



**RICHMOND NETBALL ASSOCIATION INC**  
**Registration Number A0022742V**

**BY – LAWS**  
**EFFECTIVE: July 2004**

These By-Laws are the rules governing the internal affairs of the Richmond Netball Association. They are the operating procedures that determine the conduct and direction of the organisation.

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“**Constitution**” means the constitution of an Association or Team. It may otherwise be referred to as the Rules of Incorporation. If an incorporated association does not have its own Constitution, the model rules will apply.

“**Bylaws**” are additional rules which apply to members which generally deal with internal and administrative matters. The Bylaws are made under the Constitution. Accordingly, the Bylaws are subordinate to the Constitution and must not be inconsistent with the Constitution. An Association or Team should have a clause in the Constitution that provides the power to the Board or Committee to make Bylaws.

**1. TEAM DELEGATE MEETINGS**

- (a) One Team Delegate Meeting will be held annually.
- (b) All Teams must be represented by at least one delegate at all Team Delegates Meeting.
- (c) Penalty: fine to be determined by the Committee.

**2. CORRESPONDENCE**

- (a) All correspondence must be in writing from the team delegate or authorised person to the Association Secretary.
- (b) All correspondence from the Association will be addressed to the team delegate or authorised person.

**3. INFORMATION TO TEAMS**

- (a) The Association shall provide the following information in writing to all teams prior to the start of the season:
  - (i) Association contact details
  - (ii) Association venue address
  - (iii) Association Constitution and By-Laws (news team to Richmond Netball Association only, access is available to all teams on the Richmond Netball Association web site [www.richmondnetball.org.au](http://www.richmondnetball.org.au) ).
  - (iv) Fixtures
  - (v) Association calendar of Events, Closing Dates
  - (vi) Details of Courses, Seminars etc
- (b) The Association shall produce and distribute an Association Newsletter
  - (i) The newsletter shall be produced from time to time.
  - (ii) The newsletter shall be sent to each team delegate for distribution to the team members.

## **4. FINANCE**

### **4.1 Fees**

- (a) The Committee shall set fees annually.
- (b) The fees shall be calculated to cover the costs of:
  - (i) Team Entry
  - (ii) Netball Victoria membership fee
  - (iii) Venue hire for competition and training
  - (iv) Equipment
  - (v) Coaching costs
  - (vi) Umpiring costs
  - (vii) Trophies & Awards
  - (viii) Administration costs
- (c) Fees must be paid on Team Registration Day or nominated due date.
- (c) Playing fees are to be paid to the Supervisor prior to the fixtured match.
- (d) No playing fees are to be paid by a team when it has a bye.
- (e) Walkovers:
  - (i) a team giving a walkover shall pay a fine that is determined by the Committee of Management annually.
  - (ii) no playing fees are to be paid by a team when it receives a walkover, except in a case where the Supervisor arranges a game for that team.
- (f) Cancelled/Interrupted Matches:  
When matches are cancelled on account of a total strike (eg power or situation created by a prolonged petrol strike) no court fees will be collected.
- (g) Fines incurred by teams are to be paid to the Supervisor within seven (7) days.
- (h) Only fully financial teams shall be eligible to play in finals matches.
- (i) Playing fees are to be paid by teams taking part in finals matches and replays.

### **4.2 Reimbursement/Payments**

- (a) The Association Committee members shall be entitled to claim expenses incurred whilst acting in an official capacity. Receipts must be supplied.
- (b) Umpires will be paid per match and will be paid at the conclusion of each session based on individual accreditation. Base payments will be determined annually by the Committee of Management.

## **5. REGISTRATION**

### **5.1 Club/Team**

- (a) The Committee shall nominate a Registration Day that shall be at least two weeks prior to the start of the competition.
- (b) Clubs wishing to enter teams must complete the official Registration Form and forward with payment by the due date.
- (c) All teams that submit a Registration Form shall receive a "Team Information Kit."
- (d) The Team Information Kit shall include:
  - (i) Due date and amount of all fees and levies that are to be paid for the season, including Registration Fees, Court Fees, Netball Victoria Fees and any other fees that may be deemed necessary for that season.
  - (ii) Information on how to access to the Association Constitution and By-Laws on the Association website:  
[www.richmondnetball.org.au](http://www.richmondnetball.org.au) will be made available.
  - (iii) Information regarding any meetings or other requirements of the Association.
  - (iv) Association Calendar.
  - (v) Codes of Behaviour and penalties for any breaches.
- (e) Additional players may be added to a Club/Team List by adding players details to the back of the score sheet. (Registration Number, DOB, Name & Address - Phone number optional) up to and including the final round of the season.
- (f) Game(s) with defaulting player(s) shall be forfeited to opponents, such team being credited with four (4) points and ten (10) goals to nil. Teams playing illegal player(s) receive a walkover fine which is to be determined annually by the Committee of Management plus loss of four (4) points.

### **5.2 Programs (FunNet/Netta/Junior)**

- (a) The Committee shall nominate a Registration Day for each season that shall be at least two weeks prior to the start of the program.
  - (i) Players wishing to register must complete the official registration form. All players who submit a player registration form shall receive an information kit.
- (b) The Information Kit shall include:
  - (i) Due date and amount of all fees and levies that are to be paid for the season, including Registration Fees, Court Fees, Netball Victoria Fees and any other fees that may be deemed necessary for that season.
  - (ii) Access to the Association Constitution and By-Laws will be available on the Association website:  
[www.richmondnetball.org.au](http://www.richmondnetball.org.au).
  - (iii) Information regarding any meetings or other requirements of the Association.
  - (iv) Association Calendar.
  - (v) Codes of Behaviour and penalties for any breaches.

**6. NETBALL VICTORIA MEMBERSHIP**

- (a) Netball Victoria membership fee is set annually by the Victorian Netball Association Inc.
- (b) All players, coaches and umpires participating in a Richmond Netball Association competition or program must be a current registered Netball Victoria member.
- (c) Single Game Vouchers may be used. The voucher must be purchased prior to participating.

**7. AGE REQUIREMENTS**

- (a) Participant age is determined as at 31<sup>st</sup> December of that year.
- (b) Minimum age requirements as for competitions/ seasons commencing from December 31/12/2004 will be:
  - (i) Open Sections - 15 years
  - (ii) 17/Under – 14 years
  - (iii) 15/Under – 12 years
  - (iv) 13/Under – 11 years
  - (v) 11/Under – 9 years
- (c) Players aged 7-9 years will participate in the Netta program for competitions/ seasons commencing from 31/12/2004.
- (d) In junior competitions, males participate unrestricted according to the appropriate age group. Teams may have up to 3 boys playing at any one time. If three boys are on the court at any one time, they must play in separate thirds of the court – (GK/GD - WD/C/WA - GA/GS)

**8. GRADING**

- (a) A Grading Committee will be appointed by the Richmond Netball Association to evaluate and grade all teams.
- (b) The Grading Committee has the right to reject any team applying for entry to the competition.
- (c) The Richmond Netball Association will be the ultimate adjudicator of all grading decisions.
- (d) All divisions may be re-graded at the completion of round three in any season.
- (e) If a team is re-graded, premiership points and goals for and against will be transferred into the new division.
- (f) Teams are divided according to standard of play into grades with not more than ten (10) teams in any one (1) grade.
- (g) New teams do not necessarily become members of the lowest grade.

## **9. DRESS CODE**

### **9.1 Competition**

- (a) Each Team must register its uniform on the Team Registration Form.
- (b) The Association must approve all uniform colours and designs.
- (c) Teams must notify the Association in writing of any proposed changes to their uniform. The Association must approve all changes.
- (d) Uniform requirements as per Netball Victoria Infonet A7.
- (e) The Association colours are black and gold , no team may play in the colour combination of the Association.
- (f) Players will not be permitted to take to the court unless they are in full uniform.
- (g) Each team member shall wear a uniform of the same design and color from round 1 and for the entire season including the final series.
- (h) T-shirts must be long enough to be tucked into skirts/shorts for the duration of the game.
- (i) The recognisable uniform for netball is a skirt/t-shirt/dark netball briefs or full sports dress for ladies, football, basketball or tennis shorts/ t-shirt for males.
- (j) Any pullover's in club colours can be worn during play; Gloves, tracksuit pants, bike shorts, leggings, shoe string singlet tops, sunglasses, hats/ caps, leggings and jewellery are not allowed.
- (k) Positional bibs to be worn by all players - letters to be 20 cm high and worn both front and back and above the waist of the player.
- (l) When a uniform is considered inappropriate, the player(s) concerned may be ordered to leave the court.
- (m) The delegate of each team shall register the team's uniform each competition, giving full details and colours.
- (n) Any player who takes the court wearing bike shorts will be asked to leave the court to remove the bike shorts and can only return to the court in correct netball attire at the beginning of the next quarter. No substitution or positional change can be made (except in the case of a Centre player).

### **9.2 PROGRAMS**

- (a) Participants must wear clothing suitable for activity (ie: shorts/skirt/tracksuit pants, running shoes)

## **10. CLEARANCES**

- (a) A clearance is required if a player wishes to transfer to another Club /Team during the current season.
- (b) No player will be granted more than one (1) clearance per season.
- (c) A clearance will not be granted after the seventh (7<sup>th</sup>) round of matches in a fourteen (14) game draw or after the fifth (5<sup>th</sup>) round of matches in a ten (10) or twelve (12) round draw.
- (d) Players who owe outstanding playing fees or are in possession of Club /Team property (uniform, equipment) will not be granted a clearance.

- (e) A player must have received notification in writing from the Association before playing for a new Club/Team.
- (f) Penalty: Fine as determined by the Committee.
- (g) The player must complete all details on the top section of the clearance form and send to the Richmond Netball Association Secretary.
- (h) The Richmond Netball Association to forward the clearance request to the existing Club/Team for approval.
- (i) The existing Club /Team has 7 days to complete the clearance or the Richmond Netball Association will automatically clear the player to the new Club/Team.
- (j) If the Club/Team refuses to clear the player (refer: conditions of clearance), the Richmond Netball Association will write to the player advising the reason why and forward a copy to both Teams. Any dispute arising from clearance restrictions will be dealt with according to the grievance procedure outlined in the Constitution.
- (k) The existing Club/Team to advise the Richmond Netball Association when clearance is approved.
- (l) The player will then receive a letter advising that the clearance has been approved and copy is forwarded to both Clubs/Teams.

## 11. **CONDUCT OF MATCHES**

- (a) Game rules shall be those of Netball Australia, except:
  - (i) Timing (if matches are less than 1 hour)
    - 4 x 8 minute quarters, Change ends ( $\frac{1}{4}$ ,  $\frac{3}{4}$  time), 2 minutes ( $\frac{1}{2}$  time)
    - NO INJURY TIME – A match may be stopped by the umpires in extenuating circumstances to ensure a safe playing area is maintained.
  - (ii) Blood Policy (if matches are centrally timed with no injury time)
 

All matches shall follow this procedure.

    - The game is stopped - the clock is not stopped.
    - Player leaves the court - substitution rules apply (with no time allowance).
    - Play is resumed.
- (b) Fixtures will be arranged for all competitions indicating courts and times. Copies will be forwarded to Teams prior to the season commencing. The "home" team is the first-named team in the fixture.
- (c) Players may only play with one team with which they are registered with one any day of competition, irrespective of age and grade groupings. Players may not "fill in" for any other team on the same day of the team they are registered with.
- (d) Other than exceptional circumstances:
  - (i) teams with less than 5 players are given 5 minutes grace then a walkover.
  - (ii) if neither team has 5 or more members in position on the court and ready to play when the siren sounds for the

- commencement of matches walkover fees apply to both teams and no points are scored by either team.
- (iii) one (1) goal per minute is awarded to the team who is on court and in position waiting for their opposition. A game is deemed a walkover after five (5) minutes.
  - (e) Each team must supply their own bibs and ball. Alternatively bibs are available for hire from the Association for a fee per game as determined by the committee annually.
  - (f) The 'home team' is responsible for providing a ball, but both teams may provide one, which must meet the requirements as stated in the official Rule Book, with each team using their ball for half the match.

## **12. SCORING**

- (a) In Junior competitions: each team must provide a non-participating scorer for all matches. These people must sit together for the duration of the match.
- (b) In senior competition: Richmond Netball Association will provide an official scorer appointed by the Association.
- (c) The Richmond Netball Association will provide the Official Scoresheet
- (d) One Official Scoresheet will be used for each match. This Scoresheet will list the complete names (both given and surname) of all players intending to take the court, prior to the commencement of play. This Scoresheet shall also indicate the positions played and the match score.
- (e) At the match conclusion, to indicate their satisfaction that the information on the Official Scoresheet is correct, the Official Scoresheet is to be signed by:
  - (i) a player of both competing teams, and
  - (ii) the officiating umpires
- (f) The umpires return Scoresheets to the Association.
- (g) Finals Matches: Richmond Netball Association will appoint official scorers for all finals matches in both junior and senior competitions.

## **13. PROGRESSIVE LADDERS**

A weekly progressive points table will be kept and displayed at the Richmond Netball Association venue and on the Associations web site ([www.richmondnetball.org.au](http://www.richmondnetball.org.au)) except 11&Under, 11 & Under reserve and Netta Round Robin.

## **14. FINALS**

- (a) These will be played at the conclusion of the rounds in each Division, except 11 & Under Reserve, 11&Under and Netta Round Robin.
- (b) The number of points gained during the season shall determine teams qualifying for finals. In the event of teams being equal on points, positions shall be determined by the percentage of goals scored for and against. In the event of teams being equal on percentage, positions shall be determined by the greater number of goals scored for.
- (c) Divisions with 10 teams or less will play a four-team finals series.

- (d) Players must play at least four games in a division throughout the season to be eligible to participate in that division's Final Series.
- (e) Teams found playing an ineligible player during finals will be considered to have lost that match.
- (f) Matches shall be conducted for finals as for rounds. The starting time of finals matches may alter.
- (g) Drawn matches in finals:
  - (i) There is a one (1) minute time allowance to enable teams to change ends and scores to be verified on the Official Scoresheet.
  - (ii) Positional changes and substitutions may be made during change over time.
  - (iii) 2 x 3 minute halves will be played for all matches.
  - (iv) At the end of the first half teams change ends.
  - (v) Substitutions and positional changes may be made at the beginning of Extra Time
  - (vi) Should there still be a draw at the end of the second half of extra time, play continues until one team has a two goal advantage.
  - (vii) In the event of injury or illness during extra time, positional changes and/or substitutions may be made.
- (h) During finals or on Grand Final day, 11/U and Netta teams may participate in a round robin or a skills clinic as organised by the Association.

#### **15. FORFEITS**

- (a) In the event that a team forfeits prior to the match clock starting, games shall only be awarded to seven nominated players of the non-offending team. No games shall be awarded to players of the offending team.
- (b) A forfeit fine determined by the Committee will be imposed and must be paid before the next fixtured match of the offending team.
- (c) A forfeit may result in that Team being excluded entry into future competitions.

#### **16. CANCELLATIONS**

- (a) When matches are cancelled on account of a total strike (eg; power, or situation created by a prolonged petrol strike), weather or some other cause, both teams will be credited with two (2) points and five (5) goals each and the competition will continue as per the fixture.
- (b) Four (4) points can only be awarded for fully completed games.
- (c) Should circumstances occur in which successive rounds need to be cancelled, the Committee will consider the position and determine a suitable course of action.

**17. PROTESTS**

- (a) A team wishing to protest must:-
  - (i) Not sign the Official Scoresheet and notify the Committee of the intention to protest.
  - (ii) Lodge the protest in writing with the Association Secretary within 48 hours of the match being played.
- (b) A Team shall have a right of appeal to the Committee within 48 hours of notification of a penalty.
- (c) The Committee will advise the result of the appeal and this decision shall be final.

**18. SELECTION OF REPRESENTATIVE TEAMS**

- (a) The Representative Teams Coordinator will organise the Representative Team Selection Trials.
- (b) Selection Trials will be conducted under the following conditions:
  - (i) All players who have submitted a Player Registration Form shall be informed in writing of the date, time and place where Selection Trials are to be held.
  - (ii) Notice of Selection Trials must be received at least seven (7) days prior to the date of the Trials.
- (c) Team Selection Panels
  - (i) A minimum of three Selectors must be appointed for each team and shall be made up of the Team Coach and two other selectors.
  - (ii) Selectors may be appointed to more than one panel.
- (d) Players shall be notified, in writing, of the team in which they have been selected within fourteen (14) days of the Selection Trials.
- (e) The selectors decision shall be final.

**19. TEAM OFFICIALS**

- (a) The Team Officials for Representative Teams may include Coach, Manager, Scorer/Timekeeper and Umpire, Captain & Vice-Captain.
- (b) Coaches
  - (i) A coach and assistant coach may be appointed for each selected team.
  - (ii) A call for applications to coach and assistant coach shall be made no later than one month prior to the season.
  - (iii) Applications must be in writing stating the applicants qualifications and experience.
  - (iv) All coaches must have a minimum OTC Coaching Accreditation.
- (c) Managers
  - (i) A manager may be appointed for each selected team.
  - (ii) A call for applications for the position of Manager shall be made no later than one month prior to the season.

- (iii) Applications must be in writing stating the applicants qualifications and experience.
- (d) Scorer/Timekeeper
  - (i) A Scorer/Timekeeper may be appointed for each selected team.
  - (ii) A call for applications for the position of Scorer/Timekeeper shall be made no later than one month prior to the season.
  - (iii) Applications must be in writing.
- (e) Umpires
  - (i) An umpire shall be appointed for each selected team.
  - (ii) A call for applications to umpire shall be made no later than one month prior to the season.
  - (iii) Applications must be in writing stating the applicants qualifications and experience.
  - (iv) All umpires must have a minimum Accreditation of current "C Badge" and current Netball Victoria membership.
- (f) Captain & Vice-Captain
  - (i) A Captain and Vice-Captain may be named for each team.
  - (ii) Junior Teams: the Coach may appoint the Captain & Vice-Captain.
  - (iii) Senior Teams: the Coach may appoint the Captain & Vice-Captain.

## **20. AWARDS**

- (a) The following player awards will be presented for each season except 11 & Under, 11 & Under Reserve and Netta:
  - (i) Best & Fairest for each section.
  - (ii) Runners Up for each section
- (b) Voting for Best & Fairest shall be as follows:
  - (i) The match umpires shall award votes for the best three players in each game. Voting shall be 3 votes for the best player, 2 votes for the second-best player and 1 vote for the third best player.
  - (ii) Votes shall be noted on the scoresheet.
  - (iii) In the event of a tie, two (or more) awards shall be presented at the discretion of the committee.
- (c) All FunNet, 11/U and Netta participants will receive an appropriate participation award.
- (d) Other forms of recognition will be awarded by the Committee as deemed appropriate.

**21. COURSES, SEMINARS & OTHER OPPORTUNITIES**

- (a) The Association shall provide notification of opportunities for all members to improve their skills by attending courses, seminars and other personal development activities.
- (b) The Association shall encourage and support members who wish to attend appropriate courses, seminars and other personal development activities.

**22. ACCREDITATION**

- (a) The Association will encourage and endeavour to have all officials have the current appropriate minimum qualifications.
- (b) Where minimum qualifications/accreditation standards are not met, the Association shall encourage and support the member/s to achieve the minimum standards.
- (c) The Association will not appoint any person to an official position unless that person to be appointed has achieved the minimum standard qualification/accreditation.

**23. RISK MANAGEMENT**

**23.1 Injury Reporting**

- (a) All Teams are responsible for recording all injuries at the discretion of the injured player or players' guardian (player under 18) on the Injury Reporting Sheets provided.
- (b) All players in a Richmond Netball Association representative team are responsible for recording all injuries at the discretion of the injury player or players' guardian (player under 18) on the Injury Reporting Sheets provided.

**23.2 Pre Match Checklist**

- (a) A pre-match checklist will be completed prior to all Richmond Netball Association matches, programs and training.
- (b) Any hazards identified will be:
  - (i) Documented
  - (ii) Rectified if possible.
  - (iii) Reported to the appropriate agency (local council, reserve committee) if major repair is required.

**23.3 Pregnancy**

As per Netball Victoria Infonet RM1 – Pregnancy & Netball

#### **23.4 First Aid**

- (a) The Richmond Netball Association will provide a First Aid Kit complying with Netball Victoria Infonet RM2 – First Aid for Netball.
- (b) The First Aid Kit will be stored in the supervisors office and all appropriate personnel (court supervisors, umpires and coaches) will have access to it.
- (c) A volunteer/s within the committee will maintain the first aid kit supplies. An inventory is to be completed on a weekly basis.
- (d) The Richmond Netball Association will endeavour to have a designated room or area for the treatment of injuries. The room or area should be kept clean and accessible at all times.
- (e) The Richmond Netball Association will ensure that a qualified first aider is present at all competitions.

#### **23.5 Emergency procedures**

Emergency phone numbers - Ambulance, Doctor, Physiotherapist, Health Clinic and Police and an Emergency Procedure Plan is to be displayed by the phone and in the First Aid Kit.

#### **23.6 Weather**

In the case of extreme weather conditions the Richmond Netball Association will follow Netball Victoria Infonets RM3 and RM5.

#### **23.7 Blood Policy and Infectious Diseases**

The Richmond Netball Association will adopt Netball Victoria Infonet U4 and RM6 relating to blood policy and infectious diseases.

#### **23.8 Pre-participation Screening/ Medical Indemnity**

- (a) All personnel involved with the Richmond Netball Association will be required to complete a medical indemnity form (Netball Victoria Infonet RM7)
- (b) A designated official/s will store all forms and bring them to all events.
- (c) All forms will be destroyed at the conclusion of the season.

#### **23.9 SmokeFree**

The Richmond Netball Association will adopt a SmokeFree policy with the complex as prescribed by Quit Victoria. This will include indoor venues and outdoor court surroundings.

#### **23.10 Responsible Serving of Alcohol in Sporting Teams**

The Richmond Netball Association will adopt a Responsible Serving of Alcohol Policy as prescribed by the Australian Drug Foundation's Good Sports Accreditation Program.

### **23.11 Sun Protection**

The Richmond Netball Association will adopt a SunSmart policy as prescribed by the Cancer Council Victoria.

### **23.12 Codes of Behaviour**

The Richmond Netball Association will adopt Codes of Behaviour as prescribed in the Netball Victoria Member Protection Regulation. These may be found on the Richmond Netball Association web site [www.richmondnetball.org.au](http://www.richmondnetball.org.au).

### **23.13 Drug Policy**

The Richmond Netball Association does not support the use of performance enhancing substances and views any such use as detrimental to both the sport of netball and the spirit of the game. The Netball Victoria drug policy, August 1993 as amended from time to time, is implemented and will apply for all Richmond Netball Association competitions.

## **24. DISPUTE RESOLUTION**

- (a) The Committee will impose the prescribed penalty or any other penalty to any member that fails to adhere to this By-law.
- (b) Any member of a club or team which does not agree with a penalty or action of the Committee made under this By-law, may advise the Committee within 48 hours of the penalty or decision being made.
- (c) The Committee may then:
  - (i) discuss the issue with the relevant club or team and make a decision regarding the matter. The Committee shall inform the party/ies involved of their decision either verbally or in writing; or
  - (ii) have an informal meeting with the relevant party/ies in order to discuss and resolve the dispute.

The Committee's decision is final.

## **25. SPECIAL CIRCUMSTANCES/PROVISIONS CLAUSE**

Where this By-law is silent, a decision can be made that ensures the integrity of the Richmond Netball Association is maintained at all times.

The Committee may in using its reasonable discretion, in exceptional or extenuating circumstances, alter, vary or waive the requirements set out in this By-Law relating to the Richmond Netball Association.

## **26. INDEMNITY**

Except where provided or required by law and such cannot be excluded, the Richmond Netball Association and its respective directors, officers, members, servants or agents are absolved from all liability however arising from injury or damage, however caused, arising whilst participating as a member.