



## Constitution of Mercer County Tournament Association

### ARTICLE I-Name

The name of this organization shall be the Mercer County Tournament Association, hereafter referred to as MCTA.

### Article II-Purpose

The purpose of this association is to provide efficient communication among county athletics directors to schedule, direct, and set policy for the Mercer County High School Tournament competition.

### Article III-Membership

Section 1. Membership of this association shall be made up of athletics directors from the schools listed below. Membership is open to private Mercer County secondary schools and CVC member and associate member schools which are current members of either the NJSIAA or NJISAA.

Section 2. Member schools are:

Allentown High School	The Peddie School
Ewing High School	Princeton High School
Hamilton High School West	Princeton Day School
Hightstown High School	Robbinsville High School
Hopewell Valley High School	Steinert High School
The Hun School	Stuart Country Day School
Lawrence High School	Trenton High School
Lawrenceville Prep	Trenton Catholic Academy
Notre Dame High School	West Windsor-Plainsboro North High School
Nottingham High School	West Windsor -Plainsboro South High School

Section 3. CVC associate member schools are:

Paul VI

Article IV- Membership

- Section 1. A school may apply for admittance into the MCTA as a full member or an associate member by following the NJSIAA guidelines and submitting a MCTA application no less than 18 months prior to the desired entrance date.
- Section 2. The completed application will be presented to the MCTA Athletic Directors Committee for a first reading at the next regularly scheduled MCTA meeting date.
- Section 3. A second reading and discussion of the application will take place at the next regularly scheduled MCTA meeting date following the first reading.
- Section 4. Voting on the full member or associate member application will take place at least 12 months prior to the associate member's desired entrance date. A two-thirds vote of the voting membership will be necessary to be an associate member.
- Section 5. The athletic directors will send the recommendation to the principals/headmasters for approval.

**Article V- Finances**

- Section 1. Each member school shall be assessed dues upon admission to the conference.  
Annual dues will be determined at the annual May meeting. Each associate member school will be assessed a fee of 1/3 the member school dues with additional sport-specific assessments as needed.
- Section 2. All member and associate member schools shall pay annual dues by November 1 of each year.
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- Section 3. In the event of dissolution of the Conference, any monies left after all expenses have been met will be distributed equally to member schools. Associate member schools will not be compensated.

- Section 4. Each member and associate member school shall be subject to an entry fee.
- Section 5. All funds of the association shall be deposited in the account.
- Section 6. The membership may waive/adjust entry fees and/or admission fees.

#### **Article V-Officer Duties**

- Section 1. The four officers of the association shall include a president, vice president, secretary, and treasurer. The officers shall be elected from the membership annually at the June meeting.
- Section 2. The Athletic Directors Committee president shall have the power to call meetings of the athletic director committee. The president shall provide a written agenda for each meeting to each school in advance. Items not listed on this agenda may be introduced into meetings by unanimous consent of the athletic directors present.
- Section 3. The Athletic Directors Committee vice-president shall, in the absence of the president, preside and perform the duties as indicated above. The vice president shall serve as the Chairperson of the Controversies and Disputes Committee.
- Section 4. The Athletic Directors Committee secretary shall keep a record of the proceedings of the meetings, conduct all necessary correspondence, and keep official records of all Conference activities.
- Section 5. The Athletic Directors Committee treasurer shall collect and disburse funds as directed by the Athletic Directors Committee and submit a financial report at each meeting. The treasurer will hire personnel to complete and submit a yearly audit and/or the necessary paperwork to the local, State and Federal government agencies.

#### **Article VI-Meetings**

- Section 1. There shall be nine meetings of the association each school year. During the month of March, there will be no meeting due to spring recess and the DAANJ convention. Emergency meetings of the association may be called at the discretion of the president.
- Section 2. At the annual meeting in May, athletics directors will be appointed to organize each of the competitions to be sponsored by the association.
- Section 3. If a member's school's representative misses three (3) meetings, sanctions may be imposed. Sanctions may include, but are not limited to: participation in leadership functions, participation in tournaments, and membership in the

association. The president will recommend sanctions to the membership. Sanctions will be imposed by a two-thirds majority of the entire membership.

#### **Article VII-Administration-Tournament Directors Committee**

- Section1. Member schools shall share administration of county competition equally.
- Section2. Each individual competition will be administrated by a tournament director.
- Section3. Tournament committee may be made up of at least one athletics director, as well as coaches and other designated personnel.
- Section 4. Volunteers from the membership shall staff the committees.
- Section 5. Tournament directors shall be selected annually by the membership and be paid a stipend.
- Section6. In an emergency, the president may appoint both committee members and directors.
- Section7. Standing committees appointed by the president shall be established on a year-to-year basis.
- Section 8. Order awards and set policy for team/individual awards.
- Section 9 Sets policy for the selection of officials for tournament assignments.

#### **Article VIII-Standing Committees**

- Section 1. Financial Committee [consists of the treasurer and two athletics directors]
- Approves order tickets
  - Define expenses
  - Sets policy for financial formula
  - Provides financial forms to the tournament directors
- Section 2. Rules Committee [consists of the vice president and two athletics directors]
- Sets policy concerning all competition rules
  - Obtains NJSIAA forms and modifies for MCTA
  - Reviews tournament director suggestions
  - Settles all disputes under the direction of the vice president
- Section 3. Officials Committee [consists of the president and two athletics directors]
- Oversees policy for the selection of officials for tournament assignment
  - Establishes procedures for officials' groups to meet with the association, and communicates problems.
- Section 4. Controversies Committee [consists of the tournament director and two athletics directors.

#### **Article IX- Amending Constitution**

This process can be accomplished by approval of majority of the membership

#### **Article X -Participation**

- Section 1. All Colonial Valley Conference members and associate members must participate in each tournament when possessing a win percentage of .301 and higher.
- Section 2. Brackets will be seeded according to teams' win/loss percentage. Exceptions to this will be boys' and girls' lacrosse and ice hockey. A Lax-power rating system will be used for lacrosse seeding. Ice hockey seeding will be determined by the existing MCTA-devised ice hockey power point system. Entry forms must be used to determine brackets.
- Section 3. Open Competition (individual sports)
- Whenever possible, all teams that seek entry will be permitted to participate in competition.
  - Individual seeding will be calculated whenever possible.
  - Criteria for individual seeding should be established by the rules committee.
- Section 4. CVC member schools and associate member schools with a win percentage of below .300 percent may opt out of the MCTA tournament for the season.

#### **Article XI-Rules and Regulations**

- Section 1. The NJSIAA rules of eligibility for High School athletics will govern the participating athletes in MCTA competition.
- Section 2. The NJSIAA High School tournament procedures shall be used in MCTA competition.
- Section 3. Intent forms shall be completed, signed and submitted to the MCTA President by the designated date for private schools wishing to enter a specific tournament.

#### **Article XII-Controversies and Disputes**

- Section 1. The controversy or dispute must first be discussed between the principals/headmasters and/or other appropriate personnel of the involved schools. If the problem is resolved to the satisfaction of both parties, it may be presented for informational purposes at the next meeting.
- Section 2. If any of the parties are dissatisfied with the resolution of the question, they may write the presidents/headmasters of the MCTA within

twenty four (24) hours with an explanation of all the particulars surrounding the dispute. The information shall be sent to all schools involved in the controversy.

Section 3. Within twenty four (24) hours of receipt of the request for review, the president shall appoint three principals/headmasters and two athletic directors to serve on a committee to handle the dispute. The vice-president will be chairperson, however, if the vice-president's school is involved in the controversy, the conference president will designate one of the principals as chairperson. The membership of this committee shall be free of any representation from the schools involved in the dispute. The president will forward all documents to the chairperson of the committee and a hearing will be held within twenty four (24) hours. All schools involved in the controversy must attend. All hearings will be informal. The decision of the committee is final.

#### **Article XII- Indemnification**

Every person who is or was a Trustee, Board of Trustees Member, officer, ex-officio member of the Board or employee of the Corporation, or any person who serves or has served in any capacity with any other enterprise at the request of the Corporation, shall be indemnified by the Corporation to the fullest extent permitted by law. The Corporation shall indemnify such persons against all expenses and liabilities reasonably incurred by or imposed on them in connection with any proceedings in which they may become involved by reason of being or having been a Trustee, officer, ex-officio member of the Board or employee of the Corporation, or by reason of serving or having served another enterprise at the request of the Corporation, whether or not in such capacities at the time of the expense or liability incurred.

Originated 1981

Revised 2015

Revised October 5, 2016



## **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 10<sup>th</sup>.
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](http://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.





## **Mercer County Tournament Association Article of Agreement**

The Purpose of the Article of Agreement is to officially confirm membership entry of

\_\_\_\_\_ into the Mercer County Tournament Association.

[Name of School]

By affixing their signatures below, the officials of the above-named school agree to abide by the attached constitution.

Furthermore, the athletics teams of the above-named school are eligible to apply for entrance to all Mercer County Tournament Association sponsored competitions provided that they adhere to the stipulations and requirements specified in the MCTA Constitution.

Lastly, the above-named school agrees to administer or assist in administering the sponsored competition as required of all members of the Mercer County Tournament Association.

\_\_\_\_\_

Principal/Headmaster

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Athletics Director

Date [MM/DD/YEAR]: \_\_\_\_\_