

**OTS 207 UNIFORMS  
LESSON PLAN 1**

**DRESS REGULATIONS**

**1 period**

**Introduction**

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.

Navy League Officers and Cadets are to conduct themselves in a manner which brings credit to their Corps and The Navy League of Canada at all times while they are in Navy League uniform.

**Occasions to Where the Uniform**

Navy League uniforms shall be worn:

- To, from, and at regular drills, parades or meetings;
- At other official ceremonies and parades; and,
- As ordered by the Commanding Officer.

**Supply of Officer Uniforms**

The Navy League Branch is to provide a basic uniform consisting of: a cap, cap badge, jacket with rank insignia and shoulder flashes, and trousers or skirt, on loan to all Officers.

Cap badges, shoulder flashes, buttons and maple leaf sleeve insignia must be purchased from the National Office through the National Distributor. Caps, uniform jackets and trousers must be purchased from the national supplier through the National Office.

The right to wear a Navy League Officer Uniform is granted solely by the National Committee. Even if uniforms are purchased by an individual, they may only be worn by authorized (warranted) individuals.

**Navy League Officers are not entitled to Canadian Forces uniforms, and are not to acquire any uniform items from any Canadian Forces source of supply by any means! To do so may be considered an act of fraud by the Government of Canada.**

The following regulations refer to NL 8 Chapter 10, Section 04, sub-sections 01 to 05. These sections provide all of the regulations needed to wear the NL officer uniform. If an order of dress or article of clothing is not mentioned here, it is not to be worn.

## **Male Navy League Cadet Officers**

1. Cap - Naval pattern, white, with plain black peak. An appropriate turban may be worn with a C.O.'s permission. Commanders (NL) shall wear a Naval pattern, white, with Oak Leaf cluster on peak.
2. Cap Badge - Navy League pattern.
3. Jacket - Navy blue, double breasted, with six League pattern buttons.
4. Insignia - Shoulder Flashes - Navy League pattern "Navy League Canada" on both sleeves, centred 1/4 inch below the shoulder seams.
5. Rank - Navy League pattern gold lace (full width 1/2 inch, half width 1/4 inch) (See Chap 4, 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).
6. Trousers - Navy blue, of the same material and colour as jacket.
7. Shirt - White long sleeved dress shirt with turn down collar.
8. Tie - Plain black.
9. Shoes - Black oxford style (with laces) and plain toe.
10. Socks - Plain black.

### Optional Wear

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 navy blue 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.

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.

## **Female Navy League Cadet Officers**

For the most part, the regulations that cover the male uniform also apply to females, except in the following instances:

1. Cap – Naval pattern tricorne, or Naval pattern female, white, with plain black peak
2. Jacket - Navy blue, single breasted, with four Navy League pattern buttons

3. Skirt – Navy Blue – “A-line” pattern, of same material and colour as jacket
4. Stockings – With skirts, black or beige, consistent within a Corps

#### Optional Wear

Trousers – May be worn in lieu of skirt provided they are of the same material and colour as the jacket. Black stockings or socks are to be worn with trousers.

#### **Work Dress Uniforms**

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:

1. Cap - Dress uniform cap or navy blue beret.
2. Cap Badge - Navy League pattern (small size for beret).
3. Jacket - Lined navy blue windbreaker style jacket with a zipper closure, breast pockets, slant side pockets and epaulettes.
4. Insignia - Shoulder Flashes - Navy League pattern "Navy League Canada" on both jacket sleeves, centred 1/4 inch below the shoulder seams.
5. Rank - Slip-on rank insignia will be worn on the jacket, or on the shirt when a jacket is not being worn.
6. Trousers - Navy blue, of the same material and colour as jacket.
7. Shirt - Dark blue or white, military style with epaulettes.
8. Tie - Plain black (optional).
9. Shoes - Black oxford style; black military style boots; or, if working around boats, clean white running shoes.
10. Socks - Black with shoes or grey with boots or running shoes.
11. Sweaters - Navy blue, 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.

## **Formal Dress**

- Formal uniform may be worn at appropriate functions, such as military mess dinners, other formal dinners, dances, etc.
- 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.
- Officers are not permitted to wear 'mess dress'. The only authorized formal is stated above.

## **Medals/Ribbons**

Officers may wear only 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.

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 Committee.

Officers are not to wear NL medals or ribbons which they received as Cadets.

## **Canadian Forces Specialist Insignia**

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.

## **Officer's Sword**

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

## **Return of the Uniform**

Before a Cadet is issued a uniform, the Cadet and his parents or guardians are to be informed of the cost of the uniform and their responsibility to replace any article lost or damaged through negligence, or not returned when the Cadet leaves the Corps.

That portion of the uniform that is the property of the Navy League is subject to recall at any time.

Uniforms are to be returned to the Corps by the Officer or Cadet to whom it was issued when he or she leaves the Corps.

In cases where a Cadet or Officer fails to attend drills or leaves the Corps and neglects to turn in his uniform, his home should be visited in an effort to obtain the uniform.

Releases, discharges or transfers shall not be held up pending return of, or payment for, uniforms or parts thereof.

All individuals are held accountable for the uniforms in their care. Persons failing to return uniforms may be charged for the replacement cost.

### **Maintenance of the Uniform**

Cap –Cleaning your cap on a regular basis will prevent an off-white colour. 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

Shirt – The shirt should be washed on a regular basis, and then pressed with a steam iron. The front and back, as well as the collar, should be pressed flat. The sleeves should each have one sharp crease from the centre of the epaulette at the top and straight down the outer side.

Jacket and Pants – It is recommended that these parts be dry cleaned by a professional. If the pants need to be pressed, make sure to use a damp cloth over top of the fabric. The pants should be pressed with a crease in the front and back of each leg.

Shoes – Polishing shoes is a skill that is gained over time and practice. Kiwi polish and cloths are recommended. Place a small amount of polish (a fingertip) on the cloth and use circular motions to polish into the leather of one section of the shoe. The shoes should have an all-around shine, and the soles should be black. Once up to standard, shoes should only need a few minutes work each week to polish out the scuffmarks.

### **Conclusion**

As a uniformed officer, it is one of your responsibilities to set a high standard of dress and deportment. If the cadets are expected to wear the proper uniforms for the correct occasions, it is the leader that must show them how it is done.