



Guincho Tennis

Tennis Member Handbook

Contents

Page

3	Welcome to Guincho Tennis Club
4	Tennis Team
5	Code of Conduct and Court Etiquette
9	Court Booking Guide
12	Adult Programme
15	Junior Programme
16	Guincho Tennis Self-Rating System
17	Membership application and fees

Welcome to Guincho Tennis

Welcome to Guincho Tennis, located in the stunning seaside town of Cascais within a natural park near the famous Guincho Beach.

We look forward to an enjoyable year of tennis at our club across both our adult and junior programmes and we hope to see as many of you around the club as possible taking part in many aspects of club life.

The club offers members the opportunity to play socially in club tournaments and will be introducing the opportunity to play in box-leagues, inter-club matches and in teams which compete throughout the year in county and national competitions.

There are also Adult and Junior coaching programmes, providing group and individual coaching throughout the week. Our junior tennis programme offers individual and group sessions, social tennis and holiday camps.

We have qualified FPT coaches available for private and group lessons for members and a ball machine which can be hired out for a small fee.

We have 3 clay courts, 2 synthetic courts, and 2 beach tennis courts along with a football pitch that is perfect for birthday parties and team building events.

We have a wonderful restaurant adjacent to the club which will provide small sharing snacks throughout the afternoon and evening; these can be enjoyed on our terrace overlooking the courts and the dunes of Guincho.

We provide a racket restringing service and sell a selection of tennis apparel and accessories for members to purchase.

The tennis section is governed by the Tennis Committee and run on a daily basis by the Tennis Administrator. For any further details, please contact +351 933 996 110 or email geral@guinchoennis.com

The Tennis Committee

Daniela Moore

Mags Payet

Jason Hayman

Candice Russell

Staff

Luis Matos	Tennis Director
Email:	luismatos@guinshotennis.com
Mobile:	+351 933 996 110

Joao Salguette	Tennis Administrator
Email:	geral@guinshotennis.com
Mobile:	+351 939 811 135

Code of conduct

INTRODUCTION

This code of conduct and policy on court etiquette sets out what the Club regards as good practice for all members to follow and is available so that every member is clear as to what is expected of them in order to create the right playing environment in which everyone can enjoy their tennis.

Both the code of conduct and the policy on court etiquette reflect the friendly and cooperative spirit which members at the club wish to enjoy, as well as advice from the FPT. The Tennis Committee of the Club is confident that this ethos will be upheld and sees this as important in creating and maintaining a good Club reputation.

The Code of Conduct sets out minimum standards of behaviour, which all members are expected to follow and seeks to avoid any serious issues arising. The policy on court etiquette then sits alongside the code of conduct and sets out a range of actions and behaviours which are considered acceptable or unacceptable on and around the tennis court.

Should a breach of the code of conduct or a serious breach of the policy on court etiquette occur then the Club has a complaints procedure to deal with that which is dealt with by the Tennis Committee.

AIMS OF THE CODE OF CONDUCT AND POLICY ON COURT ETIQUETTE

The aim of this code of conduct and policy on court etiquette are to:

1. Ensure that all members are treated fairly and with respect;
2. Advise all members of the standards of behaviour and court etiquette which they are expected to meet so that an environment is created with which members can enjoy their tennis and the Club can continue to flourish.

CODE OF CONDUCT – STANDARDS OF BEHAVIOUR

All Members are expected to treat all other members and all other players respectfully.

The club will not accept any behaviour which may cause any physical or mental harm to any other member or player.

Unacceptable actions include:

- Being abusive or showing aggression towards another member or player;
- Swearing;
- Racket throwing;
- Intimidating another member or player;
- Creating a danger to another member or player;
- Calling into doubt the integrity of another member such as repeatedly querying line calls.

POLICY ON ETIQUETTE

Tennis etiquette covers different areas from those addressed within the rules of the game.

Etiquette covers a range of actions and behaviours which are considered acceptable on and around the tennis court.

Showing respect and being courteous

- Welcome new member and players to the Club irrespective of their experience of the game and their level of play;
- Show respect and courtesy to your partner, your opponents, staff and others on and around the courts;
- Instead of criticising your partner or opponent, offer encouragement;
- If a loud dispute during a match occurs, take it off the court and away from other players on adjacent courts;
- Do not walk behind courts when a point is in progress to avoid causing distraction;

- During play and particularly between games, keep the amount of volume and conversation to a minimum so as to avoid distracting players on other courts;
- If a ball from an adjacent court strays onto yours, do not hit it back immediately but do so when the players on that court are ready and then hit it to the server's end of that court;
- Courtesy to your opponents should include leaving the court well groomed at the end of the match;
- Do not stand at the side of the court and talk.

Walking through another court during a match

- Before crossing a court to get to yours, wait for the conclusion of the point or if the match is a competitive one, wait until the end of the game or until you are invited to walk around the back of the court and do so as quickly as possible or walk around the outside;
- Close the gate behind you as you would on your own court;
- Be aware if you are already playing on court that others may wish to walk around your court in order to access their own and facilitate that whenever possible;
- If your ball rolls onto an adjacent court, wait for a break in the play in that court before politely requesting its return rather than retrieving it yourself.

Line calls

- Only call the lines on your side of the court;
- Call clearly on the basis of what you honestly believe to be correct;
- If you are not certain, or you did not see the ball clearly, the ball was good and the doubt must be given in favour of the opponents;
- If occasionally you have serious doubt over a line call, ask your opponent politely if they are certain as to the accuracy of their call, and if they are, move on and play the next point;
- If there is doubt over a call, consider offering to replay the point.

Keeping score

- The server should announce the score before serving;
- If the server forgets or does so inaudibly, the receiver should request the server to make an audible announcement of the score;

Mobile phones

- Mobile phone and apple watches calls should not be made or received on court; leave the court to make or receive calls;
- Mobile phones and apple watches taken onto court should be switched off or put on silent so as to avoid causing a distraction;

Clothing and footwear

- Players should wear recognised tennis clothing of any colour together with tennis footwear;
- Tennis footwear is required both to promote safety, as unsuitable footwear can provide insufficient grip, and also to prevent damage to the courts

We ask all members to pay attention to the above rules of etiquette and not be offended if you are reminded by a member of staff or another member of the Club.

Court Booking User Guide

All members have the priority over non members to book courts.

Making a court booking

Contact reception on +351 933 996 110 to make a court booking or email geral@guinchotennis.com with the request.

Courts are available in increments of 30 minutes and must be paid at the time of booking.

Minimum court booking is 1 hour and prices below are per hour with a pro rata for increments of 30 minutes

Court	Member Fee	Non Member Fee
1 – Clay: Members Only	€20	N/A
2 - Clay	€15	€25
3 - Clay	€15	€25
4 – Synthetic Grass	€10	€20
5 – Synthetic Grass	€10	€20

Guest Fees

An adult member may invite guests on up to 12 occasions per year.

On each occasion, the member may invite up to 3 guests.

Members must pay for their guest fee at the time of booking.

Checking in

Check-in is not required.

If you are not on court within 15 minutes of your booking start time, you forfeit your booking rights and another member is entitled to use the court for the duration of your booking. No refunds will be given for forfeited courts.

Court must be vacated and be ready for the next member at the correct time, bearing in mind the court must be groomed before the next member starts their allocated time.

Booking cancellations and refunds

As a courtesy to other members, all members must cancel a court as soon as possible so that it becomes available to other members.

To cancel a court, contact reception on +351 933 996 110 or email geral@guinchotennis.com

If you cancel a court less than 24 hours prior to the booking, the booking fee is only refunded if the court is subsequently booked by others.

Turning on floodlights

Lights for the floodlit courts will automatically turn on when you have a court booking. Should the allocated time require floodlit courts, an extra fee of €5 is payable.

Booking rights

Adult and junior members may book courts from 10am a week before play.

All members and coaches must enter the names of their playing partners /clients at the time of booking or at least before play commences. This is for insurance purposes and it is not negotiable. If a member makes a booking and no playing partner is named, the Club reserves the right to prohibit play and the member forfeits the booking fee.

When cancelling a court in favour of another, the member must make the cancellation before the new booking, so that the court becomes available to others.

PLEASE NOTE: The Club reserves the right to close some or any court on the day of play if they deem it unplayable due to rain or unforeseen circumstances. Members should check weather forecasts before booking a court and avoid booking on forecasted rainy days. Should the courts be cancelled by the club due to last minute weather changes the member will be offered a refund.

Coaching courts

Service providers may book any court for private lessons subject to the following conditions (which can be amended by the tennis committee at any time and without notice):

1. Coaches may book courts up to 10 days in advance. They must enter the name of the client at least 48 hours before play. Court rental is €15 per hour for coaches and is automatically charged at the time of booking.
2. Coaches must inform their clients that they must take up membership with the Club to regularly take lessons.
3. Outside service providers are not allowed to book No.1 court
4. Outside service providers are not allowed to book any court that is used for the members groups sessions or during tournament days.

Matches

Court bookings for all representative club matches, including adult and junior teams and singles matches where opponents travel from an external club, take priority over all other bookings.

All club matches must be booked by the Tennis Administrator.

In exceptional circumstances, where matches run over their allocated time, inconvenienced members will be fully refunded and their next booking provided free of charge.

Club Bookings

From time to time the Club may book tennis courts and the Club House for multi-sport functions and events. Each request is considered by the tennis committee on a case-by-case basis. External bookings are only approved if they provide a clear benefit to the club and as such outweigh any inconvenience to the tennis members.

Adult Programme

Guincho Tennis has an adult programme that is aimed at different levels and standard of players. Member should assign themselves a rating based upon our Tennis Self Rating System so they can judge which sessions will be most appropriate for their level. The Club will conduct rating reviews every 6 months to all Members and advise accordingly.

To sign up for a class, all adults must first become members of the club. This is a yearly payment which includes insurance. Non-members and off-peak members may not join group coaching classes scheduled during peak times.

Group coaching schedule

Beginners – Wednesday 9am to 10.30am

Friday 9am to 10.30am

All round game development through a series of competitive drills.

Most suitable for members with a self-rating between 1-3.

Cost

- €20 per session payable upon booking
- €65 monthly (4 sessions – 1 per week)
- €110 monthly (8 sessions – 2 per week)

Coach: Joao Pedro

Improvers – Wednesday 11am to 12.30pm

Friday 11am to 12.30am

All round game development through a series of technical practices, progressed through more open and cooperative drills.

Most suitable for members with a self-rating between 3-5.

Cost

- €20 per session payable upon booking

- €65 monthly (4 sessions – 1 per week)
- €110 monthly (8 sessions – 2 per week)
- Coach: Luis Matos

Intermediate – Monday 6pm to 7pm
Wednesday 6pm to 7pm

All round game development through a series of cooperative and competitive drills.

Most suitable for members with a self-rating between 5-6.

Cost

- €25 per session payable upon booking
- €75 monthly (4 sessions – 1 per week)
- €140 monthly (8 sessions – 2 per week)

Coach: Luis Matos

Advanced – Tuesday 7pm-8.30pm

All round game development through a series of intense drills with the focus on working hard and getting the most out of your technique and game.

Most suitable for members with a self-rating between 6-8.

Cost

- €30 per session payable upon booking
- €100 monthly (4 sessions – 1 per week)
- €150 monthly (8 sessions – 2 per week)

Coach: Luis Matos

Tennis focused workout – Monday 11am to 12 pm

The aim of this session is to learn how to exercise with tennis related drills, warm ups and stretching. This is to strengthen the muscles required for tennis, improve agility, mobility and fitness and prevent injuries.

Suitable for all levels.

Cost

- €10 per session payable upon booking
- €30 monthly (4 sessions – 1 per week)

Coach: Luis Matos

Doubles Improvers – Friday 6pm to 7pm

Doubles based drills and match-play session for members with a self-rating between 5-8.

Cost

- €30 per session payable upon booking
- €100 monthly (4 sessions – 1 per week)
- €150 monthly (8 sessions – 2 per week)

Coach: Luis Matos

Private lessons

The Club offers private lessons for all levels . This is the best lesson for players who wish to improve their game both physically and tactically. Prices are per hour per person.

Coach: Luis Matos	1 player	€50	(Pack of 10 €400)
	2 players	€35	

Coach Joao Pedro	1 player	€40	(Pack of 10 €360)
	2 players	€25	

Social Mix-in Schedule

Social mix-ins are designed to help members meet other members in a friendly but competitive doubles environment. Matches are organised either by a member of staff or by a tennis member.

The following social mix-in sessions can be attended by full and off-peak members.

Members must have a minimum self-rating of 3 to attend.

Mix in deadline for signing up is Thursday of the same week, cancellation will not entitle the member to a refund due to catering costs. Special circumstances will be looked into on an individual basis.

Saturday 11am-13pm

Cost €25 to include drinks and a burger/prego/hotdog and 2 hours of social play.

Junior Programme

Our junior programme aims to introduce the sport of tennis to young players of all ages, encouraging them to fall in love with the sport as they progress, so that they will wish to play it for life whether at a club or even at higher level.

The aim is to provide a fun and inclusive environment for children of all abilities. We want to provide a platform for children to develop their skills to a point where playing tennis is an acquired skill and something they will be able to play for the rest of their lives. We believe playing tennis is a fantastic life skill and will teach them the important qualities of teamwork, honesty, fairness, dedication, endurance and speed. For those children who excel and wish to compete at an even higher performance level, we can recommend programmes that they can attend to supplement their development.

To sign up for a class, all juniors must first become members of the club. This is a yearly payment which includes insurance.

Pre – Tennis (5-8 yrs)	Tuesday & Thursday – 4pm to 4.30pm		
		4.30pm to 5pm	€65 per month
Junior tennis	Monday to Friday – 5pm to 6pm		payable monthly
	1 x week	€65 per month	
	2 x week	€85 per month	
	3 x week	€105 per month	

If paying by term, a discount of 10% is applied.

We recommend that, once a child is able to play competitive points, they play in external competitions to supplement their development. We can help develop an appropriate tournament schedule for any junior who wishes to compete regularly.

Membership application and fees

Use of Guincho Tennis Club courts is for members only and non-members are limited to 12 visits a year, after which membership must be obtained.

A membership is required for each individual person, however, Guincho Tennis Club offers an Individual memberships and a Family Membership of different levels and values.

Upon applying for membership, which must be done by filling out the following form, the applicant is required to pay the joining fee which includes membership and insurance for the year as well as a 30 minutes evaluation with a coach to understand the tennis standard of the applicant.

After completing the form and issuing the payment, the member will receive a receipt and the right to play at the Club.

All payments for membership are due before the 1st October of the relevant year and are valid until the 30th September the following year.

Membership Prices

New Member fee (to include yearly membership and Insurance)	€200
Yearly Membership (renewal) – Individual	€150
Yearly Membership – Family (partner and children included)	€200
Yearly Membership – Junior (up to 17 yrs)	€80
Senior Membership – 60+ yrs	€100

Self-Rating	Playing Characteristics	Technical / Tactical Characteristics	Notes on the type of member at each level
1	The player is just starting to play tennis	Objective is to learn how to judge and make contact with the ball.	
2	The player has had limited experience with stroke development and is still working primarily on getting the ball into play. The player is not yet ready to compete.	Objective is purely to get the ball in play.	Older generations might be physically limited to this level but have the tactical knowledge and awareness to play social and moderately competitive doubles.
3	The player needs on-court experience, with an emphasis on play. This player struggles to find an appropriate contact point, needs stroke development /lessons and is not yet familiar with basic positions for singles and doubles.	Objective is to be able to consistently hold a rally from the back of the court at a slow pace.	Entry level for peak social mix in sessions.
4	The player is learning to judge where the oncoming ball is going and how much swing is needed to return it consistently. Movement to the ball and recovery are often not efficient. Can sustain a backcourt rally of slow pace with other players of similar ability and is beginning to develop strokes. This player is becoming more familiar with the basic positions for singles and doubles and is ready to play social matches, leagues and low level mix ins.	Potential limitation: grip weaknesses, limited swing, and inconsistent toss on serve, limited transitions to the net.	Entry level for social mix-in sessions.
5	The player is fairly consistent when hitting from the back of the court but is not comfortable with all strokes and lacks accuracy when	Potential limitations: inconsistency when applying or handling pace, difficulty handling shots outside of their	Typical social mix in standard.

	trying for directional control, depth, pace or altering distance of shots. This player understands basic doubles play and formations such as one up, one back.	strike zone. Can be uncomfortable at the net.	
5.5	Similar to above.	More adept at handling variations sent from opponents and can maintain their own contact point and consistency.	Typical social mix in standard.
6	This player has dependable strokes with directional control on moderately paced shots but lacks depth, variety and the ability to alter distance of shots. The effective use of lobs, overheads, approach shots and volleys is limited. This player is more comfortable at the net, has improved court awareness and is developing teamwork in doubles.	Potential strengths: Player can generally rally from the baseline opposite a net player and vice versa. Players at this level may start to utilise mental skills related to concentration, tactics and strategy. Potential limitations: Struggles to replicate practice form in matches and other competitive situations.	Higher end social mix in. Ladies 4 th team standard.
6.5	Similar to above.	Maintains level during competitive pressured situations.	Higher end social mix in. Member generally in box leagues 8 and above. Ladies 4 th team standard.
7	The player has dependable strokes with direction control and the ability to alter depth of shots on both forehand and backhand sides during moderately paced play. This player also has the ability to use lobs, overheads, approach shots and volleys with success. This player occasionally forces errors when serving. Points may be lost due to impatience. Teamwork in doubles is evident.	Potential strength: Dependable second serve, recognises opportunities to finish points. Potential limitations: Struggles to replicate practice form in matches and other competitive situations.	Member generally in box leagues 5 and above. Ladies 3 rd team standard.

7.5	Similar to above.	Level maintains during competitive pressure situations.	Ladies 3 rd team standard.
8	This player can vary the use of pace and spins, has effective court coverage, can control depths and shots and is able to develop game plans according to strengths and weaknesses. This player can hit the first serve with power and accuracy and can place the second serve. This player tends to overhit on difficult shots. Aggressive net play is common in doubles.	Potential strengths: Points are frequently won off the serve or return of serve. Players are able to offset or hide their weaknesses, they might have a weapon around which their game can be built.	Member in the top 3 box leagues. Men 4 th team standard. Ladies 2 nd team standard.
8.5	Similar to above.	Maintains level or even improves during competitive pressure situations.	Men 3 rd team standard. Ladies 2 nd team standard.
9	This player has good shot anticipation and frequency, has an outstanding shot or attribute around which his or her game can be structured. This player can regularly hit winners or force errors off of short balls and puts away volleys. He or she can successfully execute lobs, drop shots, half volleys, overheads and has good depth and spin on most second serves.	Potential strengths: Covers and disguises weaknesses well, can hit offensive volleys and half volleys from mid court and can employ physical or mental fitness as a weapon.	Member in the top 2 box leagues. Men 2 nd team standard.
9.5	Similar to above.	Maintains level or even improves during competitive pressure situations.	Men and Ladies 1 st team standard.
10	This player has developed pace and consistency as a major weapon. This player can vary strategies and styles of play in competitive situations and hit dependable shots in stress situations.	Strengths: Can hit offensively at any time, can vary strategies and styles of play in competitive situations, first and second serves can be depended upon in stress situations.	Men and Ladies 1 st team standard.

11	This player has typically had intensive training for national tournaments or top level university/colleges competitions and has obtained a top national ranking at some period in their life.		These are the best players at club level. Have won or come very close to winning the club championships and are currently playing at 1 or 2 in their 1 st teams.
----	---	--	---