



ASA Shared Acknowledgement Sections – 2026

Adding the ASA Waiver and League Fees to Your Registration Forms

Atlanta Swim Association requires an electronic signature on an ASA Liability Waiver and payment of ASA league fees for all competitive and non-competitive swimmers on your team.

- **At least TWO shared waivers will be required** on your swim team registration form(s):
 - **ASA Liability Waiver** section (*liability verbiage, no fees included*)
 - **ASA Competitor Fees** section (*applies to competitive athletes only*)
 - And if your team offers a non-competitive (e.g. “guppies”) program, also add :
ASA Non-Competitor Fees – (*applies to non-competitive athletes only*)
- **You may add both Fees waivers** to the same registration form
 - No need to have a separate registration form for your non-competitive program
 - Families can register for both your competitive and non-competitive programs on the same registration form.
- **Newly created or copied registration forms will automatically have all three** shared acknowledgement sections added to the form
 - For your summer swim team, you should keep the **ASA Liability Waiver** and the **ASA Competitor Fees** sections, plus the **Non-Competitor Fees** section if you offer a pre-competitive program
 - You can remove the ASA Non-Competitor Fees if you don’t offer a pre-competitive program
- **If you created your 2026 registration form(s) prior to January 12, 2026, the ASA waivers may be out of date**
 - Check your registration form(s) and add the **2026 ASA Liability Waiver** and the **2026 ASA Competitor Fees** sections
 - Add the **2026 ASA Non-Competitor Fees** section if you offer a pre-competitive program
 - Remove all 2025 shared acknowledgement sections, which will be marked as “out of date”
- **ASA waivers/fees are not required for diving, pre-season clinics, or lessons programs**
 - These programs will require a separate registration form (and you’ll remove the ASA shared acknowledgement sections)

Below, you'll find tips to help you set up your registration forms, and if needed, athlete roster groups.

Using Athlete Roster Groups for Non-Competitive Swimmers

If your team offers a non-competitive program, you'll want to ensure your athletes are marked correctly as non-competitive when they register for your team.

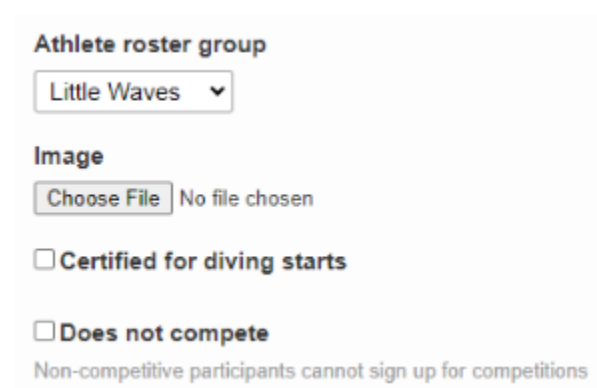
How to Designate an Athlete as Non-Competitive

There are two different ways for a swimmer to be classified as non-competitive:

1. At the Athlete Roster Group level. Athlete Roster Groups can be created to be non-competitive in nature, and are season-specific. When anyone is assigned to a non-competitive group (for the season), the individuals will appear to be non-competitive as well. *This is the preferred method.*
2. At the User level. When editing a specific user (from the People page), you can indicate that this user "Does not compete." This box, if checked on the user record, is persistent and carries forward from year to year. It does not matter which group the parent chooses during registration this season. *We do not recommend this method.*

When designating athletes as non-competitive, admins should assign those athletes to an Athlete Roster Group that has been defined as non-competitive (instructions below).

Admins should not mark the athlete as "Does not compete" in the athlete's People record. Since this setting is persistent and is not season-aware, the ASA Non-Competitor Fees will be charged to this athlete, even if they're registering for the competitive swim team the next year.



Athlete roster group

Little Waves ▾

Image

Choose File No file chosen

Certified for diving starts

Does not compete

Non-competitive participants cannot sign up for competitions


Correcting the 2025 Non-Competitive Athletes so They're Not Charged Incorrectly in 2026

If your team has marked athletes as non-competitive by checking the "Does not compete" box in their User record, it will be imperative to correct their User records asap, before those families register for 2026. If these records are not corrected, and if a formerly non-competitive athlete registers for the competitive swim team, they'll be incorrectly charged the ASA Non-Competitor Fees.

First, go to Manage Team > People.

- Under "Season," select "Athletes" under "Type" and select "2025" under "Season," then click "Filter"
- Scroll through the list and look for anyone marked "non-competitive"

Dunlap, Katherine (8)	2 - WHITE(EXPERIENCED BEGINNER)	GIRLS 7-8	H: (7)
Edge, Madison "Maddie" (8)	2 - WHITE(EXPERIENCED BEGINNER)	GIRLS 7-8	H: (8)
Edge, Zoey (6)	1 - BLUE (BEGINNER)	GIRLS 6 & UNDER	H: (8)
Foster, Emma (8)	2 - WHITE(EXPERIENCED BEGINNER)	GIRLS 7-8	H: (6)
Foster, Kennedy (6)	1 - BLUE (BEGINNER)	GIRLS 6 & UNDER	H: (6)





- Click on the name, then look for a "non-competitive" badge below the Family Contact Information (this badge only appears here if the athlete is set as non-competitive at the User level)


Edge, Zoey

Birth date
March 22, 2017

Age
7 (as of May 31, 2024)


Roster Group
1 - Blue (Beginner)

Season
2023 
2022 
Add affili

Family Contact Information  Edit


Home Address
3062 Four Oaks Drive
Dunwoody, GA 30360

Home Phone
(828) 273-3883

NON-COMPETITIVE 

- If the non-competitive badge is present, click the white Edit button in the upper right corner
- Uncheck the box next to "Does not compete," then click "Update"

Athlete roster group

Little Waves 

Image

No file chosen

Certified for diving starts

Does not compete

Non-competitive participants cannot sign up for competitions

You could consider repeating this for 2024 if you feel there's a chance that anyone skipped a year and would be coming back this year.

Setting up Athlete Roster Groups for Non-Competitive Swimmers

For those teams that offer a non-competitive program, here are more details about how to set up an Athlete Roster Group for these athletes, and how to set up your registration form so parents can select the non-competitive group.

First, define your athlete groups in Settings. See: [Athlete Roster Groups](#)

Next, here are instructions to add the appropriate athlete groups to your registration form: [Registration Form - Athlete Groups](#)

Next, we've listed the steps for adding the appropriate ASA shared acknowledgement sections to your registration form(s):

Step 1 – Create Your Registration Form(s) for Your Competitive Swim Team

The following instructions apply to teams creating their 2026 registration forms after January 12, 2026. If you created registration forms prior to January 12, please skip ahead to the next section.

First, ensure your current season is updated to 2026.

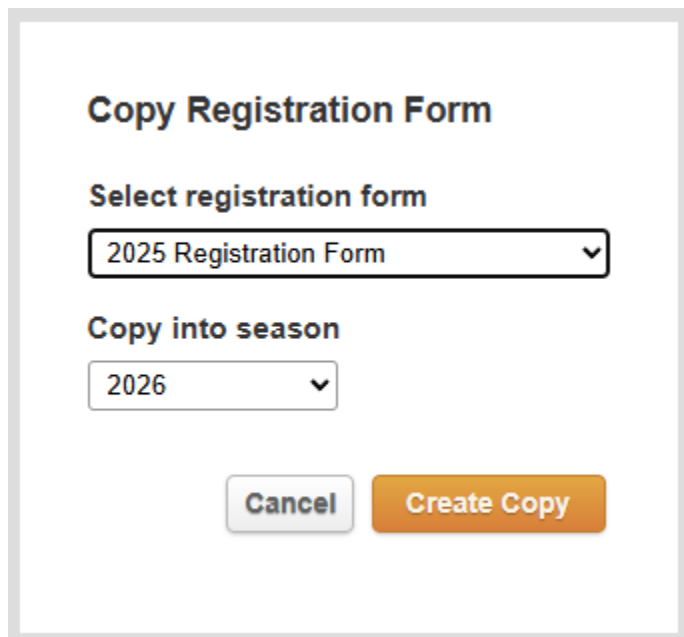
Next, you can copy last year's registration form(s): Go to Manage Team > Registration and look for last year's registration form, likely listed in the 2025 season.

Click Actions, then "Copy to:"

SEASON 2024 (Jan 1, 2024 - Dec 31, 2024) Copy Existing Form + New Form

Registration Form	Status	Registrants	Actions
2024 Wahoos Registration Form	Closed	164	<ul style="list-style-type: none">PreviewCopy to...Remove

Select the current season to “copy into” (likely 2025):



Copy Registration Form

Select registration form

2025 Registration Form

Copy into season

2026

Cancel Create Copy

Edit the name of the form to reflect this year.

Edit any verbiage in your description to reflect the new season.

Scroll down to the Shared Acknowledgement Section.

All new 2026 ASA shared acknowledgement sections will automatically be added to your registration forms:

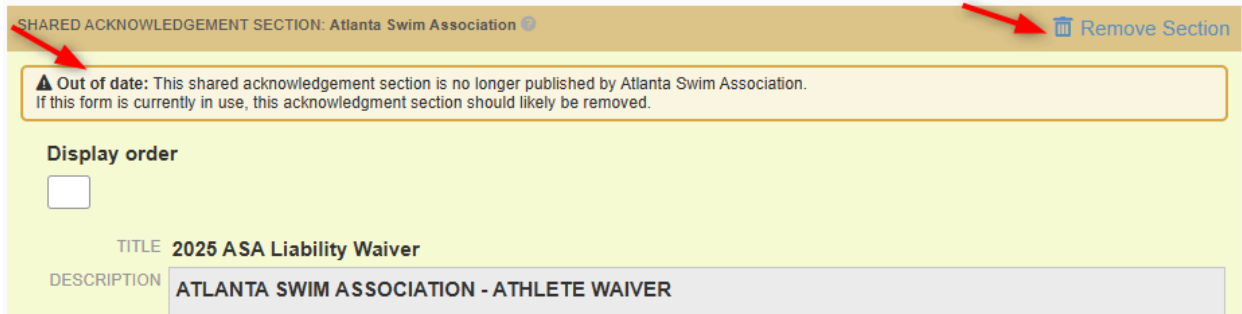
- 2026 ASA Liability Waiver (required)
- 2026 ASA Competitor Fees (required)
- 2026 ASA Non-Competitor Fees (optional, only required if you offer a “guppies” program)

If you have a non-competitive program, you can include both Fees sections in the same registration form. Families can register for both your competitive and non-competitive programs on the same registration form.

Note: the ASA waivers/fees are not required for diving, pre-season clinics, or lessons programs. You will need a separate registration form for those programs.

In yellow, you may see all of last year’s ASA shared waivers attached, and there may be a warning that the waiver is out of date. Click “Remove Section.”

Be sure to remove any ASA shared form sections that are out of date or have “2025” in the title.



Step 1(a) – Registration Form(s) Created Prior to January 12, 2026

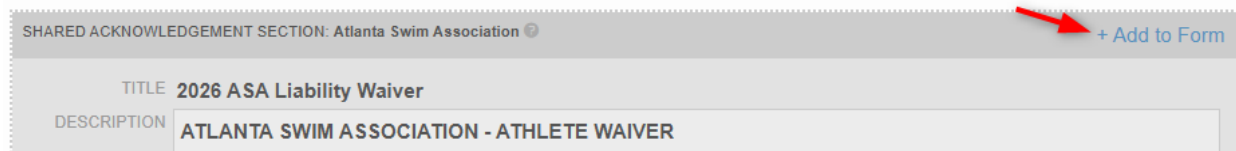
If you created your registration forms before January 12, 2026, the updated ASA shared acknowledgement sections may not have been automatically added to your forms.

Please review your registration forms to add all appropriate ASA shared acknowledgement sections:

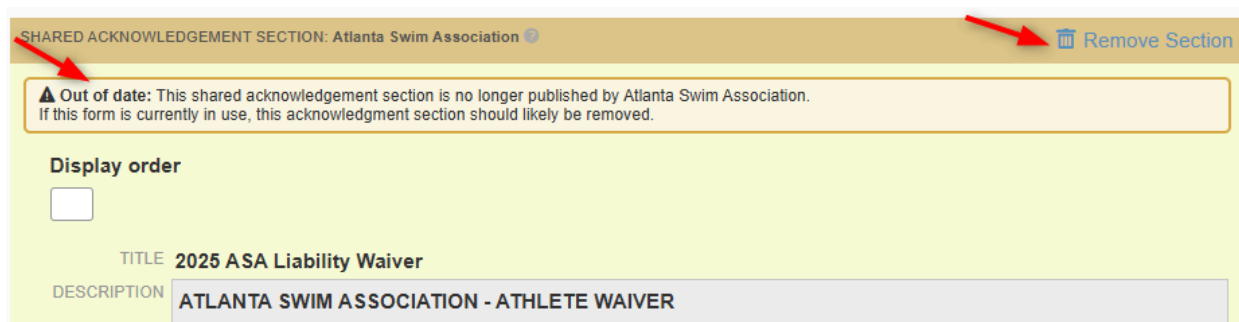
- 2026 ASA Liability Waiver (required)
- 2026 ASA Competitor Fees (required)
- 2026 ASA Non-Competitor Fees (optional, only required if you offer a “guppies” program)

If the shared acknowledgement section has been added, you’ll see it included in a yellow box.

Any shared sections that have not yet been added will be in a gray box.



If your form still includes the 2025 ASA shared sections, they'll be in a yellow box with a warning that says the section is out of date, and you should remove that section.



Be sure your registration forms include the **ASA Liability Waiver** and **ASA Competitor Fees**. If your team offers a non-competitive (“guppies”) program, add the **ASA Non-Competitor Fees**.

If you have a non-competitive program, you can leave both Fees sections included in the same registration form. Families can register for both your competitive and non-competitive programs on the same registration form.

Note: the ASA waivers/fees are not required for diving, pre-season clinics, or lessons programs. You will need a separate registration form for those programs.

Step 2 – Registration for families with athletes in multiple programs

Only One Registration Form Needed for Competitive and “Guppies” Program

Families who have swimmers in both the competitive swim team and the non-competitive program can use the same registration form. Ensure that form has all three shared acknowledgement sections:

- 2026 ASA Liability Waiver
- 2026 ASA Competitor Fees (applies to competitive athletes only)
- 2026 ASA Non-Competitor Fees (applies to non-competitive athletes only)

Some Teams Prefer Separate Registration Forms for Competitive and “Guppies” Programs

If your team prefers to keep separate registration forms for each program, you’ll need to make sure you have the proper shared acknowledgement sections attached to each form:

- Registration form for competitive swim team:
 - 2026 ASA Liability Waiver
 - 2026 ASA Competitor Fees
- Registration form for "guppies":
 - 2026 ASA Liability Waiver
 - 2026 ASA Non-Competitor Fees

If you have a dive team, pre-season clinic, or lessons program, you will need to set up a separate registration form for these programs, and this registration form would not include the ASA shared acknowledgement sections.

Graduating From Non-Competitive Program to Competitive Swim Team

When swimmers graduate from the “guppies” program to the competitive program, the family will need to re-register that athlete. You may wish to use an “upgrade to swim team” registration form for these athletes, where the family would only pay the difference in team fees, no additional per-family fees would be charged, etc., depending on the needs of your team.

The 2026 ASA Competitor Fees would still need to be included in the “upgrade to swim team” registration form. You can request that ASA refund the non-competitor fees back to the family.

Option: Only Charge Competitor Fees

It may be simpler for your team to charge the competitive fees for your “guppies,” especially if most of them end up graduating to the competitive swim team. Some teams may find this to be the most straightforward option.

If this is the case, you’d charge the ASA Competitor Fees to all athletes, regardless of designation. You would use only the two main shared acknowledgement sections on your registration form – **ASA Liability Waiver** and **ASA Competitor Fees**.

Important: Do not set your “guppies” roster group as non-competitive while registration is open (otherwise they’ll be excluded from the Competitor Fees and won’t pay any fees at all, which will create problems). After registration is closed, you can edit the settings of your “guppies” roster group and set it to non-competitive.

ASA Waiver and Fees Required for All Athletes

Even if an athlete doesn't pay a team fee (e.g., an athlete on a scholarship, junior coaches, etc.), their parents must still sign the ASA Waiver and pay the ASA Fees. Please set up a separate registration form with no team fees for these athletes and include the **ASA Liability Waiver** and **ASA Competitor Fees** (do not add manually add the athlete to your roster).

Multiple Registration Forms for Multiple Programs

Larger programs that offer competitive swim team, a guppies program, a pre-season clinic, and a dive team may end up with multiple registration forms, if they charge per-family fees.

Examples could include:

- 2026 Registration for Dolphins Swim Team (Competitive and Guppies)
- 2026 Registration for Dive Team Only
- 2026 Registration for Pre-Season Clinic
- 2026 Registration to Upgrade Guppy to Dolphins

Keep in mind, ASA waivers and fees are not needed for diving, lessons, or pre-season swim clinics.

Step 3 – Preview Your Registration Forms

Under Actions, click the "Preview" button next to each of your registration forms to ensure they look and work the way you expect them to, including required acceptance of waivers, fees that are charged, etc.

Registration Form	Status	Registrants	
2026 Registration Form	<input type="checkbox"/> Closed	0	<div><p>Actions ▾</p><ul style="list-style-type: none">PreviewCopy to...Remove</div>

While previewing your registration form(s), ensure that each registration form for your swim team includes at least two ASA shared acknowledgement sections, in the following order:

- **ASA Liability Waiver** section (*liability verbiage, no fees included*)
- **ASA Competitor Fees** section (*only fees, applies to competitive athletes only*)

And optionally, if you have a non-competitive program, the following section should be included:

- **ASA Non-Competitor Fees** section (*only fees, applies to non-competitive athletes only*)

Note: all of the above waivers require an electronic signature. If you have a non-competitive program, parents will be required to sign off on both the competitive and non-competitive fees. These sections simply mean “if I have competitive/non-competitive athletes, I’ll be charged the appropriate ASA fees.”

In the screenshot below:

- The 1st e-signature is for the Liability Waiver
- The 2nd e-signature is for any competitor fees (if applicable to this family)
- The 3rd e-signature is for any non-competitor fees (if applicable to this family)

2026 ASA Liability Waiver

ATLANTA SWIM ASSOCIATION - ATHLETE WAIVER

Release of Liability and Indemnification Form for Athletes on Swim Team

I, the undersigned parent or legal guardian, hereby verify that the information above is correct and hereby request voluntary participation for the above named swimmer(s) (the "Participant") to participate in certain events and activities sponsored, coordinated, or organized by ASA or SLS (collectively, the "ASA Programs"). In consideration of the Participant being allowed to participate in the ASA Programs, the undersigned, individually and on behalf of the Participant

I HAVE READ THIS WAIVER AND I AGREE TO ITS TERMS. * 1

Enter your initials to indicate acceptance: *

2026 ASA Competitor Fees

I agree to pay the ASA fees for any competitive swimmers who are registering for swim team.

I HAVE READ THIS WAIVER AND I AGREE TO ITS TERMS. * 2

Enter your initials to indicate acceptance: *

2026 ASA Non-Competitor Fees

I agree to pay the ASA fees for any non-competitive swimmers who are registering for swim team.

I HAVE READ THIS WAIVER AND I AGREE TO ITS TERMS. * 3

Enter your initials to indicate acceptance: *

SwimTopia will calculate the ASA fees appropriately, which will be reflected on the Payment screen.

SwimTopia Per-Athlete Technology Fees

The \$3.30 Per-Athlete Technology Fee will be added as an itemized line item to the registration Payment screen.

The Per-Athlete Technology Fee will be charged only once a year for each athlete (per team). So if an athlete registers for a swim clinic and then for the swim team during the same year, the Per-Athlete Technology Fee will only be charged one time. The Per-Athlete Technology Fees are paid directly to SwimTopia.

Split Payments – Stripe Required for ASA and SwimTopia Fees

Stripe payments are required for the ASA fees and the Per-Athlete Technology (SwimTopia) fees. If you offer check payments as a payment option for your team fees, any families who choose “check” will end up paying with a split payment:

- Payment by check for the team portion of the registration (including team registration fees, merchandise, etc.), and
- Stripe credit card payment for the ASA and SwimTopia portion of the registration


Refunds

If you need to issue a refund to a family, some things to remember:

- Stripe transaction fees are not refundable
- If the athlete is no longer on the team and you’d like to request a refund for the ASA and SwimTopia portions of the registration, contact ASA with the following information:
 - Your team name
 - The registration ID number
 - The payment link (URL)

Payments			
Payment method: Stripe			
Recv'd	Reference	Amount	Details
05/16/22		145.24	via Stripe
05/16/22		52.50	via Stripe paid to Atlanta Swim Association

[View Payment](#)

[Copy Payment Link](#) 

Share link with admin to manage payment

You can find the payment link at the bottom of the Registration Detail for that family:

- Go to the Registration tab and click on the number of registrants for the appropriate registration form, find that family's registration and click "View/Edit"
- Go to Reports > Financial > Payments and click the Order Details for that registration

Click "Copy Payment Link," and the URL will be copied to your clipboard. This link will make it much easier for ASA to find the corresponding league payment on the ASA site.

For more details, see: [Stripe Refunds](#)

If the athlete is not active on your team, be sure to reject their registration (or remove that athlete from your roster, if there are multiple athletes on the same registration form and some are remaining on the team). See: [Cancellations: Removing Athletes or Rejecting Registrations](#)

Questions?

Contact [Franke Marsden](#) at ASA, or go to the [SwimTopia Help Center](#), where you can [submit a help request](#).