



## **R.C.S.C.C. NELSON**

### **Terms of Reference**

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**Position Title:** Corporal of the Gangway  
**Short Title:** Cpl of the Gangway

**Established Rank:** MS or above  
**Date Revised:** 29/10/09

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**Responsible To:** Quartermaster

**Subordinates:** N/A

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### **Job Description:**

The Corporal of the Gangway is responsible to the quartermaster for ensuring that proper procedures & control is maintained on the Quarterdeck while cadets are coming aboard at the beginning of the training night & when they go ashore for liberty boats.

### **Primary Duties:**

1. Ensuring cadets come to attention and salute when crossing the brow.
2. Ensuring proper Quarterdeck conduct is observed by all according to the Quarterdeck reference manual.
3. To conduct a quick uniform inspection & correct any minor uniform issues.
4. To ensure that a proper line is formed for cadets coming aboard.
5. To make sure there is room for Officers, NCMs, CIs/CVs, Guest & C&POs to get by when cadets are coming aboard & going ashore.
6. Reporting to the ship's mast when the pipe is made for the ship's company to muster on the parade deck to act as the colour party commander.
7. Mustering the Colour party members & giving them a briefing on how to properly raise & lower the National Flag.
8. Making a report to the CO at;
  - a. 1 Minute to Colours/Sunset
  - b. At Colours/Sunset

9. Ensuring the Flag is properly secured.
10. Ensuring that both flags are raised at the end of the evening.

**Secondary Duties**

1. Any other duties as assigned by the QM or higher authority.