units)
- One Sylvania PSC Mentor from Sylvania Twp. PD:
  - Saturday, 0700-1900 – Officer Ben Bostater (ST436)
  - Sunday, 0700-1900 - Officer Ben Bostater (ST436)
- One Sylvania PSC Mentor from Sylvania City PD:
  - Saturday, 0700-1900 – SPD Officer
  - Sunday, 0700-1900 - SPD Officer
- Toledo PD PSC Mentors from Toledo PD – Ofc. Kristen Prah, and possibly various others
- Two STPD Projecting Officers (Sylvania Twp. PD, paid through SRC) each day
  - Saturday, 8AM-6PM
    - Ofc. Matt Johnson (ST421)
    - Split Shift: Ofc. Scott Reed (ST428) & Officer Jillian Woodruff (ST406)
  - Sunday, 8AM-6PM
    - Ofc. Matt Johnson (ST421)
    - Ofc. Bob Kish (ST424)

### **Tournament Points of Contact:**

- Sylvania Recreation
  - Brian Hall: (419) 283-2179
    - Saturday 06:00-13:30
  - Nate Sanders: (419) 779-0712
    - Saturday 13:30-22:00
  - Zak Avers: (419) 559-5620
    - Sunday 0600-13:30

- Chris Jaeger: (419) 450-8564
  - Sunday 13:30-22:00
- Pacesetter Soccer Club
  - Emily Glick: (419) 708-9248
  - Matt Mountford: (814) 923-1135

**Hours of Coverage:**

- PSC Personnel (including Mentors):
  - 7A-7P, Saturday & Sunday
- Projecting Officers:
  - 8AM-6PM, Saturday & Sunday

**Assignments / Job Duties (see map, below):**

**Mitchaw Rd. Entrance, Position #1:**

- Covered by Sylvania PSC Unit
- 2-3 Cadets
- **Ofc. Bostater on SPD golf cart, to float between this position and Position #2, or elsewhere as necessary**
- SPD Officer stationary supervising this position
- 1-2 SRC/Pacesetter employees, if available.
- SCPD Community Affairs Vehicle (either Dodge truck or Jeep Commander), for Cadets to sit in for breaks for air conditioning or inclement/severe weather.
- STPD Car #42 – for Officer Bostater to utilize for traffic control on Sylvania Metamora Road if the main parking lot needs to be closed off. *Note: This is a fully equipped patrol vehicle with necessary equipment that can be utilized if the need arises.*
- Duties / responsibilities:
  - Assist SRC employees, as needed
  - Maintain smooth traffic flow through area
  - Prevent vehicles from stopping in traffic circle area by the flagpole to drop off players. Instruct vehicles to continue to the designated player drop-off area.
  - Direct traffic (including pedestrians crossing the intersection) as needed
  - Move barricade for shuttle bus, as needed
  - If possible, prevent unauthorized vehicles from parking in the parking lots on the Mitchaw side of the park. Those parking lots are reserved for referees (blue parking permit) and handicap-placarded vehicles.

**Mitchaw Rd. Entrance, Position #2:**

- Covered by Sylvania PD PSC Unit
- 1-2 Cadets, **if no SRC/Pacesetter employees are staffed** at location
- Duties / responsibilities:
  - Assist SRC employees, as needed
  - Maintain smooth traffic flow through area
  - Move barricade blocking the shuttle zone for the shuttle bus, as needed

- o Move barricade blocking the north parking lot for authorized vehicles, as needed
  - Referees (blue parking permit) and handicapped parking only

**Sylvania-Metamora Rd. Entrance, Position #3:**

- Covered by Toledo PD PSC Unit
- 2-3 Cadets and at least 1 TPD Mentor
- 1-2 SRC/Pacesetter employees, if available
- 1 Marked Patrol Car, parked, if available. If an STPD project officer brings a marked patrol car, it should be parked here in the traffic circle area for visible presence.
- Duties / responsibilities:
  - o Prevent vehicles without issued parking permits from entering the main parking lot
    - Some exceptions may arise. Use best judgment, or contact the headquarters tent on the FRS Radio / **PSI OPS** channel for direction.
  - o Direct non-permitted vehicles to designated player drop-off areas (Mitchaw side) or off-site parking (Southview HS), as needed. There are signs marking the route.

**Floating (Projecting) Officers:**

- 2 STPD Projecting Officers on golf carts. Golf carts supplied by PSI staff or SRC, if extras are available.
- Duties / responsibilities:
  - o Assist Toledo PSC unit at the Sylvania Metamora entrance with keeping the peace. If a disorder arises with upset drivers wanting to park with no permit, assist as needed as Toledo mentors have no jurisdictional authority. **Therefore, one STPD projecting officer should stay as close to the Sylvania Metamora entrance with Toledo PSC as much as possible.**
  - o Patrol parking lots, soccer fields, and park grounds, keeping a visible police presence
  - o Monitor event radio (FRS radio) and respond to calls for service as requested, including:
    - Disorders/disputes on the soccer fields
    - Requests for courtesy transports for elderly/handicapped spectators
    - Medical emergencies requiring Sylvania Twp. Fire Dept. response
    - Vehicle lockouts (STPD Car #30 will have a lockout kit/waivers if the projecting officers did not bring a marked patrol car)
  - o Assist with traffic control with Officer Bostater at the Sylvania Metamora entrance, if the parking lot gets full and the entrance needs to be closed.

(See map on following page)



**Parking Lot Closure Procedure:**

From time to time, it may become necessary to completely close off the entrance to the main parking lot due to it filling up. Parking passes are limited in numbers to help minimize this possibility, but sometimes vehicles don't leave the park as predicted in order to free up parking spaces (especially if game times start getting delayed). Nonetheless, all officers (PSC mentors and STPD projecting officers) are expected to help with traffic control in this unfortunate event.

Officer Bostater will be in contact with SRC Park Staff as the capacity of the main parking lot is monitored. When the decision is made by SRC managers to close the parking lot, please follow the following procedures:

- Officer Bostater will move STPD Car #42 to Sylvania Metamora Rd. and will use it to block the left turn lane from westbound Sylvania Metamora Rd. into the park.
- Officer Bostater will activate the Message Board Trailer to help instruct motorists that the lot is closed and to go to the Mitchaw Rd. entrance.

- One STPD projecting officer will move a cruiser (if one is available) to Sylvania Metamora Rd. and will use it to park along the side of the road of eastbound Sylvania Metamora Rd. just before the park entrance, to help with officer visibility. That projecting officer will assist Officer Bostater at the park entrance with directing traffic and helping direct motorists to the Mitchaw Rd. entrance for pick up / drop off.
- The other STPD projecting officer will remain inside the park to respond to any incidents that may arise.
- SRC staff and/or TPD Mentors will stand in the entrance drive to help deter motorists from turning into the entrance. Utilize the “Lot Closed” sign to help block the entrance drive.
- Toledo PSC Cadets will relocate to the side streets entering the neighborhood off of Sylvania Metamora Rd. (E. Cobblestones, Smith Farm Rd., Settlers Ridge Cir., Loggers Run) and help deter soccer guests from parking in the neighborhood. Attempt to allow only neighborhood vehicles to enter/park on the street.
- SRC staff will monitor the capacity of the parking lot and advise Officer Bostater when to reopen the entrance.

#### **Needed Equipment for PSC Units:**

Officer Bostater will coordinate with Sergeant Bell on transporting the SPD gas-powered golf cart and possibly the electric golf cart to the park the Thursday before the event. The golf cart will be stored inside the maintenance building (park office) overnight during the event. The golf cart will be transported back to the City on the Monday following the event, by City officers. The following additional equipment will be transported to the park on the Thursday before the event and stored in the maintenance building for the event:

- Canopy tents (1 for TPD use, 1 for Sylvania use)
- Camping chairs (3 for TPD use, 3 for Sylvania use)
- Reflective vests (should have enough for both PSC units)
- Rain coats (total of 6, Sylvania PD PSC has priority), if rain is predicted during the weekend
- 2 coolers (1 for TPD use, 1 for Sylvania use). Ice is available from the ice machine inside maintenance building.
- 4 PSC radio chargers, in case batteries are depleted during the course of the day.
- Sunblock, bug spray, any other personal essentials for outdoor events

#### ***Officer Bostater will bring the following equipment to the park each day:***

- Marked patrol car (Car #42)

#### ***SPD Officer(s) will transport the following equipment to/from the park each day:***

- Community Affairs vehicle
- PSC radios – please place the radios on chargers at end of each day

#### ***Recommended equipment for Toledo PSC to bring each day for their use:***

- Marked vehicle (if available/practical)
- Extra camping chairs (if you need more than 3 chairs)
- Drinks to stock your assigned cooler
- Sun block
- Packed lunches or money for food at concession stands for your personnel

### **Inclement Weather Procedures (Pacesetter Park policy):**

Pacesetter Park will be open for use as weather and field conditions permit. Sylvania Recreation will be responsible for athletic field closures when conditions dictate.

- **Lightning Detection System** – This automated system is designed for park patrons' safety. Users must comply with the following while at Pacesetter Park:
  - Solid continuous tone – all activities must be suspended; patrons must seek shelter immediately
  - Hi-Lo tone – activities can resume
- **Lightning Light** – A yellow flashing light, located at the park office, will remain flashing when lightning has been detected in the immediate area
- **Red & Green Flag** – Located at both entrances to the park
  - Green flag – the athletic fields are open
  - Red flag – the athletic fields are closed
- **Closure signage** – A closure sign, located along the entrances will notify users of facility closures
- **Weather Line** – Users can call 419-882-1500 x506 for field closures/cancellation information. Messages will be updated by 3PM daily.
- **Tornado Siren** – If the tornado siren sounds, all games and practices **MUST** be suspended. All patrons must seek shelter. Shelter at the park is limited.
- **Webiste** – All field closures and game cancellations can be found on our website's home page at: [www.playsylvania.com](http://www.playsylvania.com)

Additional inclement weather procedures for the PSI Tournament:

- Lightning / Thunderstorm Warning:
  - All Cadets will immediately seek shelter inside a patrol car or personal vehicle.
  - All tents/canopies will be taken down
  - Mentors / projecting officers will assist park patrons in seeking shelter / evacuation.
  - Park patrons will be instructed to seek shelter at the concession building or underneath some other hard/permanent structure (no tents), vehicles, or shuttle buses.
  - If a lightning warning is called, all shuttle buses will be instructed to immediately return to the park to facilitate speedy transportation of patrons back to their vehicles if parked off-site.
  - Games will resume 30 minutes after the last spotted lightning strike
- Tornado Warning:
  - Cadets will immediately seek shelter at the park office in an interior room

### **Law Enforcement Officer Additional Information:**

- As noted above Lucas County Dispatch provided OPS channel 6-8 for this event. Note: This channel will not be monitored by a dispatcher.
- All radio traffic for dispatch must be done using Northwest (NW) channel.
- Ofc. Bostater will be the law enforcement point of contact for this event
- Ofc. Bostater along with the projecting officers will handle any law enforcement situation that occurs inside of the park or on the neighborhood streets surrounding the park
  - STPD District Crews will only be used for additional manpower or to supply needed equipment
  - With the approval of the STPD Road SGT a district crew may be utilized for a transport if the need were to arise

### **STPD Law Enforcement Officer Additional Information:**

- Per Lt. Steinman and Lt. McKinney all STPD officers working this event will be required to wear a full duty uniform
- STPD officers are permitted to bring a marked cruiser; however, please be mindful of dayshift and afternoon shift officers that may be assigned to that vehicle
  - The community affairs vehicles can be utilized if needed (Note: Car 25 has no camera)
- Ofc. Bostater will have parking warning stickers and parking citations on site
- Ofc. Bostater will have a lock out tool in Car #42 along with STPD unlock waivers

### **Operations Plan Sent To:**

- Lt. Steinman (Sylvania Township PD)
- Capt. Haase (City of Sylvania PD)
- Sgt. Bell (City of Sylvania PD)
- Ofc. Russell (City of Sylvania PD)
  - Information to be passed on to additional officer(s) working the event
- Ofc. Kish (Sylvania Township PD)
- Ofc. Reed (Sylvania Township PD)
- Ofc. Woodruff (Sylvania Township PD)
- Ofc. Johnson (Sylvania Township PD)
- Ofc. Prah (City of Toledo PD)
  - Information to be passed on to additional officer(s) working the event
- Sylvania PSC Cadets
- Emily Glick (Pacesetter Soccer)
- Brian Hall (Sylvania Recreation District)