

10 SURE-FIRE STEPS TO A SUCCESSFUL CLUB

1. Choose officers with leadership ability and, most of all, a desire to lead a successful club. Officers who reluctantly take the job are rarely successful.
2. Hold interesting meetings where all club members can participate. Consider holding special activities in conjunction with club meetings such as seminars, licensed hunt tests, etc.
3. Appoint Committees to handle all aspects of the club: Events, Kitchen, Grounds, Publicity & Advertising, Awards, etc. By separating the responsibilities, no one has too much to do, and everyone has something. A proven system that works!
4. Schedule fewer, well-planned events. Most clubs fail because they try to hold too many events. Don't expect crowds to come unless you do your homework.
5. Name your events something special such as "Southern Michigan Spring Championship" or "Cornfield Championship". By giving a special title and some specially designed awards, your event will be more attractive to prospective hunters. A proven method.
6. Promote the idea that your members are, first and foremost, hosts at your events. When you travel to neighboring club events, they are the hosts. Everyone takes their turn.
7. Hold rules seminars and club events where all club members are properly trained regarding UKC[®] event rules and policies. There is no substitute for education.
8. Create a club newsletter and calendar that keeps all members informed as to what is going on with the club. Every member deserves to know. There is also no substitute for good communication.
9. Create an email or phone tree whereby each member contacts one member and on down the line. Use your email/phone tree before meetings, events or when there is a special need to contact everyone in the club.
10. Stress the importance of having a "friendly" club. No one will come back if they do not feel welcome.

The Hunting Ops Department of United Kennel Club[®] stands ready to assist you in any way possible to make yours a successful and prosperous club in the years to come.

**UKC[®] Hunting Ops Department
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Please read the following outline of requirements carefully. If you have any questions, please contact the Hunting Ops Department. The club name submitted to United Kennel Club[®] will be considered your club's official name and will be utilized by UKC[®] unless otherwise notified by your club in writing and signed by at least three (3) officers of the club. We should be informed **immediately** of the names, complete addresses and telephone numbers of new officers and particularly the Corresponding Officer following each election.

I. Club Requirements

- A. UKC recommends a membership that includes enough active members to properly conduct a large event without relying on outside help.
- B. Constitution and By-Laws must be submitted. (See sample copy enclosed).
- C. UKC rules and policies and your local laws must be followed. A statement to this effect must be included in the Constitution and By-Laws. **Sample: All licensed events sponsored by the club will be run in accordance with the rules and policies set forth by the organization through which the license has been issued.**
- D. The club must provide a complete membership list of all of the active members.
- E. State the exact location where the events will be held (city and county). Be sure to list the next closest city if your location is not shown on the map.
- F. A complete officers list stating the name, address and phone number of each officer.
- G. Have access to licensed event official.

II. Rules Concerning Dates for UKC Licensed Events

- A. Notify Hunting Ops at least five (5) months in advance of dates you prefer.

Note: Because of the apparent over-saturation of clubs holding UKC Licensed Events, the Hunting Ops Department must inform our club of the following policy: *Upon receipt of your club's request for approval, including your Constitution and By-Laws, club officer list, and membership list, the Hunting Ops Department will review not only your club's location but the number of clubs that are within approximately 50 miles of your club actively holding UKC licensed events. *If there appears to be an over-saturation of clubs in your general area, your club may still be refused at the time application is made.*

- B. UKC will provide a list of your club's reserved dates annually. From there, you will need to access the Essential Details & Conformation form for your club's sport. The form is located on UKC's website under the Forms & Rules sub-section. The form must be completed and returned by the date indicated on the form (the first of the month- two months before event). Be sure the form is complete and on time! No exceptions will be made to policy. **It is very important to completely fill out the Confirmation Form. The information provided will appear as such in the Upcoming Events listed in our magazine and on the website.**

III. Club Guidelines For Conducting Events

- A. A complete step-by-step procedure for conducting UKC events can be found in the current official UKC Rulebook. These items are crucial. Failure to comply with the procedures may result in a loss of UKC approved status.