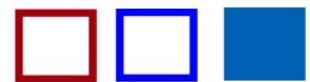




Dress Regulations

For NL Officers and Cadets





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DRESS REGULATIONS FOR NAVY LEAGUE CADETS AND OFFICERS

CHAPTER ONE - INTRODUCTION.....	1
1.01 APPLICATION	1
1.02 AUTHORITY AND STANDARDS.....	1
1.03 CONDUCT WHILE IN UNIFORM (NL 8)	1
1.04 OCCASIONS WHEN UNIFORM WORN (NL 8).....	1
CHAPTER TWO - CADET UNIFORMS.....	3
2.01 REQUIRED WEAR	3
2.02 OPTIONAL WEAR	3
2.03 BADGES AND AWARDS.....	4
2.04 OTHER CADET AWARDS.....	5
2.05 HAIR	6
2.06 JEWELLERY.....	7
CHAPTER THREE - OFFICER UNIFORMS.....	11
3.01 GENERAL.....	11
3.02 MALE NAVY LEAGUE CADET OFFICERS.....	11
3.03 FEMALE NAVY LEAGUE CADET OFFICERS	12
3.04 WORK DRESS UNIFORMS	13
3.05 FORMAL DRESS.....	13
3.06 MEDALS / RIBBONS	14
3.07 NAME TAG / SERVICE PIN.....	14
3.08 CANADIAN FORCES SPECIALIST INSIGNIA	15
3.09 OFFICER'S SWORD	15
3.10 HAIR	15
3.11 JEWELLERY.....	15

CHAPTER ONE INTRODUCTION

1.01 APPLICATION

- a) This order, Dress Regulations for Navy League Cadets and Officers, is issued to provide members with the policy and instructions for wearing NL Cadet and NL Officer uniforms.
- b) To ensure uniformity and the maintenance of a high standard of dress and deportment, this regulation details policy, authorized items, their method of wear and standards of personal appearance.

1.02 AUTHORITY AND STANDARDS

- a) Dress Regulations for Navy League Cadets and Officers shall be interpreted as follows: If an item is not included in these regulations, it is not authorized.
- b) All cadets parading as a group in uniform shall be required to wear the same order of dress, except wear specifically exempted (i.e. type of footwear). The same applies to Navy League Officers.

1.03 CONDUCT WHILE IN UNIFORM (NL 8)

- a) The uniform worn by Navy League Cadet Officers and Cadets is naval in character and has a historic origin. It is to be worn with care and pride, and protected from all abuse and misuse by those granted permission to wear it.
- b) Navy League Officers and Cadets are to conduct themselves in a manner that brings credit to their Corps and The Navy League of Canada at all times while they are in Navy League uniform.

1.04 OCCASIONS WHEN UNIFORM WORN (NL 8)

- a) Navy League uniforms shall be worn:
 - i. To, from, and at regular drills, parades or meetings;
 - ii. At other official ceremonies and parades; and,
 - iii. As ordered by the Commanding Officer.
- b) Uniforms are not to be worn during any work, sport or other activity likely to dirty or damage them.

CHAPTER TWO CADET UNIFORMS

2.01 REQUIRED WEAR

- a) Navy League Cadets, either male or female, shall wear uniforms consisting of:
 - i. Cap - White, naval pattern; or, with C.O. approval, a turban.
 - ii. Cap Ribbon - "Navy League Cadets" or Corps name.
 - iii. Shirt – Postman blue, long sleeved, Navy League pattern.
 - iv. Insignia - Shoulder flashes - "Navy League Cadets".
 - v. Rank Badge - Navy League pattern.
 - vi. Other Badge (Trade, skill, award, etc.)
 - vii. Lanyard - White, naval pattern.
 - viii. Trousers - Black, Navy League pattern.
 - ix. Belt - White, Navy League pattern.
 - x. Boots/Shoes - Military style, black; shoes are to be oxford style (with laces).
 - xi. Socks - Plain black.

2.02 OPTIONAL WEAR

- a) Corps Badges - Provided all Cadets in the Corps wear them, approved Corps badges may be worn on the left breast of the shirt, immediately above and touching the seam of the pocket flap, centred above the button.
- b) Summer Dress - For summer camps or other activities cadets may wear a white T-Shirt and/or white shorts with white socks and running shoes. A ball cap may be worn if the activity would cause damage to the uniform cap. When any of this sport or camp uniform is worn, all Cadets present must wear it.
- c) Winter Dress - Peajacket, navy blue, Navy League pattern; or Parka, blue, Navy League pattern. Gloves should be black and of a pattern standard throughout the Corps.
- d) Rank Epaulets – In order to prevent any unnecessary damage to the Cadet Shirt, rank epaulets may be worn in place of the rank badge. In addition, epaulets may be worn on the Cadet Jacket.

2.03 BADGES AND AWARDS

- a) The following badges and awards are authorized for wear on a Navy League uniform (See Annex A for placement).
- b) Left Arm - Rank Badges
 - i. First Chevron - when rated an Able Cadet.
 - ii. Second Chevron with Single Anchor - when rated as a Leading Cadet.
 - iii. Third Chevron with Crossed Anchors - when rated as a Petty Officer Second Class.
 - iv. Coloured Crown In A Navy Blue Circle - when rated as a Petty Officer First Class.
 - v. Coloured Crown In A Navy Blue Circle bordered by Laurels - when rated as a Chief Petty Officer Second Class.
 - vi. Canada Coat of Arms - when rated as a Chief Petty Officer First Class.
- c) Upper Right Arm - Trade Badges (Only one to be worn)
 - i. Regulators Badge - may be worn by one PO2 or above, who is selected by the Corps C.O. to carry out the duties of Regulator, i.e. assistant to the "Chief", administration, etc. This badge is senior to all other trade badges.
 - ii. Communicator Badge - may be worn by a Cadet who has the ability to send and receive a plain language message of at least twenty-five words at the rate of six words per minute in both semaphore and Morse Code. The Communicator Badge is senior to the Semaphore Badge.
 - iii. Bandsman Badge - may be worn by a Cadet who has qualified to play an instrument in a band.
 - iv. Gunnery Badge – may be worn by a cadet appointed as a Corps Gunner (in charge of drill team)
 - v. Boatswain Badge - may be worn by a Cadet who has completed one year in the Corps and who has passed all the required examinations successfully.
- d) Lower Right Arm – Awards and Skill Badges

- i. Award For Merit Badge - The Navy League "For Merit" badge may be awarded annually to the three most outstanding Cadets for each twenty-five enrolled, by the C.O., having regard to the conduct, appearance, attitude and attendance of the Cadet.
 - ii. Navy League Cadet First Aid Badge - may be worn by a Cadet who has completed the Cadet First Aid Training as prescribed by NL 7, CTS 09.
 - iii. First Aid Badge (other) - may be worn by a Cadet who has qualified for the badge as prescribed by the appropriate organization (St. Johns, Red Cross, etc.). This badge must be obtained from the organization.
 - iv. Sailing Badge - may be worn by a Cadet that has proven sailing experience as prescribed by Navy League Cadet Optional Training. The Cadet may wear an official Canadian Yachting Association (CYA) badge upon proof of a current certification. The badge must be obtained from CYA.
 - v. Semaphore Badge - may be worn by a Cadet that has proven semaphore experience as prescribed by Navy League Cadet Optional Training
 - vi. Boatwork Badge - may be worn by a Cadet who has completed the Cadet Boatwork Training as prescribed by NL 7, CTS 08.
 - vii. Marksman Badge - may be worn by a Cadet who has shot ten targets (100 shots) and achieved a score of 50 or more. Note NL 8, Article 6.3.
- e) Cadets may wear a maximum of four badges on the lower right sleeve, two side by side above the cuff, one above that, and one above that again, if applicable. If only one skill badge is being worn, it is worn in the front spot.
 - f) The uppermost (Annex A location 6) badge is to be the "Merit" Badge; the next (location 7) is to be a First Aid badge; and at the cuff any two qualification badges, e.g. the Boatwork, Semaphore, or marksman Badge.

2.04 OTHER CADET AWARDS

- a) The Navy League Award of Commendation ribbon awarded in accordance with NL(21) (NLAO's) is to be worn on the right breast of the Cadet uniform.
- b) The Navy League Award of Excellence Medal awarded by National Board of Directors shall be worn on the left breast of the Cadet uniform.
- c) Replacement costs for damaged or lost medals and decorations shall be the responsibility of the individual.

- d) A Corps Badge approved in accordance with NL 8, Chapter 11 may be worn on the left breast.

2.05 HAIR

a) Males - Hair shall be:

- i. Neatly groomed;
- ii. Taper-trimmed at the back, sides, and above the ears to blend with the hair style;
- iii. No more than 15 cm in length, and sufficiently short so that when the hair is groomed and head-dress is removed, no hair shall touch the ears, or fall below the top of the eyebrows;
- iv. Styled so that it does not present a bizarre or exaggerated appearance, or interfere with the proper wearing of any cadet head-dress; and
- v. Kept free from the neck to a distance of 2.5 cm above the shirt collar.
- vi. Aboriginal Cadets – Long hair that does not extend below the lower edge of the shirt collar shall be styled neatly. Long hair that does extend below the lower edge of the shirt collar shall be gathered behind the head with a small-unadorned fastener of a colour that blends with that of the hair itself, or the hair shall be braided. Single and double braids shall be styled conservatively and tied tightly, secured at the end by a knot or a small-unadorned fastener as above. The maximum length of hair shall not extend below the top of the armpit. If hair normally extends below this, it will be tied up in order to conform to the above stated styles of hair. It does not need to be cut.

b) Females

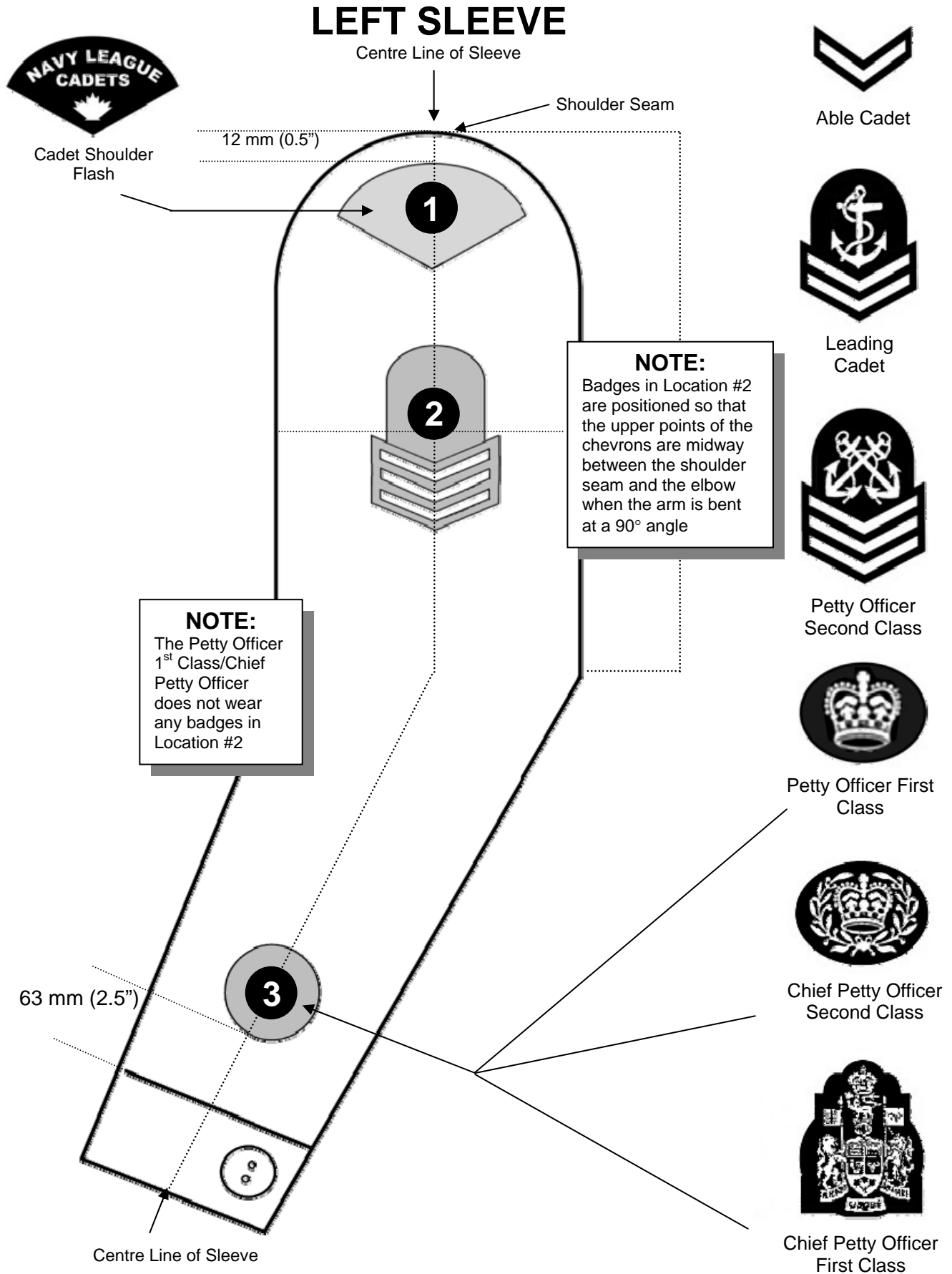
- i. Hair shall be kept neatly groomed and shall not extend below the lower edge of the shirt collar. Varying hairstyles, straight or curled, are permitted within these limits, but bizarre or unusual hair colours are not authorized. In no case shall the bulk or length of the hair detract from a positive cadet appearance or preclude the wearing of uniform headdress.
- ii. Hair ornaments shall not be worn. Every effort shall be made to ensure that bobby pins, hairpins and similar items used to secure hair as unobtrusive as possible.
- iii. Braids – Shall be styled conservatively and tied tightly, secured at the end by a knot or a small-unadorned fastener. A single braid shall be worn in the centre of the back. Double braids shall be worn behind the shoulders. Hair

shall not extend below the top of the armpit when gathered behind the head or braided.

2.06 JEWELLERY

- a) Males - The only jewellery that may be worn by males in the NL Cadet uniform shall be a wristwatch, a Medical Alert Chain Identifier and a maximum of two rings. Male cadets in uniform shall not wear a necklace or a chain about the neck, nor shall they wear any type of earring.
- b) Females - The only jewellery that may be worn by females in the NL Cadet uniform shall be a wristwatch, a Medical Alert Chain Identifier and a maximum of two rings. Female cadets in uniform shall not wear a necklace or a chain about the neck. Female cadets in uniform may wear a single pair of gold or silver stud earrings in pierced ears. The single stud shall be worn in the centre of each earlobe and not exceed 0.6 cm in diameter. No other type of earring shall be worn.

CHAPTER 2 - ANNEX A
CADET BADGES



CHAPTER 2 - ANNEX A
CADET BADGES

RIGHT SLEEVE

Centre Line of Sleeve



Shoulder Seam

Cadet Shoulder Flash



Regulator
Badge



Communicator
Badge



Bandsman
Badge



Gunnery
Badge



Boatswain
Badge



Marksman
Badge



Boatwork
Badge



Sailing
Badge



Semaphore
Badge



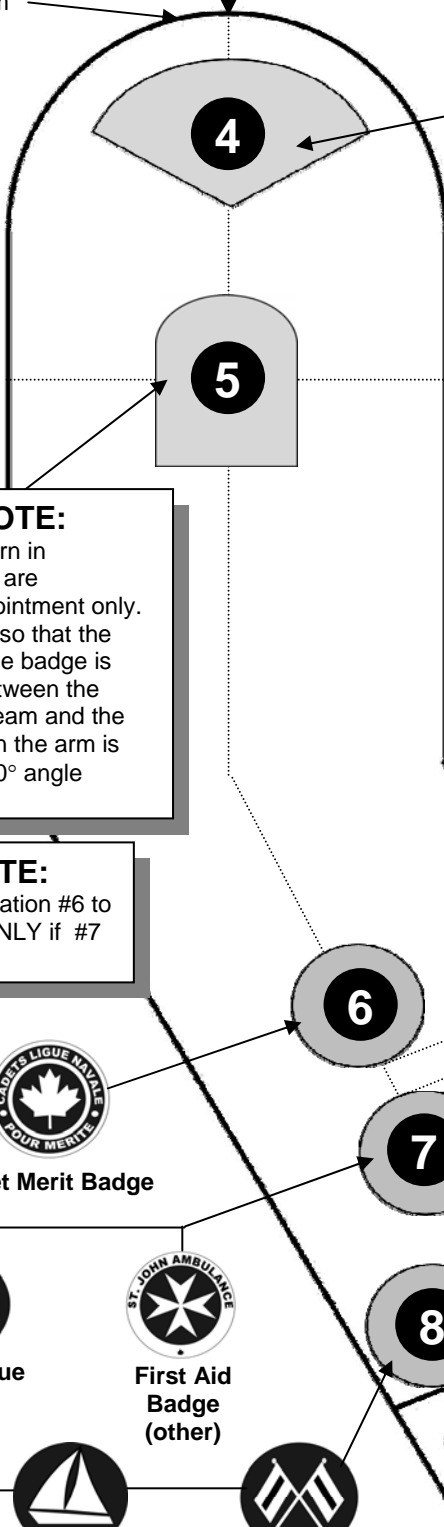
Cadet Merit
Badge



Navy League
First Aid
Badge



First Aid
Badge
(other)



NOTE:

Badges worn in location #5 are Trade/Appointment only. Positioned so that the centre of the badge is midway between the shoulder seam and the elbow when the arm is bent at a 90° angle

NOTE:

Badge Location #6 to be used ONLY if #7 is used

NOTE:

Badges worn in location #8 are skill badges only. Positioned so that 2 badges may be placed on the outside of the sleeve, bottom touching the upper edge of the cuff. The centre line of the sleeve should split the badges with ½ cm space to each side. If only one skill badge is being worn, it is worn on the front spot

1 cm

1 cm

1 cm

UNIFORM MAINTENANCE INSTRUCTIONS

CAP - Your cap should be cleaned with a soft brush, warm or hot water, and detergent such as Ajax, Comet or dish soap. Liquid shoe polish should not be used as it runs when it rains. After your cap is clean it should be placed in a bag and stored where it won't get crushed. The top of a closet is a good place.

Note: Your shirt and trousers should be washed in warm or cold water and can be washed with all dark clothes when a laundry is done. They can be machine dried and then both need to be pressed.

TROUSERS - Turn inside out and press with a damp lint-free cloth over the seams. **DO NOT** put a crease down the front of your trousers. In most cases each side must be done separately, as the seams at the sides do not usually line up. When finished leave them inside out and place on a pant hanger or a hanger that will not leave a crease through the middle.

SHIRT - If you iron your shirt on a high temperature inside out (all except the sleeves) it will come out nicely. For the sleeves, place them on the ironing board with the seam to one side. Iron each sleeve flat and ensure that **there are no creases**. The sleeve will have to be rolled on the board in order to ensure that the entire sleeve has been pressed. Make sure no threads (Irish pennants) are sticking out. If so, clip them off with a pair of scissors. Press your collar, epaulettes, and cuffs.

WEB BELT - Remove the buckles and wash in hot soapy water. If the belt is extremely dirty, (it shouldn't be if it is being cleaned regularly) you may wash it using bleach. **Ask an adult to help you.**

LANYARD - Made of cotton, it is machine washable **DO NOT DRY IT IN A DRYER**. To dry, place some tape on a nail somewhere so rust will not get on the lanyard and then tie a shoe to the other end for weight. If it is done this way it will look new for years. It is worn around your neck, through the epaulets with the knot at the second button, looped at the fourth button and the remainder tucked neatly in the left breast pocket.

BOOTS - Place a **LIGHT** coat of black shoe polish (Kiwi works best) on the boots let it dry for 15 to 20 minutes, then using cold-water rub in small circles until a shine can be seen. When finished the boots can be buffed with an old nylon. Do not use a shoe brush, it works fine for normal shoes, however, it is next to impossible to get a high gloss shine using a brush. Your boots should be polished after every time you wear them. When finished put them in a place where they will not get scuffed.

CHAPTER THREE OFFICER UNIFORMS

3.01 GENERAL

- a) Officers shall wear the Navy League uniform authorized by National Board of Directors. No items other than those described in Section 10 are considered part of the uniform.

3.02 MALE NAVY LEAGUE CADET OFFICER SERVICE DRESS

- a) Male Officers shall wear uniforms, as authorized in NL 8, Article 4.11, consisting of:
 - i. Cap - Naval pattern, white, with plain black peak. An appropriate turban may be worn with the C.O.'s permission. Commanders (NL) shall wear a naval pattern, white, with Oak Leaf cluster on peak.
 - ii. Cap Badge - Navy League pattern.
 - iii. Jacket - Black, double breasted, with six Navy League pattern buttons.
 - iv. Insignia - Shoulder Flashes - Navy League pattern "Navy League Canada" on both sleeves, centred 1/4 inch below the shoulder seams.
 - v. Rank - Navy League pattern gold lace (full width 1/2 inch, half width 1/4 inch) (see Annex A) with Navy League pattern maple leaf cloth badge 1/4 inch above the uppermost row of lace on both sleeves, or four inches above the cuff for Midshipmen(NL).
 - vi. Trousers - Black, of the same material and colour as jacket.
 - vii. Shirt - White long sleeved dress shirt with turn down collar.
 - viii. Tie - Plain black.
 - ix. Shoes - Black oxford style (with laces) and plain toe.
 - x. Socks - Plain black.
- b) Optional Wear – the following items may be worn as dictated by the time of year:
 - i. Summer - A short sleeved white military style shirt with gold on white "Navy League Canada" shoulder flashes (available through Logistik Unicorp) and epaulettes with slip-on rank insignia, or appropriate shoulder boards, may be worn with the top button undone, without jacket or tie, with the uniform black trousers. Name tags are to be worn above the right

pocket, and medal ribbons above the left pocket. This optional summer dress should not be worn on ceremonial occasions.

- ii. Winter - A naval pattern double breasted overcoat with Navy League brass buttons, shoulder boards, or a naval style burberry. When gloves are worn they are to be black leather.

3.03 FEMALE NAVY LEAGUE CADET OFFICERS SERVICE DRESS

- a) Female officers shall wear uniforms, as authorized in NL 8, Article 4.11, consisting of:
 - i. Cap - Naval pattern tricorn, or Naval pattern female, white, with plain black peak.
 - ii. Cap Badge - Navy League pattern.
 - iii. Jacket - Black, single breasted, with four Navy League pattern buttons.
 - iv. Insignia - Shoulder Flashes - Navy League pattern "Navy League Canada" on both sleeves, centred 1/4 inch below the shoulder seams.
 - v. Rank - Navy League pattern gold lace (full width 1/2 inch, half width 1/4 inch) with Navy League pattern maple leaf cloth badge 1/4 inch above the uppermost row of lace on both sleeves, or four inches above the cuff for Midshipmen(NL).
 - vi. Skirt - Black- "A-line" pattern, of same material and colour as jacket.
 - vii. Shirt - White long sleeved dress shirt with turned down collar.
 - viii. Tie - Plain black.
 - ix. Shoes - Black oxford style with plain toe.
 - x. Stockings - With skirts, black or beige, consistent within a Corps; with trousers, black stockings or socks.
- b) Optional Wear – the following items may be worn by female officers:
 - i. Trousers - Trousers may be worn in lieu of a skirt provided they are of the same material and colour as the jacket. Black stockings or socks are to be worn with trousers.
 - ii. Summer - A short sleeved white military style shirt with gold on white "Navy League Canada" shoulder flashes (available through Alberta Division) and epaulettes with slip-on rank insignia, or appropriate shoulder boards, may be worn with the top button undone, without jacket or tie, with the uniform black trousers. Name tags are to be worn above the right

pocket, and medal ribbons above the left pocket. This optional summer dress should not be worn on ceremonial occasions.

- iii. Winter - A naval pattern double breasted overcoat with Navy League brass buttons, shoulder boards, or a naval style burberry. When gloves are worn they are to be black leather.

3.04 WORK DRESS

- a) Male or female officers may wear work dress when their dress uniform would not be appropriate or would be subject to soiling or damage. Work dress shall not be worn on formal parades or other ceremonial occasions. The approved work dress consists of:
 - i. Cap - Dress uniform cap or black beret.
 - ii. Cap Badge - Navy League pattern (small size for beret).
 - iii. Jacket - Lined navy blue windbreaker style jacket with a zipper closure, breast pockets, slant side pockets and epaulettes.
 - iv. Insignia - Shoulder Flashes - Navy League pattern "Navy League Canada" on both jacket sleeves, centred 1/4 inch below the shoulder seams.
 - v. Rank - Slip-on rank insignia will be worn on the jacket, or on the shirt when a jacket is not being worn.
 - vi. Trousers - Black, of the same material and colour as jacket.
 - vii. Shirt - Dark blue or white, military style with epaulettes.
 - viii. Tie - Plain black (optional).
 - ix. Shoes - Black oxford style; black military style boots; or, if working around boats, clean white running shoes.
 - x. Socks - Black with shoes or grey with boots or running shoes.
 - xi. Sweaters - Black, ribbed knit sweaters with crew or vee neck, cloth elbow and shoulder patches, and epaulettes may be worn with the dress uniform or work dress in lieu of a jacket. Sweaters are not to be worn on parades or ceremonial occasions.

3.05 FORMAL DRESS

- a) Formal uniform may be worn at appropriate functions, such as military mess dinners, other formal dinners, dances, etc.

- b) The authorized formal uniform for Navy League Cadet Officers is the regular dress uniform with a black bow tie. Female officers may wear a black cross-over tie. If medals are worn they must be full size.
- c) Officers are no longer permitted to wear 'mess dress' (since December 1998). The only authorized formal attire is as outlined in subpara (b).
- d) The right to wear a Navy League Officer Uniform is granted solely by the National Navy League Cadet Committee. Even if an individual purchases uniforms, they may only be worn by authorized (warranted) individuals.

3.06 MEDALS / RIBBONS

- a) Officers may only wear authorized Canadian Orders, Decorations or Medals with Navy League uniforms in the approved manner. Medals are to be worn on all formal occasions, and the appropriate ribbons are to be worn on informal occasions.
- b) An Officer who was awarded an Order, Decoration or Medal by a foreign power may be granted approval to wear the insignia and/or ribbon while in Navy League uniform. To obtain approval the Officer must submit a written request with documentation of the award through his C.O., Branch and Division to the National Office for approval by the National Navy League Cadet Committee.
- c) All authorized medals are to be worn on the left side of the jacket centred above the breast pocket, with the following exceptions:
 - i. The Long Service Medal is to be worn on the right side of the jacket, 2mm below and centred with the nametag, or, in place of the medal, the service pin (see article 3.07): and
 - ii. The Duke of Edinburgh pin shall be on the right side of the jacket, 2mm above and centred with the nametag (see Annex C for diagram).
 - iii. The Royal Canadian Sea Cadet Service Medal is to be worn on the right side of the jacket (to the right of the Long Service Medal), 2mm below and centred with the nametag, or, in place of the medal, the undressed ribbon.

3.07 NAME TAG / SERVICE PIN

- a) Officers are to wear 3" x 1/2", surname only, white lettering on black background name tags on the right breast of their uniforms opposite the top of the breast pocket.
- b) Officers may wear coloured pins indicating years of Navy League service (by colour) on their uniforms. These pins (available from Joe Drouin – www.joedrouin.com) are to be worn on the right breast below the nametag. See Annex B for a description of the pins.

3.08 CANADIAN FORCES SPECIALIST INSIGNIA

- a) An Officer may wear specialist insignia which he has previously earned and worn while an officer or member of the Canadian Forces. The insignia is to be worn one inch above the Maple Leaf on the left sleeve.

3.09 OFFICER'S SWORD

- a) Corps C.O.'s and Guard Officers may wear Naval swords on ceremonial occasions. Female Officers wearing swords are to wear trousers.

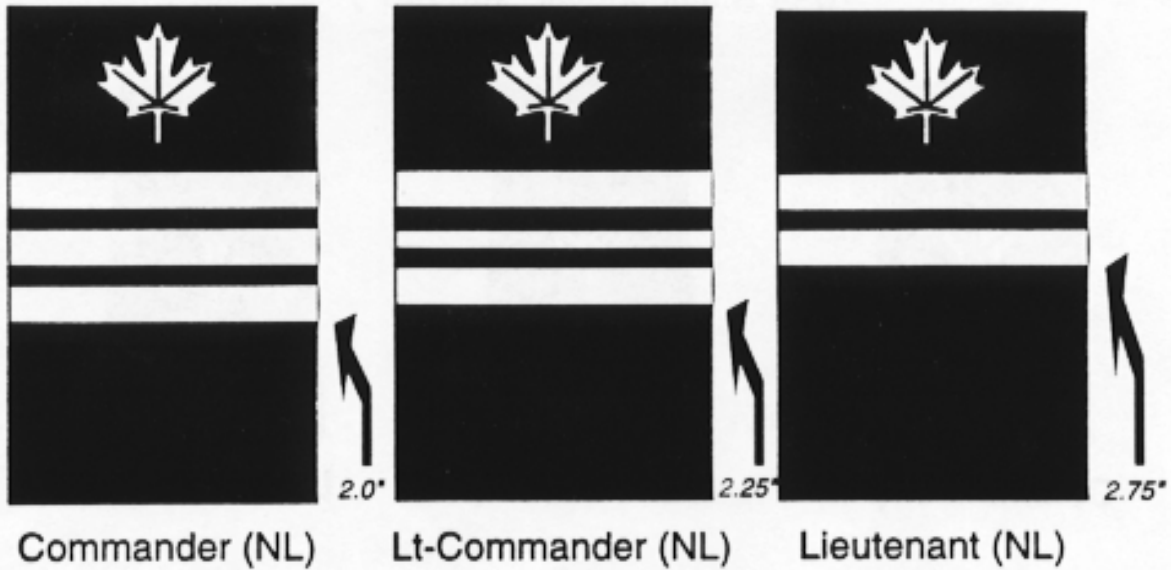
3.10 HAIR

- a) Hair shall be worn in the same manner for officers as it does cadets. Regulations stating cadet hairstyles can be found in article 2.05 in Chapter 2 of this regulation.

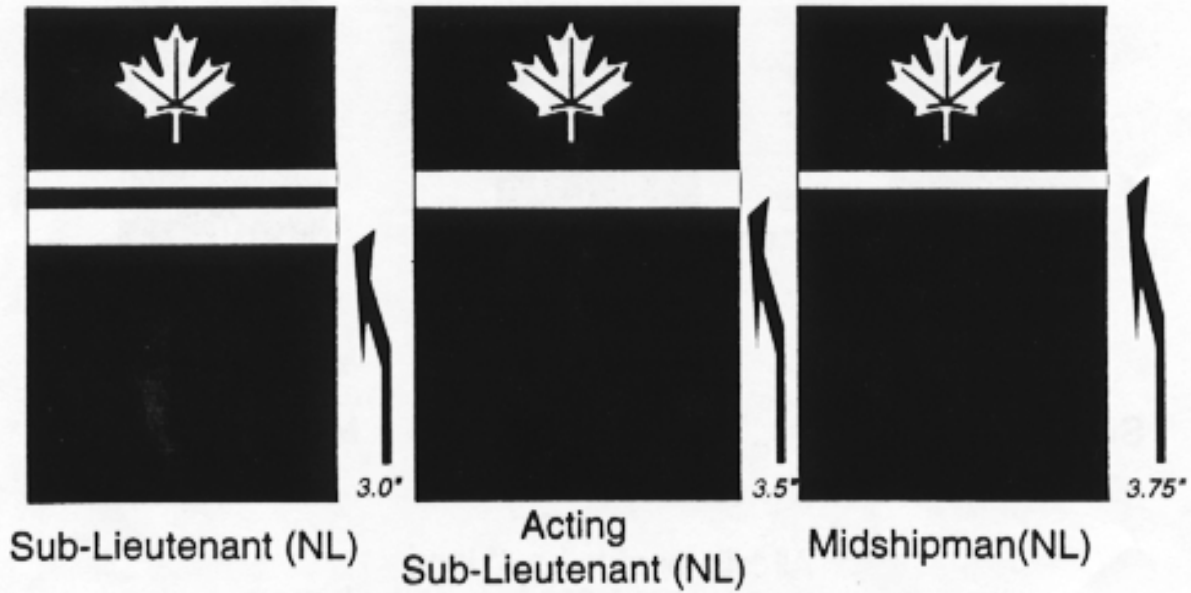
3.11 JEWELLERY

- a) Female Officers may wear plain gold or silver studs or sleepers in their ears. Under no circumstances are male Officers or Cadets to wear earrings of any kind while they are in uniform.
- b) The only other jewellery that may be worn in uniform shall be a wristwatch, a medical alert chain identifier, a maximum of two rings, and a tie clasp. Additional rings may be worn where they indicate professional standing, such as an engineer, or are worn with a wedding band as a single set indicating betrothal or fidelity, such as an engagement or anniversary ring.
- c) Body tattoos and body piercing - Members shall not acquire visible tattoos that could be deemed to be offensive (e.g. pornographic, blasphemous, racist) or otherwise reflect discredit on the NLOC. Members either in uniform or on duty in civilian clothing shall not wear visible and non-visible body piercing adornments, with the exception of women's earrings and ear sleepers.

CHAPTER 3 - ANNEX A
 OFFICER'S RANK INSIGNIA
 JACKET SLEEVE

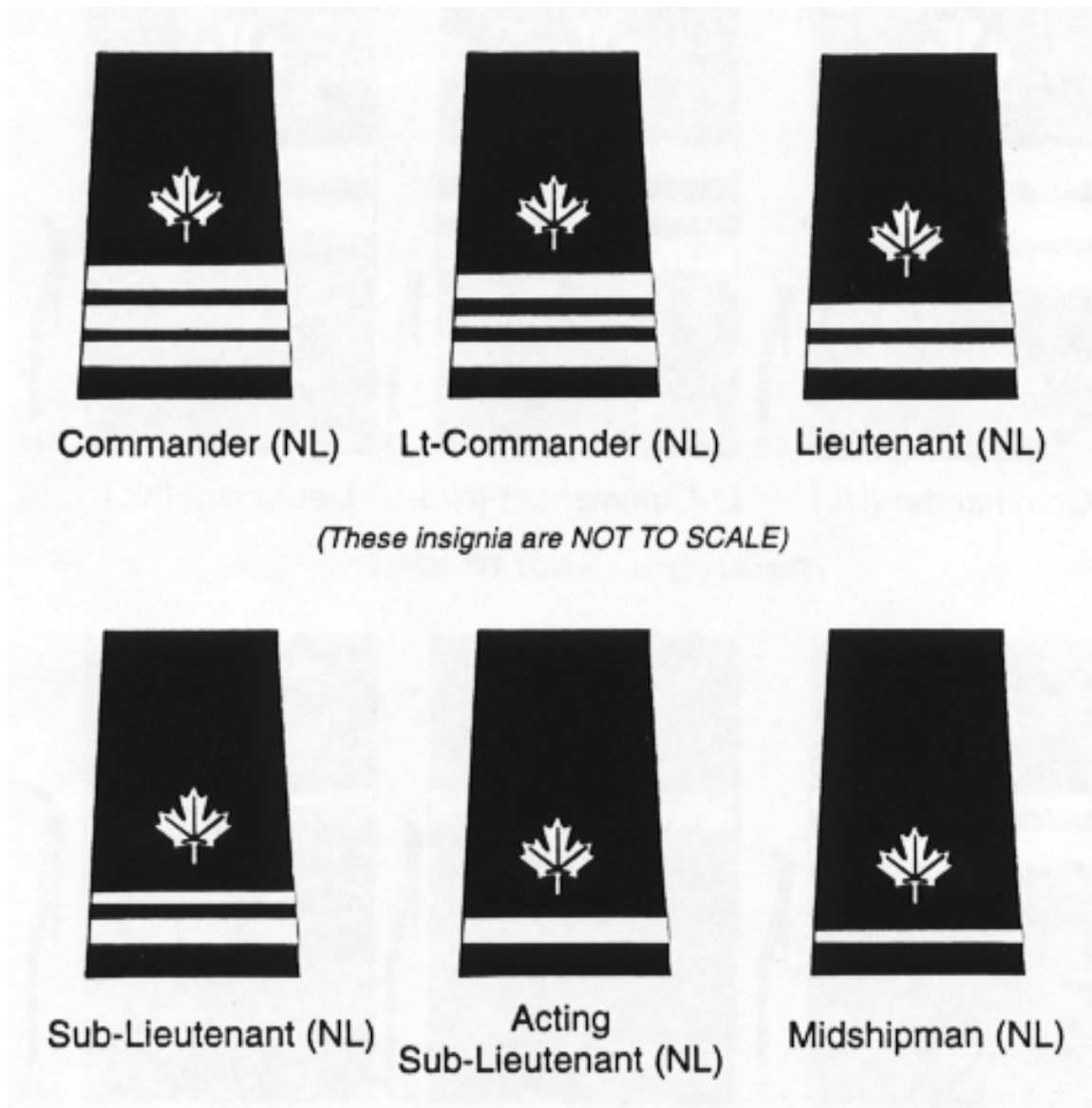


(These insignia are NOT TO SCALE)



All wide gold lace = 0.5"
 All narrow gold lace = 0.25"
 All spaces between gold lace = 0.25"
 Maple leaf to be centred and 0.25" above gold lace

CHAPTER 3 - ANNEX A (cont)
 OFFICERS' RANK INSIGNIA
 SHOULDER RANK "SLIP-ONS"



All "slip-ons" to be 4" long
 2" wide at the top and 2.25" wide at the bottom
 Lowest lace to be 0.5" from bottom
 All wide gold lace = 0.5"
 All narrow gold lace = 0.25"
 All spaces between lace = 0.25"
 Maple Leaf to be centred and 0.25" above gold lace

ANNEX B
NAVY LEAGUE OFFICERS
SERVICE PIN DESIGNATIONS



- 5 Year Pin - Blue Navy League Crest with Red bar outlined in gold
- 10 Year pin- Blue Navy League Crest with Blue bar outlined in gold
- 15 Year Pin - Blue Navy League Crest with Green bar outlined in gold
- 20 Year Pin - Blue Navy League Crest with Silver bar outlined in gold
- 25 Year Pin - Blue Navy League Crest with Gold bar outlined in gold
- 30 Year Pin - Gold Navy League Crest with Red bar outlined in gold
- 35 Year Pin - Gold Navy League Crest with Blue bar outlined in gold
- 40 Year Pin - Gold Navy League Crest with Green bar outlined in gold

ANNEX C
NAVY LEAGUE OFFICERS
JACKET – RIGHT SIDE

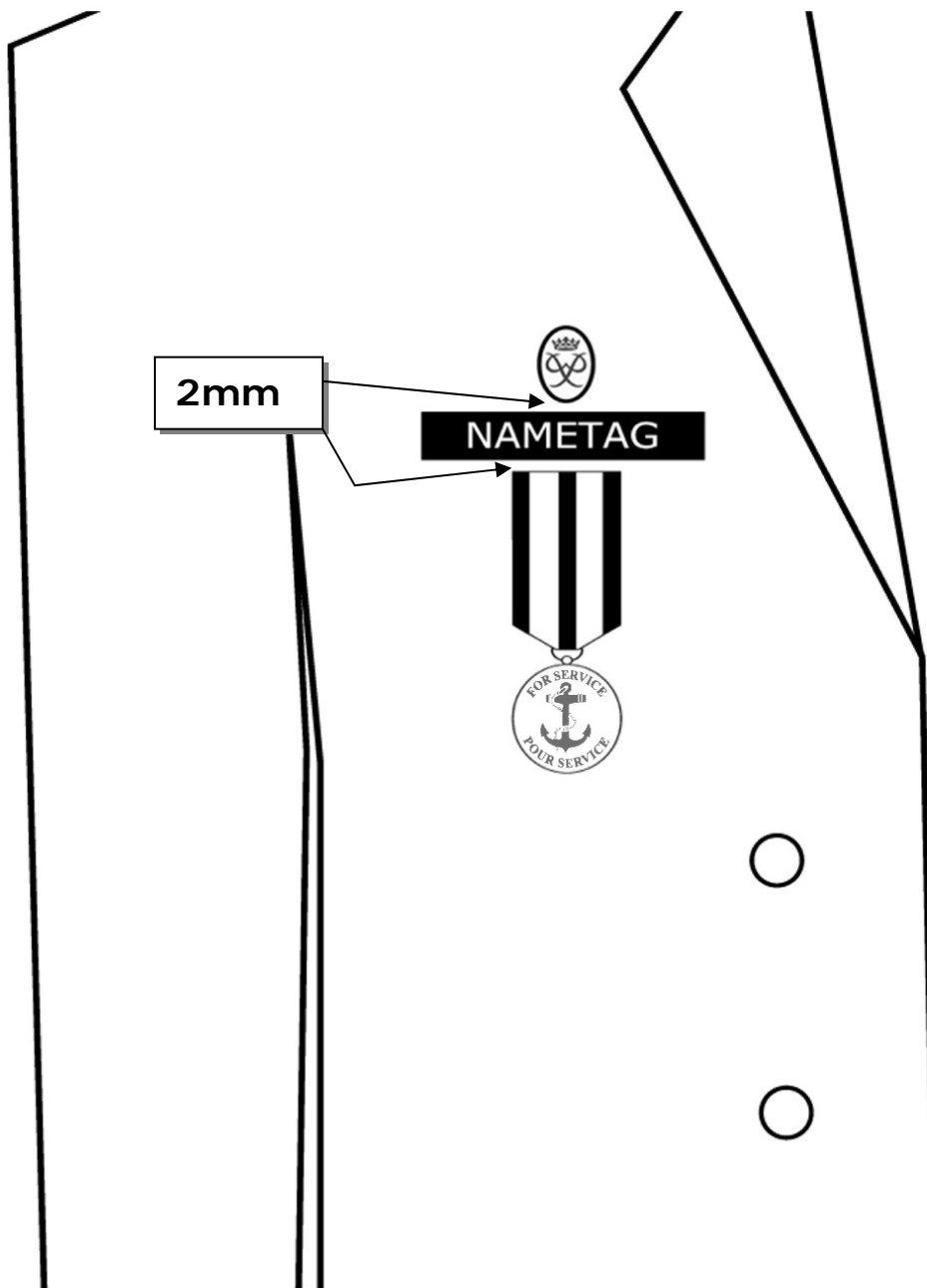


Fig. A-C: The right side of the officer jacket showing the Long Service Medal and Duke of Edinburgh pin

ANNEX D
NAVY LEAGUE OFFICERS
UNIFORM MAINTENANCE

GENERAL

Officers shall maintain their uniforms to the highest standard. The cadets will consider your uniform as a standard. If you have boots/shoes that have a high gloss, the cadets will likely want to achieve the same.

- CAP -**
- Male caps: On the white part, your cap should be cleaned with a soft brush, warm or hot water, and mild detergent such as dish soap. The beak and chinstay can be buffed with a Kiwi cloth.
- Female caps: : The white part is made of leather. Your cap should be cleaned with a cloth (use a soft brush for stubborn markings), warm or hot water, use a mild detergent such as dish soap.
- Both caps: Take care not to allow any soap to reach the black material. After your cap is clean it should be wiped dry (important for the female cap, as it can warp), placed in a bag and stored where it won't get crushed.

Notes:

- a. Most clothing can be machine washed / dried, but do read the manufacturer's cleaning instructions on the label.
- b. Jacket and Trousers: It is recommended that these are dry cleaned.
- c. Workdress clothing doesn't normally require ironing. It must be clean and presentable. .

- TROUSERS -** Press with a damp lint-free cloth. Press a crease down the front and back of your trousers in the centre. Try to press as high as you can go without including additional (and incorrect) creases. When finished place them on a pant hanger or a hanger that will not leave a crease through the middle.

- SHIRT -** If you iron your shirt on a high temperature it will come out nicely. Press your collar, epaulettes, and cuffs first. For the sleeves, place them on the ironing board with the seam to one side. Iron each sleeve flat. On the long sleeve white shirt, ensure the **crease runs the length of the sleeve** from the centre of the epaulette straight down to the top of the cuff. On the short sleeve white shirt, ensure the **crease only runs from the** bottom of the shoulder flash to the bottom end of the sleeve. DO NOT crease the badge, nor above it. Make sure no threads (Irish pennants) are sticking out. If so, clip them off with a pair of scissors.

- BOOTS -** Place a LIGHT coat of black shoe polish (Kiwi works best) on the boots let it dry for 15 to 20 minutes, then using cold-water rub in small circles until a shine can be seen. When finished the boots can be buffed with an old nylon. Do not use a shoe brush, it works fine for normal shoes, however, it is next to impossible to get a high gloss shine using a brush. Your boots should be polished after every time you wear them. When finished put them in a place where they will not get scuffed.