



Mercer County Instructions and Procedures for Tournament Director

1. Intent Form must be completed and submitted by each private school that wishes to enter MCT events by the following dates:
 - Fall sports due on or before September 15th
 - Winter sports due on or before January 10th.
 - Spring sports due on or before April 10th.
2. A CVC school with a win percentage of .300 or lower may opt out of the CVC tournament on the entry form on or before the due date.
3. Coaches meeting shall be held at the onset of each season by the tournament director to review:
 - Rules
 - Regulations
 - Officials
 - Security
 - Awards
4. Entry forms will be distributed at the regular meeting at least one month prior to the tournament start date. Tournament forms must be sent to the webmaster for posting on the MCTA website [www.mctanj.com] at least one month prior to the tournament start date.
5. Rules and Regulations are identical to the NJSIAA tournament regulations including NJSIAA eligibility regulations as applicable to member schools.
6. Receiving Entry forms are due at the designated date and time.
7. Seeding of the tournament will take place within 48 hours of the entry forms due date. Brackets will be emailed to all participating schools and posted on the MCTA website.
8. Tournament expense reports, vouchers, and gate receipts will be submitted to the treasurer no later than **two business days** following the conclusion of the tournament.
9. Tournament financial report forms are to be filed with the treasurer within 30 days of the tournament conclusion date.