

**PRINCIPALITY OF HUTT RIVER  
ROYAL HUTT RIVER DEFENCE FORCES**



**ROYAL HUTT RIVER LEGION**

*“ad perfectionum nimitur”*



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**Honorary Colonel-in-Chief: HRH Princess Shirley**

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**Regulations, Operational Standards, and Procedures  
of the Royal Hutt River Legion**

**A Charitable, Community, and Humanitarian Branch  
of the Royal Hutt River Defence Forces**



*Office of:*  
**Royal Hutt River Legion**  
*Hon. Colonel in Chief - HRH Princess Shirley*  
*An Arm of the Royal Hutt River Defence Forces*  
**PRINCIPALITY of HUTT RIVER**

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# Royal Hutt River Legion

Hon. Colonel in Chief - HRH Princess Shirley

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## **REGULATIONS, OPERATIONAL STANDARDS, AND PROCEDURES**

This document contains the following Regulations, Operational Standards, and Procedures for the Royal Hutt River Legion (RHRL)

- I. Rank Advancement/Promotion Criteria**
- II. Uniform Regulations**
- III. Awards and Recognition**
- IV. Reporting Requirements**



# I. ROYAL HUTT RIVER LEGION RANK ADVANCEMENT/PROMOTION CRITERIA

## *RHRDF Comparative Rank Table:*

| Branch/<br>Rank Level | Royal Hutt River<br>Army   | Royal Hutt River Navy | Royal Hutt River<br>Air Force | Royal Hutt River<br>Legion |
|-----------------------|----------------------------|-----------------------|-------------------------------|----------------------------|
| N01                   | Private                    | Seaman                | Aircraftsman                  | Legionnaire                |
| N02                   | Corporal                   | Able Seaman           | Corporal                      | Corporal                   |
| N03                   | Sergeant                   | Leading Seaman        | Sergeant                      | Sergeant                   |
| C01                   | Warrant Officer            | Warrant Officer       | Warrant Officer               | -----                      |
| C02                   | 2 <sup>nd</sup> Lieutenant | Acting Sub Lieutenant | Pilot Officer                 | 2 <sup>nd</sup> Lieutenant |
| C03                   | 1 <sup>st</sup> Lieutenant | Sub Lieutenant        | Flying Officer                | 1 <sup>st</sup> Lieutenant |
| C04                   | Captain                    | Lieutenant            | Flight Lieutenant             | Captain                    |
| C05                   | Major                      | Lt. Commander         | Squadron Leader               | Major                      |
| C06                   | Lt. Colonel                | Commander             | Wing Commander                | Lt. Colonel                |
| C07                   | Colonel                    | Captain               | Group Captain                 | Colonel                    |
| C08                   | Brigadier                  | Commodore             | Air Commodore                 | -----                      |
| C09                   | Major General              | Rear Admiral          | Air Vice Marshal              | Brigadier                  |
| C10                   | Lt. General                | Vice Admiral          | Air Marshal                   | General                    |
| C11                   | General                    | Admiral               | Air Chief Marshal             | Field Marshal              |

## *RHRDF Advancement/Promotion Guidelines:*

All guidelines assume that the RHRDF member is in good standing with no demerits or other disciplinary actions pending.

### **N01 to N02.**

- Active participation in Unit activities.
- Demonstrated willingness and ability to take on additional responsibilities within the Unit.

### **N02 to N03.**

- Active participation in Unit activities.
- Demonstrated willingness and ability to take on leadership responsibilities within the Unit.

### **N03 to C01.**

- Active leadership in Unit activities.
- Demonstrated strong desire and ability to take on additional leadership responsibilities within the Unit.
- Proven ability to coordinate Unit activities and direct subordinate Unit members.



- Proven ability to mentor new/subordinate Unit members.
- Presents polished image outside the Unit.
- Strong communication skills (verbal and written).
- Considered to be an Officer-in-Training position so that leadership qualities may be further assessed and developed.

#### **C01 to C02.**

- Active leadership in Unit activities.
- Demonstrated strong desire and ability to take on additional leadership responsibilities within the Unit.
- Proven ability to coordinate Unit activities and direct subordinate Unit members.
- Proven ability to mentor new/subordinate Unit members.
- Presents polished image outside the Unit.
- Strong communication skills (verbal and written).

#### **C02 to C03.**

- Active participant in planning, participating in, and leading Unit activities.
- Demonstrated strong desire and ability to take on additional leadership responsibilities within the Unit.
- Proven ability to plan and lead Unit activities and direct subordinate Unit members.
- Proven ability to mentor new/subordinate Unit members.
- Presents polished image outside the Unit.
- Strong communication skills (verbal and written).

#### **C03 to C04.**

- Active planning and leadership in Unit activities. Provides input into goals and objectives for the Unit.
- Demonstrated strong desire and ability to take on additional leadership responsibilities within the Unit.
- Proven ability to coordinate Unit activities and direct subordinate Unit members.
- Proven ability to mentor new/subordinate Unit members. Has the respect of peers and superiors within the Unit.
- Presents polished image outside the Unit.
- Strong communication skills (verbal and written).

#### **C04 to C05.**

- Active planning and leadership in Unit activities. Helps set the goals and objectives for the Unit and identify Unit activities that support those goals and objectives.
- Demonstrated strong desire and ability to take on additional leadership responsibilities within the Unit.
- Proven ability to lead Unit activities and direct subordinate Unit members.
- Proven ability to interact effectively with other Unit officers.
- Proven ability to mentor new/subordinate Unit members. Has the respect of peers and superiors within the Unit.
- Presents polished image outside the Unit.
- Excellent communication skills (verbal and written). Strong presentation skills.



### **C05 to C06.**

- Key player in planning and leading Unit activities. Helps define the goals and objectives for the Unit and identify Unit activities that support those goals and objectives. Volunteers persistently to ensure goals and objectives are met.
- Demonstrated strong desire and ability to take on additional leadership responsibilities within the Unit.
- Proven ability to lead Unit activities and direct subordinate Unit members.
- Proven ability to interact effectively with other Unit officers and with personnel from other Units (where applicable).
- Proven ability to mentor new/subordinate Unit members. Has the respect of peers and superiors within the Unit.
- Presents highly polished image outside the Unit.
- Excellent communication skills (verbal and written). Excellent presentation skills. Ensures all Unit reports are completed accurately and timely.

### **C06 to C07.**

- Plans and leads Unit activities within a specific geographic area. Helps develop strategies, including goals and objectives for the Unit, and identifies Unit activities to implement those strategies. Volunteers persistently to ensure strategies are successful.
- Demonstrated strong desire and outstanding ability to take on additional leadership responsibilities within the Unit.
- Proven ability to lead Unit activities and direct subordinate Unit members.
- Proven ability to interact effectively with other Unit officers and with personnel from other Units (where applicable).
- Proven ability to mentor new/subordinate Unit members. Has the respect of peers and superiors within the Unit and outside the Unit.
- Represents the Unit with other Units, other Branches of Service, and the General Public.
- Excellent communication skills (verbal and written). Excellent presentation skills. Ensures all Unit reports are completed accurately and timely.

### **C07 to C08.**

- Plans and leads Unit activities within a specific geographic territory. Develops strategies, including goals and objectives for the Unit, and identifies Unit activities to implement those strategies. Works diligently to ensure strategies are successful.
- Demonstrated strong desire and exceptional ability to take on additional leadership responsibilities within the Unit and the Branch of Service.
- Proven ability to lead Unit activities and direct subordinate Unit members.
- Proven ability to interact effectively with personnel from other Units (where applicable) and other Branches of Service (on a limited basis).
- Proven ability to mentor new/subordinate Unit members. Has the respect of peers and superiors within the Unit and outside the Unit.
- Represents the Unit with other Units, other Branches of Service, and the General Public.
- Outstanding communication skills (verbal and written). Excellent presentation skills. Ensures all Unit reports and communications are completed accurately and timely.



### **C08 to C09.**

- Plans and leads Unit activities within a specific geographic territory/country. Develops strategies, including goals and objectives for the Unit, and identifies Unit activities to implement those strategies. Works diligently to ensure strategies are successful. Supports senior Branch of Service officers in RHRDF-wide planning activities and participates in implementing Branch of Service objectives to support RHRDF plans.
- Proven strong desire and exceptional ability to take on additional leadership responsibilities within the Unit and the Branch of Service.
- Proven ability to lead Unit activities and direct subordinate Unit members.
- Proven ability to interact effectively with personnel from other Units (where applicable) and other Branches of Service.
- Proven ability to mentor new/subordinate Unit members. Has the respect of peers and superiors within the Unit and outside the Unit.
- Represents the Unit with other Units, other Branches of Service, and the General Public.
- Outstanding communication skills (verbal and written). Excellent presentation skills. Ensures all Unit reports and communications are completed accurately and timely.

### **C09 to C10.**

- Plans and leads Branch of Service activities within a specific geographic territory/country. Develops strategies, including goals and objectives for the Branch of Service, and identifies activities to implement those strategies. Works diligently to ensure strategies are successful. Participates in RHRDF-wide planning activities and helps define and implement Branch of Service objectives to support RHRDF plans.
- Proven strong desire and exceptional ability to take on additional leadership responsibilities within the Branch of Service.
- Proven ability to lead activities and direct subordinate members of the Branch of Service.
- Proven ability to interact effectively with personnel from other Branches of Service.
- Proven ability to mentor new/subordinate Branch of Service members. Has the respect of peers and superiors within the Branch of Service and outside the Branch of Service. Has the respect of HRH.
- Represents the Branch of Service with other Branches of Service and the General Public.
- Outstanding communication skills (verbal and written). Excellent presentation skills. Ensures all Branch of Service reports and communications are completed accurately and timely.

### **C10 to C11.**

- Plans and leads RHRDF activities within a specific Branch of Service. Develops strategies, including goals and objectives for the RHRDF, and identifies activities to implement those strategies. Works diligently to ensure strategies are successful.
- Proven strong desire and exceptional ability to take on additional leadership responsibilities within the RHRDF.
- Proven ability to lead activities and direct subordinate members of the RHRDF.
- Proven ability to interact effectively with personnel from all Branches of Service.





- Proven ability to mentor new/subordinate RHRDF members. Has the respect of peers within the RHRDF. Has the respect of HRH and inspires confidence in HRH to be able to lead a Branch of Service.
- Represents the Branch of Service and the RHRDF to the General Public.
- Outstanding communication skills (verbal and written). Excellent presentation skills. Ensures all RHRDF reports and communications are completed accurately and timely.



## II. ROYAL HUTT RIVER LEGION UNIFORM REGULATIONS

Uniforms are required to be worn by Members of the RHRL when participating in any RHRL Action or when representing the Principality of Hutt River and its Sovereign.

### ***RHRL Uniform Sourcing:***

With the exception of shoes/boots and belts, all RHRL Uniform components are to be purchased from the RHRL Command HQ Stores

NOTE REGARDING OVERSEAS MEMBERS. Due to freight/postage costs, it may be cheaper for overseas members to purchase uniform components in their local area. Overseas members may request permission to purchase certain components locally. Provided the components to be purchased locally are all approved by Command HQ Stores, match the listed requirements, and permission has been granted from Command HQ in advance of the purchase, those overseas members need only purchase all required Patches, Cap, Epaulette Rank Slides, and Name Tag from Command HQ Stores. This only applies to overseas members!

### ***Compulsory RHRL Uniform Components:***

#### **Shirts:**

Men's Shirt. The RHRL Men's Uniform Shirt is a light blue 65% Polyester 35% Cotton Poplin shirt in either Long Sleeve or Short Sleeve styles. The RHRL Men's Uniform Shirt has the following characteristics.

- Easy care fabric
- Comfort fit
- Two piece collar, with collar stays
- Button down epaulette on each shoulder
- Double back yoke with centre box pleat with hanger loop
- Two front reinforced chest pockets with button down flap, one with pen inserts
- 2 needle lap seamed for extra strength and durability
- Curved hem with traditional back tail
- Long sleeve style has traditional adjustable button cuff and placket





Women's Shirt. The RHRL Women's Uniform Shirt is a light blue, semi-fitted, 65% Polyester 35% Cotton Poplin Long Sleeve shirt. The RHRL Women's Uniform Shirt has the following characteristics.

- Easy care fabric
- Comfort fit
- Two piece collar, with collar stays
- Button down epaulette on each shoulder
- Double back yoke with centre box pleat with hanger loop
- Two front reinforced chest pockets with button down flap
- 2 needle lap seamed for extra strength and durability
- Curved hem with traditional back tail
- Long sleeve with traditional adjustable button cuff and placket

On all Uniform Shirts of the RHRL the following Patches and Accoutrements are attached.

- Rank Slides worn on each epaulettes
- RHRL Magnetic Name Plate is worn centred directly above the right breast pocket
- PHR Flag Patch is attached centred directly above the left breast pocket
- RHRL Sleeve Patch is attached 2 inches below the left shoulder seam centred to the epaulette
- PHR Great Seal Patch is attached 2 inches below the right shoulder seam centred to the epaulette

### **Pants:**

The RHRL Uniform Pants are black 100% Cotton 310 gsm mercerised double pre-shrunk drill cargo pants. The RHRL Uniform Pants have the following characteristics.

- 2 front slant pockets
- 1 front welt pocket
- 2 back welt pockets with flap & Velcro closure
- Cargo pockets on both legs with flaps, Velcro closure and webbing pulls
- Constructed waist with belt loops and YKK zipper
- 2 needle lap seamed, and all pressure points bar tacked for extra strength and durability

### **Caps:**

The RHRL Uniform Caps are black with the RHRL Cap Badge affixed and “scrambled eggs” on the peak for officers.

### **Shoes/Boots:**

The RHRL Uniform Shoes/Boots are polished black leather or synthetic material with the appearance of leather.



## **Belts:**

The RHRL Uniform Belts are leather with simple buckle.

## ***Optional RHRL Uniform Components:***

### **Jackets:**

RHRL Uniform Flying Jacket. The Shell of the RHRL Uniform Flying Jacket is 100% Polyester 300 D with PU coating. The Lining is Taffeta quilted with poly fill. The RHRL Uniform Flying Jacket has 2 front side pockets, Internal pockets, Nylon zipper, and Sleeve pocket with pen insert. On the RHRL Uniform Flying Jacket, the following Patches and Accoutrements are attached.

- RHRL Sleeve Patch is attached 2 inches below the left shoulder seam centred to the epaulette
- RHRL Sleeve Patch is attached 2 inches below the left shoulder seam centred to the epaulette

### **Jumper:**

RHRL Uniform Jumper. The RHRL Uniform Jumper is 50% Wool 50% Acrylic in a Regular fit style. It has Woven Epaulettes with Velcro closures on each shoulder, Woven elbow patches and 2 woven patch pen pocket on sleeve, Full fashioned and linked: Full needle 12 gauge, and V neck set in sleeve with ribbed sleeve cuff and basque. On the RHRL Uniform Jumper, the following Patches and Accoutrements are attached.

- Rank Slides worn on each epaulettes
- RHRL Sleeve Patch is attached 2 inches below the left shoulder seam centred to the epaulette
- PHR Great Seal Patch is attached 2 inches below the right shoulder seam centred to the epaulette



## *RHRL Uniform Photographs:*





**Men's Light Blue Epaulette Shirt:**



**Woman's Light Blue Epaulette Shirt:**



**Black Cargo Pants:**



**Flying Jacket:**



**Jumper:**

**Officers Cap:**



**Left to Right - Ranks**  
**Legionnaire to Sergeant**  
**2nd Lieutenant to Major**  
**Lt. Colonel to Brigadier**  
**General to Field Marshal**



# ***RHRL Uniform Rank Slides and Patches:***

## **RHRL Uniform Rank Slides:**

Non-Commissioned Ranks:

Legionnaire



Corporal



Sergeant



Commissioned Ranks:

2<sup>nd</sup> Lieutenant



1<sup>st</sup> Lieutenant



Captain



Major



Lt. Colonel



Colonel



Brigadier



General



Field Marshall





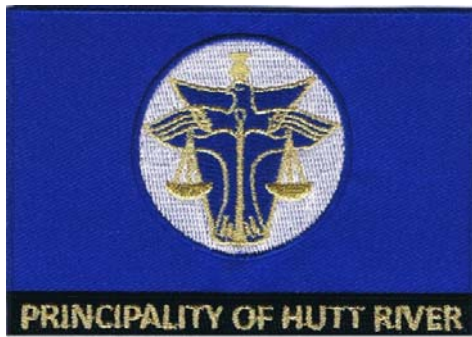
**RHRL Uniform Patches:**



RHRL Cap Badge



RHRL Sleeve Patch



PHR Flag Patch



PHR Great Seal Patch





# III. ROYAL HUTT RIVER LEGION AWARDS AND RECOGNITION

The awards and recognition for which members of the RHRL are eligible (other than promotions to higher rank, which are discussed in Rank Advancement/Promotion Criteria section of these Regulations) include Commendations, Citations, Medals, and Honours. All awards and recognitions are bestowed on a member based on their active service, not based on time or other factors.

## ***RHRL Letters/Certificates of Commendations:***

Letters of Commendation and Certificates of Commendation may be awarded by a member's Superior Officer at any time for noteworthy and outstanding service related to either a specific Action, or for a series of Actions.

## ***RHRL Citation Certificates:***

Citations are awarded based on the number of RHRL Actions in which a member participates. Citations are issued for the following number of RHRL Actions:

- 10 Actions Participated
- 30 Actions Participated
- 50 Actions Participated
- Every 50 Actions Participated after that (100, 150, 200, 250, etc.)

## ***RHRDF Service Medals:***

In addition to RHRL-specific citations, the Royal Hutt River Defence Forces, of which the RHRL is a part, issues Medals/Ribbons for service. Members are eligible for these service medals based on recommendations from their superiors and approval from the Commanding Officer of the RHRL.

**Meritorious Conduct Medal (MCM)** – There are four levels for this award. Bars are added for each successive level after the first level.

**Superior Conduct Medal (SCM)** – There are four levels for this award. Bars are added for each successive level after the first level.



## ***PHR Honours:***

**Member of the Illustrious Order of Merit (MIOM)** – This honour is bestowed by the Sovereign after at least 12 months of Active Service (time may vary dependent upon members active service level). Generally at least 30 Actions Participated are required to attain.

**Officer of the Illustrious Order of Merit (OIOM)** – This honour is bestowed by the Sovereign after at least 24 months of Active Service (time may vary dependent upon members active service level). Generally at least 50 Actions Participated are required to attain.

**Red Cross of Hutt (RCH)** – This honour is bestowed by the Sovereign for significant charitable and humanitarian work carried out in the name of the Principality of Hutt River.

**Other Honours Bestowed by the Sovereign** – The Sovereign bestows honours three times per year (New Years, the PHR Anniversary, and the Sovereign's Birthday). There are a number of awards and recognitions available at a variety of levels – for a complete list of potential honours, consult the Royal College of Heraldry section of the PHR web site.

## ***Wearing Awards and Recognition on the RHRL Uniform:***

The display of awards and recognition for which members of the RHRL are eligible (including Commendations, Citations, Medals, and Honours) shall be displayed on the RHRL Uniform as follows:

- Chivalric Award Ribbon Bars from PHR go below the flag on the flap of the left pocket.
- RHRDF ribbons go below the Chivalric Award Ribbon Bars from PHR on the flap of the left pocket.
- Legion-specific ribbons go to the right of the RHRDF ribbons (or below if there is not enough room) on the flap of the left pocket.
- Badges from other RHRDF Branches of Service (including the Canadian Frontiersmen) go on the left pocket itself below the flap.
- Anything else that gets approved for wearing on the uniform in the future goes on the right pocket below the name tag.

At no time shall awards and recognition from other nations, nor family awards of any kind, be worn on the RHRL uniform without prior permission from the Commander-in-Chief of the RHRDF.



## IV. ROYAL HUTT RIVER LEGION REPORTING REQUIREMENTS

Record-keeping regarding RHRL Actions is vital to maintaining accurate records related to Actions Performed by each Unit and Unit Member Participation.

### ***RHRL Member Action Participation Records:***

Each Unit Commander is required to maintain a log of every Action in which each Member has participated. Citation Certificates are based on this information.

### ***RHRL After Action Reports:***

After Action Reports are required to be submitted to Headquarters after each Action, and will include the Unit name, Unit Member in charge of the Action, Date of the Action, Members Participating in the Action, Details of the Action, Purpose of the Results of the Action, and any Planned or Required Follow-up.

### ***RHRL Quarterly Reports:***

Each Unit Commander is required to submit a Quarterly Report that includes the Unit Name, the Unit Commanding Officer's Name, a Summary of the Actions in which members of the Unit participated during the quarter, a list of the Awards and Recognition received by each member, a summary of members that performed noteworthy service to be brought to the attention of Higher Command, and any Personnel Changes to the unit (new members added, existing members lost or removed, promotions, etc.).

### ***RHRL Annual Reports:***

Each Unit Commander is required to also submit an Annual report that includes the Unit Name, the Unit Commanding Officer's Name, a Year-In-Review Summary of the Actions in which members of the Unit participated and other Unit events that occurred during the year, a list of the Awards and Recognition received by each member, a summary of members that performed noteworthy service to be brought to the attention of Higher Command, and any Personnel Changes to the unit (new members added, existing members lost or removed, promotions, etc.).

