



**PROSPECT PARK BASEBALL ASSOCIATION**  
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**PROCEDURE FOR MAKING SCHEDULE CHANGES  
AND MAKEUPS**

Any schedule change must be done by the coaches whose teams will be affected. Use a separate form for each game you wish to change.

The process is:

1. Both coaches must agree on at least two days/times. All coaches' contact information is listed on the Coach Private Page: <https://ppba.info/coach-private-page/> Contact your organization rep or the PPBA President for the password for that page.
2. One coach should email [presidentppba@gmail.com](mailto:presidentppba@gmail.com) (cc'ing the other coach) with the request in order of preference. The email MUST include the following:

Division Name (include the tier, North, East, etc):

Team 1 Name, Coach's Name, email address & cell phone number.

Team 2 Name, Coach's Name, email address & cell phone number.

Reason(s) for the Change: \_\_\_\_\_

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**Original Game that is being made up:**

Game #:

Day:

Date:

Time:

Field:

**Rescheduling Choices:**

1st Choice:

Day:

Date:

Time:

Field:

2nd Choice:

Day:

Date:

Time:

Field:

3. The President then checks to make sure the requests can be honored. The decision is emailed to both coaches and, if the game is rescheduled, with a cc to the umpires to make sure no umpire shows up at the original game and the rescheduled game is covered. If you have not received this email, the game has not been rescheduled.

Please understand that it is first come, first served - which is why at least 2 alternate slots should be given.

We will schedule all fields as confirmed by the President. The on-line schedule will NOT be revised to reflect these updates.

**CURRENT**