



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

**COMPUTER APPLICATIONS TECHNOLOGY P1
EXEMPLAR 2008**

MARKS: 200

TIME: 3 hours

This question paper consists of 17 pages and an annexure.

INSTRUCTIONS AND INFORMATION

1. Owing to the nature of this three-hour examination, it is important to note that you will NOT be permitted to leave the examination room before the end of the examination period.
2. Insert your name and surname in the header of every document that you create or save.
3. The invigilator will give you a disk containing ALL the files needed for the examination or you will be told where the files can be found on the network. If a disk has been issued to you, you must write your name on the label.
4. A copy of the master files will be available from the invigilator. Should you accidentally corrupt the files given to you, you may request further copies from the invigilator.
5. Make sure that you save each document using the file names given. Save your work at regular intervals as a precaution against possible power failures.
6. Read through EACH question before answering or solving the problem. Do NOT do more than is required by the question.
7. At the end of the examination you must hand in the disk given to you by the invigilator with all the answers saved on the disk or make sure that all the files have been saved on the network as explained to you by the invigilator/educator. Ensure that ALL files can be read; if not, request a further copy from the invigilator/educator.
8. Note that NO printing is required.
9. During the examination you may use the help functions of the programs which you are using. You may NOT use any other resource material.
10. Note that if data is derived from a previous question that you CANNOT answer, you should still proceed with the questions that follow.
11. Formulas and/or functions must be used for ALL calculations in questions involving spreadsheets, unless otherwise specified. Absolute cell references must only be used where necessary to ensure that formulas are correct when they are copied to other cells in spreadsheets.
12. In ALL questions involving word processing, the language should be set to *English (South African)* and the paper size is assumed to be A4 portrait, unless otherwise instructed.
13. All measuring units should be set to cm.

NOTE:

The data disk that you receive with this question paper, contains the folder *Data* and the following files. Ensure that you have ALL these files before you begin this examination.

- Cyclist.jpg
- q2addresses.mdb
- q2competition.doc
- q2cruise.doc
- q3scores.xls
- q4payinfo.xls
- q5members.mdb
- q5records.xls
- q6activities.mdb
- q7booklet.doc
- q7cycleRep.doc
- q7finishers.mdb

SCENARIO:

You belong to the All Stars Sports Club which offers a variety of activities such as the following:

- swimming
- athletics
- gymnastics
- road running
- cycling
- rugby
- soccer
- tennis
- a social club

The club has a few computers which are used by the following people:

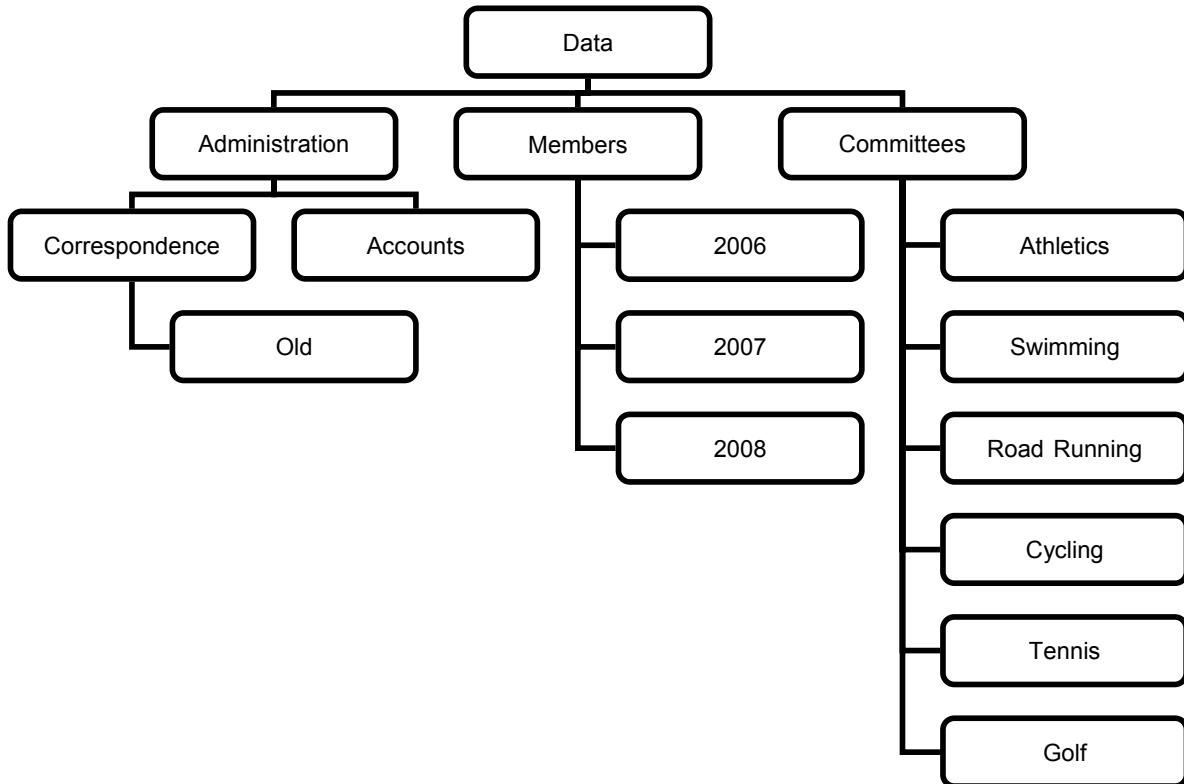
- The secretary and an administrative assistant for general administration
- The treasurer to keep the accounting records and to send accounts to members

Each committee has its own laptop which is used to record meeting procedures and to e-mail sporting results to the network server.

The computers have been loaded with all the relevant software, in other words an operating system and Office Suite.

QUESTION 1

The secretary has created the following folder structure on her computer's hard drive, but needs some help in organising the files and folders. The folder *Data* can be found on your disk.



- 1.1 Create a new folder called *Backup* in the *Correspondence* folder. (3)
- 1.2 Help the secretary to search for a file. She remembers working on the file in the last week of April 2007 and that the file contains the word 'canoe'.
Enter the name of the file in the space provided in the file called *Question1* in the *Data* folder. (3)
- 1.3 Find the oldest file in the *Data* folder or any of its sub-folders.
Enter the name of the file in the space provided in the file called *Question1* in the *Data* folder. (2)
- 1.4 Protect the file *Bank Recons* in the *Accounts* folder with the password 1234\$ in order to be able to open the file. (2)

- 1.5 Move ALL the word processing files in the *Athletics* folder to the folder called *Old*. (3)
- 1.6 Create a shortcut to the *2008* folder in the *Members* folder and place it in the *Accounts* folder. (3)
- 1.7 Save the file *q2tour.doc* in the *Data* folder as a Rich Text Format file. (1)
- 1.8 Arrange the files in the folder *Athletics* in descending alphabetical order. (1)
- 1.9 Take a screenshot of the full-screen image that shows the folder display as a screen image and paste the image into the file called *Question1* in the *Data* folder. (2)
- Remember to save and close the *Question1* document. **[20]**

QUESTION 2

The club wishes to run a monthly competition in order to raise funds. The secretary has typed out the draft document and asks you to assist by editing it.

Open the file *q2competition.doc*.

- 2.1 Change the styles and formatting of the *body* of the letter (up to the text 'SAVEMORE BANK') to match the style of the first paragraph 'All you need to do ...' (2)
- 2.2 Change the left margin to 3.7 cm. (1)
- 2.3 Set the justification of this letter so that the margins are even. (1)
- 2.4 Set the left tab stop at 11 cm and align each line of the sender's address (top 3 lines of the document). (2)
- 2.5 Insert today's date against the left margin and two line spaces after the sender's address, so that it will automatically update. (2)
- 2.6 Centre 'Win a cruise' and change it to WordArt or TextArt, with a font size of 24 pt. (3)
- 2.7 Copy the picture of the ship from the file *q2cruise.doc* and place a copy of this picture to the left of the text 'Win a cruise'. Ensure that the picture is in colour and resized to exactly 3 cm x 3 cm. (4)
- 2.8 Set the line spacing of the body of the letter to 1.5 and 12 pt spacing before each paragraph. (2)
- 2.9 Insert page number fields in the format 'Page X of Y' in the footer so that the page numbering starts to appear on the second page. (3)
- 2.10 Make appropriate use of tabs to format the banking details as follows:
- SAVEMORE BANK
ACCOUNT HOLDER.....ALL STARS SPORTS CLUB
ACCOUNT NUMBER 2904 474747
BRANCH CODE.....23-34-45
- (2)
- 2.11 Perform a spelling check on the entire document. (2)

2.12 Add a form at the end of the document as shown below. Ensure that the following objects and form controls are displayed:

- Table for name – 20 cells (1)
- Table for a cell phone number – adjust the cell sizes to 0.5 cm (1)
- Checkbox form controls for club activities in front of the activities (2)
- Frame spanning the page width for 'Caption for photo' (1)

The form should appear as shown below:

COMPETITION ENTRY – OCTOBER 2008

NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CELL PHONE NUMBER

--	--	--	--	--	--	--	--	--	--

CLUB

- ATHLETICS
- SWIMMING
- BOXING
- RUGBY
- SOCCER
- ROAD RUNNING
- TENNIS
- OTHER

--

CAPTION FOR PHOTO ENTERED

2.13 Insert a hyperlink to the file called *q2prices* located in the *Data* folder on the word *q2prices* (see the last word in this document). (2)

2.14 Use the current document as a form letter to perform a mail merge using the table (*addresses*) in the database file *q2addresses.mdb* as a data source.

- Insert the necessary merged fields where the <.....> currently appear.
- The letter must only be sent to recipients who live in Cape Town.
- Save the merged document as *q2competitionmerged* in the *Data* folder. (4)

Remember to save and close the document. [35]

QUESTION 3

The coach of the cricket club requires an analysis of the cricket scores of the latest game with the aim of improving the team's bowling and batting. One of the club members has entered basic details, but the spreadsheet still requires some analysis.

Open the file *q3scores.xls*.

	A	B	C	D	E	F	G	H	I	J
1										
2	ALL STARS vs KINGSLEY									
3										
4		1ST OVER			2ND OVER			3RD OVER		
5		BOWLER	KPH		BOWLER	KPH		BOWLER	KPH	MPH
6		Ashlin	81.8		Sanjay	81.5		Alan	132.1	
7			85.6			84			112.5	
8			87.7			81.1			77.9	
9			96.6			85			113.8	
10			91.5			85.6			56.7	
11			110.6			82.3			87.2	
12	Average bowling speed									
13										
14										
15										
16	Third slowest bowling speed in mph									
17										
18	Overall fastest bowling speed									
19	kph									

QUESTIONS 3.1 to 3.6 pertain to the *Bowling* worksheet.

3.1 Insert a custom footer as follows:

Left section:	km/h mph	Centre section:	kilometres per hour miles per hour	(2)
---------------	-------------	-----------------	---------------------------------------	-----

3.2 Split cell A2 into 4 columns. (1)

3.3 The bowler, Alan, wishes to post his bowling speeds on his fan mail list and has asked you to convert his bowling speeds to mph (miles per hour). To convert km/h (kilometres per hour) to mph you need to divide by 8 and multiply by 5. Insert a formula in cell J6 which will convert km/h to mph. Copy this formula down into the relevant cells. (4)

3.4 Insert a formula in cell C12 to determine the average bowling speed of the bowler Ashlin. ROUND your answer to ONE decimal place. Copy this formula across for the other bowlers. (4)

3.5 Insert a formula in cell J16 that will calculate the third slowest bowling speed in mph for the bowler Alan. (3)

- 3.6 Insert a formula in cell B18 to calculate the overall fastest bowling speed of ALL bowlers in km/h (in other words the fastest ball bowled). (2)

QUESTIONS 3.7 to 3.8 pertain to the *Batting* worksheet.

- 3.7 Ensure that all labels and text on the worksheet are visible by adjusting the widths of the columns. (1)

- 3.8 The strike rate is determined by expressing the number of balls as a percentage of the number of runs.

Insert a formula in cell H5 to determine the strike rate of the batsman Green. (2)

QUESTIONS 3.9 to 3.11 pertain to *Sheet3*.

- 3.9 Rename *Sheet3* to *Summary*. (1)

- 3.10 Link the *Summary (Sheet3)* worksheet to the appropriate cells in the *Bowling* worksheet where cells B4 to B6 reflect the average bowling speeds in km/h. (2)

- 3.11 Edit the chart in the *Summary* worksheet as follows:

3.11.1 Change the chart to be a column chart. (1)

3.11.2 Change the minimum on the y-axis to 2. (1)

3.11.3 Label the x- and y-axes as Batsmen and Runs respectively. (2)

3.11.4 Replace the numbers on the horizontal axis with the names of the batsmen which are stored in cells B5:B15 on the *Batting* worksheet. These names should be vertically displayed. (2)

Remember to save your file. [28]

QUESTION 4

The treasurer of the club presents you with an attendance register of all the coaching that took place during the month of July. You are required to assist with the updating of this attendance register so that it becomes a schedule from which to write out the cheques for the coaches.

Open the file *q4payinfo.xls*.

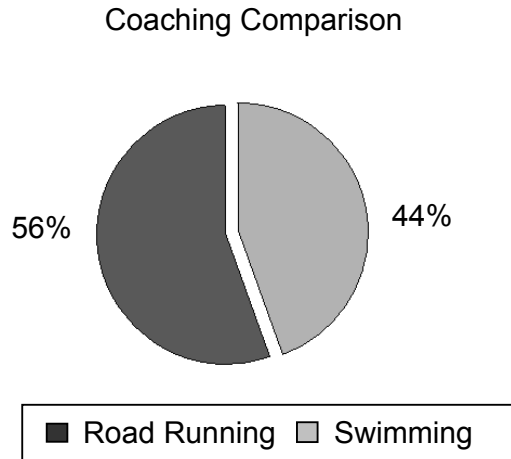
A screenshot of part of this file is shown below.

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4	Date coached	Activity	Surname	Name	Date appointed	Weekly hours	Rate per hour	Saturday hours	Above/Below	
5										
6	2-Jul-08	Athletics	Govender	Ray	12/29/2007	3	82	3		
7	2-Jul-08	Tennis	Green	Jasmin	3/8/2003	2	67.5			
8	3-Jul-08	Swimming	Bantjies	Jonathan	7/21/2005	4	75			
9	4-Jul-08	Hockey	Smith	Tamsin	2/10/2001	2.5	65			
10	5-Jul-08	Road Running	Ngubane	Joshia	5/10/1999	5	57.5	5		
11	6-Jul-08	Soccer	Hadebe	Luke	7/21/2001	9	73	2		
12	9-Jul-08	Athletics	Govender	Ray		5	58	3		
13	9-Jul-08	Tennis	Green	Jasmin		2	72			
14	10-Jul-08	Swimming	Bantjies	Jonathan		4	80			
15	11-Jul-08	Hockey	Smith	Tamsin		2.5	75			
16	12-Jul-08	Road Running	Ngubane	Joshia		5	62	5		
17	13-Jul-08	Soccer	Hadebe	Luke		4	58	2		
18	16-Jul-08	Athletics	Govender	Ray		4	50	3		
19	16-Jul-08	Tennis	Green	Jasmin		1.75	65			
20	17-Jul-08	Swimming	Bantjies	Jonathan		3	78			
21	18-Jul-08	Hockey	Smith	Tamsin		5	84			
22	19-Jul-08	Road Running	Ngubane	Joshia		4	58	5		
23	20-Jul-08	Soccer	Hadebe	Luke		2.5	56	2		
24	23-Jul-08	Athletics	Govender	Ray		2.5	64	3		
25	23-Jul-08	Tennis	Green	Jasmin		2	87			
26	24-Jul-08	Swimming	Bantjies	Jonathan		4	75			
27	25-Jul-08	Hockey	Smith	Tamsin		2.5	58			
28	26-Jul-08	Road Running	Ngubane	Joshia		5	65	5		
29	27-Jul-08	Soccer	Hadebe	Luke		9	68	2		
30	30-Jul-08	Athletics	Govender	Ray		2	72			
31	30-Jul-08	Tennis	Green	Jasmin		5	69			
32	31-Jul-08	Swimming	Bantjies	Jonathan		2	84			
33										

QUESTIONS 4.1 to 4.9 pertain to the *Payments* worksheet.

- 4.1 Use a FUNCTION to add today's date into cell A2. (1)
- 4.2 Format all dates to dd-mmm-yy, for example 12-Apr-08. (1)
- 4.3 Add an additional column between columns H and I. Head this new column *Saturday rate*. (2)
- 4.4 The Saturday rate is 30% more than the hourly rate. Add a suitable formula to calculate the Saturday rate and copy this formula to the relevant cells. (3)

- 4.5 Insert a pie chart in the *Graph* worksheet and compare the number of coaches for *road running* versus *swimming*. The slices of the pie chart must be labelled as percentages. Your pie chart should resemble the one shown below.



(8)

- 4.6 Format all the monetary (money) values appearing in the spreadsheet *South African Currency*, to TWO decimal places. (2)
- 4.7 Calculate the average hourly rate of ALL the coaches. Place this formula in cell G35. (2)
- 4.8 Insert a formula in cell J6 to display the word 'Below' if the hourly rate for a coach is less than the average for all coaches. If higher than the average, the word 'Above' must be displayed. Copy this formula for ALL coaches. (4)
- 4.9 Use the facilities provided by your spreadsheet program so that the cells for the *weekly hours* of those coaches who coached 4 or more hours automatically appear with a red background. (2)

QUESTIONS 4.10 to 4.12 pertain to the *Allowances* worksheet.

- 4.10 Coaches receive the following uniform allowances according to the sport they coach:

Athletics	20
Swimming	50
Tennis	70
Walking	12

This table can be found in the *Allowances* worksheet in the range H19:I22.

- Use this information to create a look-up formula to fill in the data for column J. (4)

4.11 The treasurer wants to know the total number of hours coached by ALL the tennis coaches. Insert a formula in cell B40 on the *Payments* worksheet that will give this information. (4)

4.12 Add a formula in cell K6 of the *Allowances* worksheet which will display the following:

- 'Valid ID' if the identity number of Jonathan Bantjies is 13 characters long
- 'Too short' if the length of the identity number is less than 13 characters
- 'Too long' if the length of the identity number is more than 13 characters

Copy this formula for all the other coaches. (5)

Remember to save your file. [38]

QUESTION 5

Open the database called *q5members.mdb*.

5.1 5.1.1 Create a database table *MemberRec* with the following fields:

Field Name	Data Type	Length/Format
Member Number	Number	Integer
Name	Text	30
Fees Owing	Currency	Rxxxx.xx
Subscription Paid	Yes/No	Yes/No

(5)

5.1.2 Set the *Member Number* field as the primary key field.

(1)

5.1.3 Set a default value of 1200 for the *Fees Owing* field.

(2)

5.1.4 Save the table as *MemberRec*.

(1)

5.2 Create a simple form called *MemberForm* using ALL the fields from the *MemberCopy* table in database *q5members.mdb* on the disk.

(2)

5.3 The secretary typed the member data into a spreadsheet. You now need this data in database format. Import the data from the spreadsheet file *q5record.xls* into the table *MemberCopy*.

(4)

Close the database application.

[15]

QUESTION 6

The chairperson has decided that the club needs a database of all activities offered and all coaches involved with those activities. Open the database called *q6activities.mdb* and then open the table *Coaches*.

The fields in this table are as follows:

FIELD	EXPLANATION
Employee number	The coach's employee number (Primary key)
Activity	The name of the activity
Name	The coach's name
Contact number	The contact number of the coach
Gender	F = Female and M = Male
Day(s)	The day(s) on which coaching takes place
Duration	The length of the coaching in hours
Fees charged	Fees charged by the coach per hour
Rate	H (Hourly) or D (Daily)

The following questions refer to the above table.

- 6.1 Ian Richmond has emigrated. Delete this record. (1)
- 6.2 Add a validation test to the *Rate* field.
- The rate must be either H or D only.
 - A text message 'Only H for Hourly or D for Daily' must be displayed if an invalid character is entered. (4)
- 6.3 Create a query as follows:
- Display ALL male coaches whose fees charged are below R100.
 - Display only the *Name* and the *Fees charged*.
 - Sort the list alphabetically.
 - Save this query as *CoachQuery*. (5)

- 6.4 Create a query called *CostQuery* which shows the following:
- The names of all those who coach swimming or tennis and who charge hourly.
 - Add a field called *Cost* which calculates the cost of a coaching session for these coaches. (6)
- 6.5 Create a report called *ReportRates* according to the criteria given below.
- 6.5.1 The report must show the *Name*, *Contact number*, *Fees charged* and *Rate* (in that order). (2)
- 6.5.2 Sort the records in descending name order. (1)
- 6.5.3 Change the report header to read *Coaches' Rates*. (1)
- 6.5.4 Calculation:
- At the bottom of the report use a function to determine the average fees charged.
 - Display the average as currency with no decimal places.
 - Supply a suitable caption for the average. (5)
- 6.5.5 Change the footer to display your name instead of the date/time that appears in the left of the footer by default. (2)
- Remember to save the report as *ReportRates*. Close the database application. [27]

QUESTION 7

- 7.1 The club will be hosting the All Africa Club Championships later on in the year. The chairperson has asked you to assist with the design of a booklet about club.

Open the file *q7booklet.doc*.

- 7.1.1 Use the review/track/record changes option to show any changes that were made to the document and accept the changes that were made on page 1 ONLY in this document. Next, disable this function. (3)

- 7.1.2 Insert a column break just before the sentence that starts with '*The All Stars Sports Centre is also home to a ...*' in the left column on page 1. (1)

- 7.1.3 Insert a page break just before 'About All Stars' on page 1. (1)

- 7.1.4 Use the function of your word processor to insert a table of contents at the beginning of the document to show ALL the following headings and the page numbers right justified as shown:

ABOUT ALL STARS	2	
BOXING ACADEMY	2	
GYMNASTICS.....	3	
HOCKEY	3	
ALL STARS SOCCER	5	
KNOCKOUT FOOTBALL TOURNAMENT	5	
TOP 100 ATHLETICS COMPETITION	6	
RUGBY.....	10	
SUPER FIFTEENS TOURNAMENT.....	10	(3)

- 7.1.5 Use the appropriate function to highlight ALL occurrences of the whole word 'sports' in red. (3)

- 7.1.6 The page that begins with the heading 'Final Athletics Meeting' should appear in landscape orientation and the rest of the document should remain in portrait orientation. Save and close the file. (2)

7.2 The cycling club has been asked to produce a one-page news report, including a picture for the newsletter. The secretary printed the report, but he did not save the latest version of the file and it now needs to be reformatted quickly!

Open the file *q7cycleRep.doc*.

Reformat the file to match the appearance of the one shown below. The picture of the cyclist has been saved as *Cyclist.jpg*. The data needed to construct the table with the top ten rankings can be obtained from the *q7finishers.mdb* database. The points system used to determine the cyclists' rankings is as follows:

- 10 points are awarded for every first place obtained
- 5 points are awarded for every second place obtained
- 1 point is awarded for every third place obtained

The cyclist with the highest number of points calculated on this basis is ranked number one, and so forth.

Refer to the ANNEXURE for a full-size version of the document.

Van Stamens Mountain Bike Race

All Stars' Aruba Raleigh put in a gutsy and heroic performance to win the prestigious Cool Power Mountain Bike Race¹ held at Van Stamens over the weekend. He was defending his 2007 title and rode impressively to win the coveted jersey for another year. Jim Furans set the early pace on a challenging course which wound its way through scenic fruit plantations and indigenous forests.



Aruba Raleigh

Ian Fleming of Bond Biking proved to be Aruba's main challenger as he set a blistering pace on the 5 km ascent at the 42 km mark. Aruba put in a fierce attack that saw him overtake Bond and secure the title in a fast time of 3 hours 16 minutes. In the Women's race our very own Alita Clipper put in a late surge to claim a credible sixth place. Special credit must also go to young Yolanda Hutchinson who finished tenth overall on her marathon debut, especially after recovering from a fracturing her left elbow in early last month.

¹ Formerly known as the Indaba Downhill Race

All Stars Cycling News

Mollifies excels in Tour de Capo

All Stars' ace rider Jormie Mollifies showed his great form by winning the third stage of the Tour de Capo and regaining the yellow jersey. Jormie, renowned as a King of the Mountains showed his strength by pulling away on the climb up Heartbreak Peak.

Jonathan Swift of Gulliver's Cycle Pro team was placed second, some five minutes behind Jormie. The next stage is another gruelling race and stretches over 192 km from Conning to the Welhum dam. All we can say is 'Go Jormie go!'

This week's cycling tip

Avoid riding head-on into the sun particularly during early-morning and late-afternoon rides and steer clear of roads that point you directly into the sun.

Vets Excel at Provincial Championships

Three of our vets, Ivan Holman, Jeannette Koenig and Lertando Sakiki, excelled by being placed fourth, eight and tenth in the Provincial Championships held at Girasol last month.

Jeremy Emery from the Armstrong Racing Club showed his class and went on to take line honours. Meanwhile our own Ivan, helped by team-mates Lertando Sakiki and

Boris Meeker had put in a big effort to close in on the leading bunch and did brilliantly in a sprint for the line to secure a well-deserved fourth place.

Latest club rankings

Top 10 Rankings as at 12 August			
Position	Surname	Name	Points
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

In the women's...

continued her good form from the Angus. Sylvia Harames from Lonsdale cycling club emerged victor, securing a hat trick of titles.

A huge vote of thanks goes to all our volunteers who served as marshals. The next track league event to take place is at the Westbourne Oval on Friday October 10 at 19h00.

Jane Ulrich

The data needed to complete this table can be extracted from the *Places* table in the database *q7finishers.mdb*.

(24)

Remember to save the file.

[37]

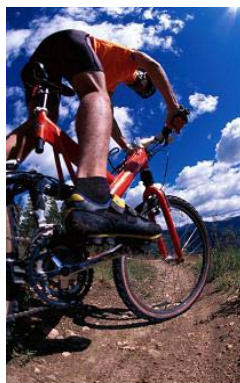
TOTAL: 200

ANNEXURE

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Copyright reserved

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