



Employee Appearance Standards

The Cavalier Golf and Yacht Club is a traditional and conservative organization, and employees' appearance and attire should reflect the culture. These guidelines are intended to provide overall direction; certain departments will have more specific rules and requirements related to uniforms. Employees must comply with these appearance standards at all times while on duty and must dress conservatively when on club property for any reason even if not on duty. What follows is a minimum standard and Department Managers reserve the right to determine what is appropriate for specific events and areas.

Gentlemen

Uniforms/Attire

All clothing must be freshly laundered, neatly pressed, and free of holes. Shirttails must be tucked in unless the uniform dictates otherwise, and appropriate undergarments must be worn. All clothing must be properly sized. Shorts, where permitted, must have an inseam of at least seven inches. Jeans and denim (any color) and pants/shorts with Cargo pockets are prohibited. Spandex and similar garments are permitted only for Tennis professionals and Fitness instructors.

Nametags

Nametags are considered part of the uniform except in areas where they may be safety hazards. Employees must wear nametags on the right-hand side of the shirt or jacket at all times while on duty. Lost or damaged nametags should be reported promptly to your manager so they may be replaced.

Hats

Hats are permitted only outdoors, except for culinary staff. For Building Maintenance employees, hats may be worn indoors only when they are performing maintenance duties. Hats must be worn with the brim facing forward and must have Cavalier logos or be issued as part of the uniform.

Hygiene

Daily bathing and use of deodorant/antiperspirant are required. Only light cologne/aftershave is permitted. Fingernails must be clean and should not extend beyond the fingertip.

Hair

Hair should be clean and neatly trimmed. Hair should not obstruct visibility. Extremes in dyeing, frosting, or tinting are not acceptable. If hair is dyed, it must be a uniform, natural-looking color. Sideburns must be neatly trimmed. Existing mustaches and beards are acceptable (except in positions where they may be safety hazards), provided they are neatly trimmed to a length not exceeding ½". New mustaches and beards must be grown away from work; incomplete facial hair is not permitted.

Fingernails

Fingernails should be clean. Nail polish is not permitted for males and nails must be trimmed no longer than to the end of the fingertip.

Jewelry

Jewelry must be conservative and appropriate to a professional atmosphere. Pierced jewelry is not permitted unless it is intended to disguise a body piercing that would otherwise be visible (such as a flesh-colored disc). Bandages may not be used to cover inappropriate piercings.

Shoes/Socks

Socks must be worn at all times with slacks. Shoes should be comfortable, professional, and appropriate to the job and the uniform. Casual sandals are not permitted, except Aquatics. Restaurant and Banquet staff must wear black shoes with black soles and matching socks with formal uniform and shoes approved by management with casual uniforms.

Tattoos

Tattoos must be covered at all times when employees are in member areas. Appropriate coverings are long sleeved shirts or tattoo concealer. Athletic sleeves and bandages are not considered to be appropriate.

Ladies

Uniforms/Attire

All clothing must be freshly laundered, neatly pressed, and free of holes. Shirttails must be tucked in unless the uniform dictates otherwise, and appropriate undergarments must be worn. Shorts, where permitted, must have an inseam of at least seven inches. Spandex and similar garments are permitted only for Racquet Sports professionals and Fitness instructors. Bare midriffs are not permitted. All clothing must be properly sized.

Examples of prohibited attire include (but are not limited to):

Denim, chambray, and faux denim (any color)

Pants/Shorts with Cargo pockets

Leggings and other tight-fitting apparel

Clothing that reveals excessive cleavage

Sheer clothing

Garments with halter necks or spaghetti straps or that are strapless

Nametags

Nametags are considered part of the uniform except in areas where they may be safety hazards.

Employees must wear nametags on the right-hand side of the shirt or jacket at all times while on duty.

Lost or damaged nametags should be reported promptly to your manager so they may be replaced.

Hats

Hats are permitted only outdoors, except in the Racquet Sports building and except for culinary staff.

For Building Maintenance employees, hats may be worn indoors only when they are performing

maintenance duties. Hats must be worn with the brim facing forward and must have CCV logos or be

issued as part of the uniform.

Hygiene

Daily bathing and use of deodorant/antiperspirant are required. Only light perfume is permitted.

Fingernails must be clean and should extend no more than 1/4 inch beyond the fingertips.

Makeup

Makeup should complement skin tone and create a natural look. Excessive makeup is not permitted.

Hair

Hair must be clean and well groomed. Hair should not obstruct visibility. If hair is dyed, it must be a uniform, natural-looking color. Extremes in frosting, dyeing, or tinting are not permitted. Hair longer than shoulder length must be pulled back.

Jewelry/Piercings

Jewelry must be conservative and appropriate to a professional atmosphere. Pierced jewelry is only permitted in the ears unless it is intended to disguise a body piercing that would otherwise be visible (such as a flesh-colored disc). Bandages may not be used to cover inappropriate piercings.

Hosiery/Shoes

Socks must be worn at all times with slacks. Shoes should be comfortable, professional, and appropriate to the job and the uniform. Open toed shoes and Casual sandals are not permitted, except in Aquatics.

Restaurant and Banquet staff must wear black shoes with black soles and matching socks with formal uniform and shoes approved by management with casual uniforms.

Tattoos

Tattoos must be covered at all times when employees are in member areas. Appropriate coverings are long sleeved shirts or tattoo concealer. Athletic sleeves and bandages are not considered to be appropriate.

Non Uniformed Managers and Supervisors

Employees not required to wear a uniform are expected to dress conservatively, in appropriate business attire for our traditional, professional atmosphere. When attending or working a member event attire should be in keeping with the dress code for members attending the event. More casual clothing is permitted on Mondays when the club is closed, but a conservative appearance is always required.

For Males: Business slacks (suit/suit separate trousers, khakis), button downs or pressed collared shirts are required. Shirts and slacks should be conservatively patterned and well-coordinated.

For Females: Business separates (conservatively patterned and constructed blouses, button-downs, collared polo shirts, pants, and/or skirts) are required. Dress and skirt lengths may be no shorter than three inches above the top of the kneecap unless worn with opaque tights.

Footwear

Business shoes include, but are not limited to: conservative heels (3" or shorter), men's dress shoes (lace-up or moccasin style) in leather/suede or similar man-made material, women's dress shoes (flats, dress boots, and slides) in leather/suede or similar man-made material.