



Table Games Policies & Procedures

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Computer Applications

In the event a computer generated document (open/close, fill or credit slips) cannot be used, then manual documentation will be used, (manual open/close, fill or credit slips). All manual slips will be stored in the vault. Table Games Supervisors will request a slip from the vault. Security will transfer the slip between the vault and pit. The issuance of a manual slip will be documented by a log kept in the vault, date, time, slip type, reason for use of manual slip and signatures of both Security and Vault team members. The authorized Floor Person will retrieve the necessary slips needed from the vault.

Fill Slips

1. Fill Slips will be in triplicate form.
2. Fill Slips will be numerically numbered in order and sequential with no missing numbers.
3. Fill Slip will contain (4) four signatures and Badge numbers on all copies.
4. Any voided fill slip will have at least 2 signatures.
5. Fill slips will have a place for Table Number, Shift, Date, Time and amount by denomination and in total on all copies.
6. Fill slips will be picked up by security and transported to the vault for processing.

Credit Slips

1. Credit Slips will contain three (3) signatures and badge numbers on all copies.
2. Credit Slip will contain table number, shift, date, time and amount by denomination and amount in total on all copies.
3. Any voided credit slips will have two (2) signatures on all copies.
4. Credit Slips will be numerically numbered and sequential with no missing numbers.

Open/Close Slips

1. Open/Close Slips will be a three (3) part copy, white to indicate close, yellow to indicate open and pink for file copy. All copies require two (2) signatures with badge numbers.
2. Open/Close Slips will be numerically number and sequential.
3. Open/Close Slips will contain the date, time, shift and amounts by denomination and in

total on all copies.

4. Open/Close Slips will be marked clearly Open on the yellow, closer on the white and contain two (2) signatures with badge numbers.
5. Open/Close Slips will be dropped into the correct shift slot by Shift Supervisors at shift change or during an open/close of a table.

Receiving a Fill

Fill transactions shall be authorized by pit supervisory personnel before the issuance of fill transfer of chips, tokens, or cash equivalents. The fill request shall be communicated to the vault where the fill slip is accepted.

1. The Floor Supervisor will inform the Dealer that a fill is ready to be delivered.
2. The Dealer will ask all patrons to remove their bets from the playing circles.
 - a. On the craps table the game will stop but bets will remain on the layout. The dice will be brought to the center of the layout while the game is stopped.
3. A Security Officer will place the chip carrier on the Table.
4. The dealer will verify that the number of chips is correct, using the fill receipt.
5. The dealer will line the chips on the table with the highest denomination closest to them.
6. The Dealer will run down one stack of chips (highest denomination), proving that 20 is present in each stack. Once one stack is verified, the dealer can drag their finger across the remaining stacks. The Dealer must touch each stack in the column, assuring that each stack of cheques is even with the proofed stack.
7. The Dealer and the Floor Person will verify that the fill slip is correct. Table number, date, time, and shift are to be verified.
 - a. In the event that the fill slip is incorrect the cheques would be refused at the table.
 - b. The Security Guard will return the cheques along with fill slip to the vault.
 - c. All Team Members involved will sign the voided slip and a copy will be returned to the table to be dropped in the appropriate slot.
8. The Dealer, Floor Person, and Security Officer will place their signature and badge number in the appropriate areas, and the Floor Person will separate the yellow copy for the Security Officer.
9. The Dealer will put the cheques into the appropriate rack tubes, using spacers where applicable.
10. The Dealer will drop the white copy of the fill slip into the appropriate shift slot.
11. Cross fills (the transfer of chips between table games and even cash exchanges) are prohibited in the pit.

Credits

Table credit transactions shall be authorized by a pit supervisor before the issuance of credit

slips and transfer of chips, tokens, or other cash equivalent. The credit request shall be communicated to the vault where the credit slip is accepted.

1. The Floor Person will inform the Dealer that the Security Officer is ready to receive the credit.
2. The Dealer will ask all patrons to remove their bets from the playing circles, stepping to the right to allow room for the Security Officer.
 - a. On the craps table the game will stop but bets will remain on the layout. The dice will be brought to the center of the layout while the game is stopped.
3. A Security Officer will place the chip carrier on the table.
4. The Dealer and the Floor Person will verify the credit slip for accuracy concerning table #, credit amounts and totals, etc.
5. The Dealer will remove the required checks from the chip rack and prove them. The Dealer will take out exactly what denominations and amounts are on the credit slip. The Dealer will completely break down all \$500 cheques. All other full stacks will be proofed by breaking down and proving one (1) stack and comparing it to the others by running their fingers over all stacks. Partial stacks will be cut out or splashed following procedure.
6. The Dealer, Floor Supervisor, and Security officer will both sign the credit slip.
 - a. In the event that the credit slip is incorrect the slip will be voided.
 - b. A copy of the voided slip will be dropped in the appropriate slot on the table.
7. The Yellow copy will be dropped immediately in the appropriate slot.
8. The Dealer will place the cheques in the trays, place the trays back in the chip carrier, and White credit slip in the chip carrier.
9. The Security Officer will place the lid on the chip carrier and transport the cheques to vault.

Voids

1. All voids of Fills or Credits will be done within the IGT system. The Vault has the ability to void a Fill or Credit as long as the Fill or Credit has not already been "Accepted" by vault personnel.
2. Paradise casino will void fills and credits within the EWhiz machine by vault personnel.

Fills

1. The Blackjack Pit Floor Supervisor must notify the Vault if a void is needed.
2. The Cash Ops Lead will void the request for the Fill within the system.
 - a. In the event that the transaction has already been "Accepted", The Vault Clerk must write "Void" on the Fill or Credit slip, attach an explanation for the void, and send to the Accounting Department to be processed. An "Accepted" transaction can only be voided by the Accounting Department.
3. The void slip will be signed by the Vault Clerk and will be passed to the Security Guard for transport to the pit.

4. The Manager on Duty will be called to the pit to verify the void.
5. The Floor Supervisor along with the Manager on Duty will examine the slip and verify that all information on the slip is correct.
6. If all information is correct on the slip, the Floor Supervisor, Security, and a Manager on Duty will sign.
7. The void slip will be returned to the vault by security.

Credits

1. The Blackjack Pit Floor Supervisor must notify the Vault if a void is needed.
2. The Cash Ops Lead will void the request for the Credit within the system.
 - a. In the event that the transaction has already been “Accepted”, The Vault Clerk must write “Void” on the Credit slip, attach an explanation for the void, and send to the Accounting Department to be processed. An “Accepted” transaction can only be voided by the Accounting Department.
3. The void slip will be signed by the Vault Clerk and will be passed to the Security Guard for transport to the pit.
4. The Manager on Duty will be called to the pit to verify the void.
5. The Floor Supervisor along with the Manager on Duty will examine the slip and verify that all information on the slip is correct.
6. If all information is correct on the slip, the Floor Supervisor, Security, and a Manager on Duty will sign.
7. The void slip will be returned to the vault by security.

Void Processing

1. If there is an error on a fill/credit slip completed in the manual WHIZ machine, it must be voided as follows:
 - a. The Vault Clerk will write “VOID” in large letters across the fill/credit slip being voided.
 - b. The white and yellow copies will be dropped in the accounting drop box.
 - c. If the void needs to occur on a fill/credit slip after the issue has been made, the chips and form must be returned to the vault and recreate a fill/credit respectively.
 - d. To void the transaction in Casino Insight, utilize the “Transaction Management Tool.”

Key Control

1. All team members of the Blackjack department will abide by the Key Control Policies set forth for the property they are employed by.
2. Blackjack keys will be kept in Electronic Key Cabinet with authorization given to Blackjack Director and/or Manager, Shift Managers and Floor Supervisors.
3. The Blackjack keys are to be checked out of TRAKA and kept in possession of the person

checking them out. The handing off of keys is not permitted.

- * See Key Control Policies regarding details for Key regulations and requirements.

Standards for Drop and Count

The procedures for the collection of the table game drop and the count thereof shall comply with 542.21, 542.31, or 542.41 (as applicable). Please see Drop and Count policies for specifics regarding the drop and count of Table Games.

Standards for Accounting and Auditing

See Accounting and Auditing Policies and Procedures for process 542.12(j)(1-5)(6)(i-iii)

Standards of Supervision

Pit supervisory personnel (with authority equal to or greater than those being supervised) shall provide supervision of all table games.

1. Supervisory personnel will circulate or be stationed among the Blackjack pit to ensure that operations are conducted properly, that dealers and guest follow the house rules.
2. Maintain a familiarity with all games as well as strategies employed in those games.
3. Responsible for protecting the integrity of the game and the casino assets.
4. The Blackjack Manager has the authority to perform any duty that a Pit Manager or Floor Supervisor performs and may assist the Pit Manager or Floor supervisor in any task the Blackjack Manager deems necessary. However, the Blackjack Manager and Pit Managers are not permitted to deal.
5. Pit Managers have the authority to perform any duty that a Floor Supervisor performs and may assist the Floor Supervisor in any task the Pit Manager deems necessary.
6. The Blackjack Manager, Pit Managers and Floor Supervisors are not permitted to handle gaming cheques. (Exception: If a Pit Manager deems it necessary, they may require a Floor Supervisor to deal.)
7. Floor Supervisors who are required to deal must follow the same procedures as a Dealer.
8. If a Floor Supervisor is required to deal, they must wear an apron.
9. Pit Managers have the authority to permit a Dealer to perform the duties of a Floor Supervisor in an emergency situation.
10. Dealers are required to follow all Floor supervisor procedures when working in the capacity of a Floor Supervisor.

Standards for Dealers

1. Dealers shall wear uniforms recommended by management. Such uniforms shall not have pockets and sleeves shall not be loose or gathered.
 - a. An event that requires a supervisor to perform the functions of a dealer the supervisor will then be recognized as a dealer
 - b. The supervisor functioning as a dealer shall wear an apron
2. Dealers shall always clear hands in the following situations:
 - a. Prior to breaking down a winning bet.
 - b. When coming on/off a game
 - c. After dropping cash in the drop box. If a dealer uses one hand to perform the drop, that is the only hand required to be cleared.
 - d. Prior to and after touching body, hair or clothing.
 - e. Prior to straightening up a player's bet before beginning a hand.
 - f. After returning cheques to a rack directly following a payoff.
3. Dealers are prohibited from taking anything from a patron's hand while dealing on a table.
4. Dealers shall not be allowed to touch or be touched by a patron while dealing on a table.
5. No oversized personal jewelry may be worn (ex. Watches, bracelets, armbands, hair bows, etc). Headbands cannot be larger than 3/4 "wide. Watches must be smaller than a poker chip. If a device must be worn for medical purposes (ex. Cast or brace) it must be inspected by a member of Security before entering and exiting the area.
6. No extraneous items are allowed in the pit such as personal belongings, personal funds, beverage containers, etc.
 - a. All personal items must be stored in the designated area provided by Casino Management.
7. All breaks are to be taken in the designated areas. Employees are prohibited from taking breaks on the Casino Floor.

Entering/Exiting a Blackjack Game

1. Dealers are not permitted to turn over a game to another Dealer until all patron transactions are completed and the chip rack is organized for the incoming Dealer.
2. Dealers are not permitted to leave a table during any part of the shuffle process. The process begins when the cut card comes out and or is the next card in the shoe. Dealer must complete the shuffle before being relieved. Once the shuffled cards have been placed in the shoe, the Dealer will place the shoe in the center of the table, pull a card out (Incoming Dealers burn-card) and tuck it approximately halfway under the shoe.

3. The incoming Dealer will stand to the side of the outgoing Dealer and tap them on the shoulder. Once the outgoing Dealer completes all required work, he/she will back away from the table with open hands palms up and fingers spread.
4. If a Dealer is being relieved on Ultimate Texas Hold-Em, Three Card Poker or any two deck shuffle machine games, they will finish the hand, remove cards from the discard rack, spread them face down, and follow all other exiting procedures.

Burning a Card

1. Directly following the shuffle process, the Dealer will burn one (1) card, keeping it low and level to avoid exposure.
2. The incoming Dealer will discard the card tucked under the shoe by the outgoing Dealer.

Card Delivery and Placement

1. Before the Ante is received, the dealer should declare no more bets.
2. From the time no more bets are called, until the pay take sequence is completed, players are not allowed to touch their bets
3. Cards delivered to each hand are to be removed from the shoe with the Dealers' left hand, turning and placing them face up with the right hand.
4. The dealer will deliver the first and second spot cards with the left hand.
5. The Dealer will receive their first card face down.
6. The second and subsequent card(s) shall be dealt covering the lower left corner of the previous card allowing visual on the middle pips.
7. The Dealer's second card will be delivered with the left hand, without exposing it, while the Dealer turns over the face down card with the right hand, and places it on top of the second card, face up.
8. Any situation that will cause a Dealer to break from ordinary procedure must be called to the attention of and corrected by the Floor Person.
9. Any Dealer mistake in card delivery will stop the delivery of cards as soon as it is discovered, and the Dealer will announce "Floor" to alert the Floor Person of the error. Dealers never correct their own mistakes. Only a Floor Person can make a correction decision.
10. Players are not permitted to ever touch the cards while playing shoe Blackjack. The Dealer will politely correct this immediately when it occurs.
11. When dealing double deck, players are permitted to touch the cards with one hand.

Insurance

1. Insurance is an additional wager that patrons can make if the Dealer's up card is an ace. Insurance pays two (2) to one (1).

2. When the Dealer has an Ace as the up card, patrons have an option to make an insurance wager before the hole card is checked.
3. The Dealer will turn both the Ace and the hole card horizontal to the patrons, making sure that the hole card is covered during this process.
4. The Dealer will run their hand along the insurance line, and then run it back to the original position, announcing "insurance?" in a clear audible voice at least twice. Each customer at the table is to be afforded the opportunity to place an insurance wager.
5. Patrons can make insurance wagers at this time.
6. All insurance bets must be placed on the insurance line. The dealer may assist patrons in doing so.
7. A patron may make an insurance bet for any amount from up to one-half (1/2) their original bet. If the Patron places more than the maximum allowable amount on the insurance line, the overage will be returned by the Dealer.
8. If a patron has more than one bet and wishes to insure multiple bets, each additional insurance bet must not exceed one half (1/2) of the original bet(s). The Dealer may need to specify which bet(s) are being insured.
9. The Dealer will state, "Insurance closed" and check their hole card in the no peek.
10. If after checking the hole card in the no peek the Dealer does not have Blackjack, all losing insurance wagers will be collected, and the hand will proceed in a normal fashion.
11. If the Dealer's hand is a Blackjack, the Dealer will expose their hand, collect all losing wagers, and pay the winning insurance bets.

Acting on a Dealers Hand

1. At the conclusion of card delivery, the Dealer will use the no peek to check if they have a Blackjack if a ten (10) is their up card. (See insurance and no peek procedures if an Ace is the up card).
2. The hole card should be concealed at all times. If the Dealer has a Blackjack with a ten (10) up, all losing bets will be collected. A patrons Blackjack will be a push.
3. If the Dealer does not have a ten (10) or Ace up, after all patrons have acted on their hands, the Dealer will take action on his/her hand.
4. If cards are required, the Dealer will draw additional cards (pulling the cards from the shoe with their left hand and placing them with their right hand) vertically in a uniform fashion to the right of their original two cards, leaving a space between each card.
5. The Dealer will hit their hand of sixteen (16) or less and soft seventeen's (17's) and stand on all hard seventeen's (17's) through twenty-one (21).
6. The Dealer will announce their total in the same fashion as addressing a patron hand.
7. If, when the Dealer checks for a Blackjack he/she gets a "misread" signal, the Blackjack hand will become a 21 and be treated as such. A Floor Person should be alerted to this situation.
8. If a Dealer dealt only busting hands or only Blackjacks to patrons, the Dealer will expose their cards and are not to take any additional cards. The Dealers hand must always be exposed at the conclusion of a hand.

9. Dealers and Patrons cards should never touch.

Casing the layout

1. The Dealer will assure that each wager is properly stacked, with the larger denomination cheques on the bottom of the wager and the less valued cheques stacked in ascending order.
2. The Dealer is required to be aware of wager amounts prior to each hand, assuring that they meet, but do not exceed the posted table limits.
3. It is required that Dealers note amounts wagered and which betting circles are being played.

Color Change

1. The Dealer will call out “color coming in” and wait for any necessary approval of the Floor Person (see Dealers calls for necessary approvals).
2. Upon approval, the Dealer will bring in the cheques to the left side of the layout and run them down (using the left hand) with largest denominations closest to the rack and the smallest denominations closest to the insurance line.
3. The Dealer will run down each denomination, completing each amount, largest denomination to smallest, in order.
4. Once the Dealer determines the total value of the incoming color, the exact same amount will be cut out on the right side of the layout with the right hand.
5. An area of layout must be present between the two transactions that create a clear distinction between the incoming and outgoing color.
6. Once the appropriate approval is received, the converted color change will be placed in front of the patron, not in their betting circle.

Ante Collection

1. At the beginning of each hand players will post a .50 cent ante near the betting circle.
 - a. On UTH the ante will be placed near the players bet wager.
2. Before the cards are dealt the dealer will collect the antes and place them in the far-right tube of the tray.
3. Antes will be colored up to the nearest \$25 denomination before dealers are pushed off the table.
4. At any time that there are 4 \$25 chips in the far-right tube the dealer will call the floor and drop those 4 \$25 cheques in the drop box.

Ante / Hand Accumulation (Tally Counter)

A tally counter will be placed on each table to accurately account for “Free Ante”. The counter will be used to track the number of hands played on any particular game.

1. Dealers will push the button on the tally counter once for each hand played per betting round prior to the beginning of each hand being dealt.

Example:

- (1) Push = 1 hand
- (2) Push = 2 hands
- Etc.

2. In the case of a dealer error pushing the button for an accurate count, the dealer will notify a Supervisor immediately to make any necessary correction for accuracy.
3. At the end of each shift the Pit Supervisor will record the number of hands played and multiply it times \$0.50 cents to record the monetary value for each table’s “Free Ante”.
4. A “Free Ante” form will be completed by a Pit Supervisor. The “Free Ante” form will contain the following:
 - a. Pit Supervisors signature & badge number
 - b. Table number
 - c. Date
 - d. Time
 - e. Shift
 - f. Monetary Value of Antes
5. The white copy of the “Free Ante” form will be dropped into the cash box, the yellow copy will be sent to OMDA daily for accounting purposes and the pink copy will be retained by the Table Games Department.
6. The Pit Supervisor will reset the counter to (0) zero after recording all information to begin the next shift.

Currency Change

1. Currency cannot be used to make wagers on any table games. It must be converted to gaming cheques to be wagered.
2. The patron will set the currency on the layout. Dealers are not permitted to take or give anything, including currency, from or to a patron’s hand.
3. The Dealer will complete all other work from the previous hand prior to beginning the currency change process.
4. All currency will be separated by denomination and counted on the left side of the layout.
5. Single bill transactions will be placed horizontally on the layout.
6. The Dealer will mark all currency in the denomination of \$20 or more with a currency pen prior to the completion of the transaction.
7. Multiple Bill Transactions
All currency except for \$50 bills will be placed overlapping in rows of (5) down and up to

five (5) rows across. \$50 bills will be placed in rows of four (4) down and up to five (5) across. *NOTE – The word “down” describes toward the Dealer, starting closest to the insurance line and working towards the chip rack, overlapping left to show a portion of each separate bill. Across means to the Dealer’s left.

- a. Bills are to be organized in the Dealers hand in a fashion that they are bank faced with the top of the bill facing right and upside down, so that when they are placed on the layout, they are flipped over, largest bill to smallest, exposing the back of the bill during placement and the front of the bill when they are placed. If the bills are folded and will not lie flat, the bill(s) will be held vertically with two hands and “Crunched” in an accordion method until the bills lay flat prior to placing them on the layout.
 - b. Currency shall remain spread until after change has been delivered to the patron.
 - c. For large buy-ins where the number of bills (of the same denomination) exceeds five (5) rows, the Dealer shall stop once they get to five (5) rows and call the Floor Supervisor to verify.
 - d. The Dealer will remove the paddle, stack the bills neatly and place them horizontally on the drop slot, without dropping them in the box, and lay the paddle flat on top of the bills.
 - e. Additional stacks of counted currency will be placed face down at an opposite angle of the previous stack, under the paddle, if necessary.
 - f. Each stack under the paddle represents a definite amount of currency, and if there are not enough bills to create a stack, they will remain spread on the layout.
 - g. Once counting is concluded, a total will be determined, based on full stacks and remaining bills.
8. The Dealer will call out “change” and announce the total amount in a clear loud voice.
 9. The Dealer will cut an identical amount in cheques on the right side of the layout, using their right hand. The Floor Supervisor is required to approve currency change in excess of \$100 in order to proceed.
 10. Only US currency is accepted. Gaming tickets will be accepted at tables with the TITA system installed. Traveler’s checks, personal checks, etc are not accepted.
 11. Change other than quarters will not be accepted. No more than \$1 in quarters will be accepted from any one (1) patron. Patrons who wish to exchange other types of change will be directed to the cashier’s cage.

Cheque Change

1. The Dealer will call out “cheque change” in a clear loud voice prior to receiving the checks from the customer.
2. After receiving approval (\$100.00 or more) from the Floor Person, the cheque(s) are brought in on the left side of the layout.
3. The out-going smaller denomination cheques will be cut out on the right side of the

layout with the right hand. An area of layout must be present between the two transactions that will assure a clear distinction between the incoming and outgoing cheque change.

4. Once the Dealer determines the total value of the cheque change, the exact same amount will be cut out on the right side of the layout with the right hand.
5. The Dealer will announce the final total of cheques going out before moving them to the patron.

Picking up the Cards

1. At the conclusion of the take and pay sequence, the Dealer will remove the remaining cards from the table.
2. The Dealer will remove the cards beginning with the hand furthest to the Dealers right and work left.
3. Each hand will be picked up as spread, face up and placed under the next collected hand using a scooping motion.
4. The Dealer will assure that all cards that have been picked up are in the exact order they were delivered.
5. After the Dealer has picked up all of the patrons cards, they will be placed in the discard rack.
6. The Dealer's hand will be picked up separately and last, and placed in the discard rack.
7. In the event a player has a question about the total of their hand or the Dealers hand after their cards have been picked up, a Floor Person must be informed of the dispute prior to any action being taken by the Dealer.
8. Cards will not be removed from the discard rack without a Floor Person approval.
9. If the Floor Person approves the backing up of the cards, each hand will be reconstructed by the Dealer, one at a time, from the cards at the top of the discard rack.

Take and Pay Sequence

1. After the Dealer acts on his/her hand and a decision is reached, the take and pay sequence will begin.
2. The Dealer will take and pay beginning with the furthest hand to the Dealers right with the exception of a Blackjack. Blackjacks will be paid prior to acting on any other hand.
3. Before a payout all players' multi-color wagers shall be broken down. All winning multi-color payouts shall be broken down in the betting circle before payout.
4. Each subsequent hand will be dealt with in order, working right to left.
5. All pays are to be paid to the side of the original bet, never behind.
6. The Dealer will not use losing wagers to pay winning wagers; all cheques collected will be placed in the chip rack prior to paying the next wager.
7. As a Dealer collects losing multi-colored wagers, they will place them in a neutral tube. The chip rack will be organized prior to the next hand. The neutral tube will not be used for paying bets during this process.

8. Dealers are not permitted to slide or throw cheques to a customer
9. The Dealer will size into all “color for color” payoffs.
10. If a Dealer does not have enough cheques to complete a pay-off, they will return to the chip rack and start over. Dealers are not permitted to make partial pay-offs.
11. Dealers will not pass cheques from hand-to-hand. When switching hands, the Dealer will either set the cheques down in their working area with one hand and immediately pick them up with the other hand, or place them back in the rack.
12. Dealers will pay the first two spots with the left hand and the remainder of the layout with their right hand.
13. Patrons are not permitted to touch their wager or pay off until the Dealer has completed the transaction.
14. All pushes will be clearly indicated by tapping the surface of the table in front of the bet.
15. Dealing to family members is not allowed. This includes, and is not limited to, spouses, parents, children, “significant others”, etc
16. The Dealer will walk their game, stepping from side to side, to keep 1st and 3rd base in their line of vision as they complete their work.
17. Dealers are not permitted to turn away while manning any open table. Briefly glancing from side to side is acceptable. Looking behind, or turning around is not permitted. If this is required for any reason, a Floor Person must give approval and watch the layout as this transpires.

Acting on a patrons hand

1. The Dealer will act on each patron hand working from the farthest hand left of the Dealer to the farthest hand right, in order. The Dealer will announce the total of each hand as they address it.
2. All actions to a patron hand must be decided by the patron and communicated through hand signals that unquestionably state the patron’s intention. Verbal direction will not be accepted. *Possible Exception: Patrons with handicaps will be accommodated. In this event, the Floor Person will instruct the Dealer to convey the patron’s intentions, using the proper hand signals. The Floor Person will notify surveillance in these situations.
3. The patron must indicate they want a hit by making a clearly visible scratching motion with their finger(s) or hand.
4. The Dealer will announce the total of the patron’s hand upon addressing. Each subsequent card received will prompt the Dealer to announce the new total.
5. The patron must indicate they want to stand by making a waving motion, with their hand. The Dealer will mimic this motion, confirming that it is understood that the patron does not want additional cards, before moving on to the next hand.
6. When a patron receives a bust (exceeds 21), the Dealer will announce, “Too many”, take the cheques, place them in the proper tubes and pick up the cards in a scooping motion.

Splitting Cards

1. A patron may split any like-valued original two (2) cards.
2. Splits are indicated by the Dealer spreading the two (2) cards and bets apart, thus creating two (2) separate one (1) card hands.
3. A patron must wager the identical amount of the original bet for any split.
4. The player must receive at least one (1) additional card to each split hand.
5. A patron may split up to three (3) times, creating a total of four (4) hands, if identical valued cards are delivered.
6. The Dealer will move the additional wager(s) to the right of the original wager.
7. The Dealer will slide the top card of the original hand to the right, and place it below the additional wager, creating a distinct separation between the two cards. This will be repeated if splitting more than once.
8. Each hand will be acted on and handled in order, completing the first before moving to the second, and so on.
9. If a player splits ten-value cards and receives an Ace as a second card, the hand total is eleven (11) or twenty-one (21). The patron may double down or hit if they choose to. This hand will be paid even money if it wins.
10. When a hand of a split wins and one loses, they are to be treated as individual hands and paid and taken as such. Never use dirty money. If a player splits ten (10's), the dealer will alert the Floor Supervisor "splitting 10's".
11. Aces will receive one (1) card only, which will be set horizontally. If an Ace receives an Ace, the Dealer will inquire if the patron wished to split. If the patron does not wish to split, they cannot receive a hit, so a stand hand signal will be required to assure they are finished acting on the hand. The hit card is placed face up. Patrons are not permitted to double down on split Aces.

Doubling Down

1. A patron may double down on any hand except a Blackjack. An additional card will be delivered to any hand that has been doubled down.
2. A patron may double down for any amount from the table minimum to their total amount of the original bet.
3. A double down hand will only receive one (1) card, delivery horizontally to the hand.
4. Doubling down for less is permitted. The Dealer will announce "doubling for less" if this is the case.
5. If a patron doubles down on any hand with a value higher than 11, the Dealer will alert the Floor Supervisor "doubling down on" and state the value of the hand. Example: "doubling down on a hard 14".
6. All double down wagers will be placed behind the original wager.
7. The Dealer will pay a double down wager back to front, paying the original wager last.
8. The Dealer will size in to all single denomination wagers when paying with a like value cheques. Dealers are not permitted to conceal larger denominations under smaller denominations, or size into a bet containing more than one (1) denomination cheque.

9. If a winning double down wager contains more than one (1) denomination, the Dealer will proof both bets to assure that the additional wager matches or is less than the original wager.
10. The dealer may combine the two wagers if they are multiple denominations.
11. The multiple denominations will be separated when combined, with the smallest denomination closest to the patron and the larger denominations closest to the Dealer.
12. The Dealer will cut out the required cheques either from the chip rack, or in the work area.
13. The Dealer may stack different denominations on top of one another in preparing to deliver the checks to the winning wager.
14. The Dealer will size into the combined wagers with the prepared cheques.
15. If a larger denomination cheque is being used for the pay-off, the bet will be splashed and the pay-off will be set, or splashed, next to it. The payoff will be made directly next to the winning wager. A clear distinction between the two separate payoffs should be obvious.

Opening a Chip Rack

1. Surveillance will be notified prior to opening a table.
2. The Floor Supervisor will unlock the lid to the chip rack.
3. Once the tray is unlocked or cards are placed the dealer must be present.
4. The Dealer will place the completed opening slip that was secured in the rack, on the side of the table visible for the Floor Supervisor.
5. The Dealer will remove all full stacks of \$500 and \$100 cheques run them down. Once proven, the cheques will be returned to the rack.
6. The Dealer will visually compare the other stacks with the proofed large denominations.
7. Once all stacks have been proven, the opening slip that was present in the rack will be evaluated for accuracy.
8. Once all of the information on the opening slip is validated, the Dealer and Floor Supervisor will sign and date it in the appropriate location.
9. The Dealer will drop the slip in the appropriate slot.

Closing a Chip Rack

1. Surveillance will be notified prior to closing a table.
2. The Dealer will remove all full stacks of \$500 and \$100 cheques and run them down.
3. Once all stacks have been proven, the Open/Close slip will be filled out by the Floor Supervisor.
4. The Open/Close Slip will be verified by the dealer.
5. Both Floor supervisor and Dealer will sign & date indicating all values are

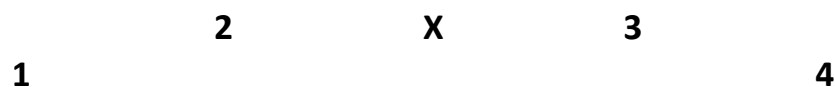
accurate.

6. The signed completed white copy of the Open/Close slip will be dropped in the appropriate slot. The Yellow opening slip will be placed in the chip rack. The opening slip will not cover the \$500 or \$100 cheques. It will be placed in the rack in a fashion that it can be completely read through the glass.
7. The lid will be placed and locked.
 - a. If the table is being closed, the dealer will be permitted to sort cards as long as the lid is on the tray.
8. Dealer shall remain on the table until the closing of the chip rack is complete.

Hand Shuffling

1. For those games that are normally shuffled using a card shuffler, Surveillance shall be notified prior to a hand shuffle being performed.
2. During a live game, the indication to shuffle is determined by the cut card being removed from the shoe by the Dealer in the natural course of events. The cut card will be tucked in the discard rack, partially exposed, to assure that another hand is not dealt. This indicates the last hand of the shoe. A new hand will not be dealt once the cut card has been removed.
3. Once the last hand of the shoe has been completed, the Dealer will remove the remaining un-dealt cards from the shoe.
4. The Dealer will place one-half (1/2) of the removed cards one-third (1/3) up from the bottom of the discard rack and the other half of removed cards one-third (1/3) down from the top of the discard rack.
5. Once all cards are in the discard rack, the Dealer will remove them and place them in the center of the table.
6. The Dealer will cut the decks in half creating 2 deck stacks.
7. The following shuffle types will be used:
 - a. **Shuffle A (Emergency Shuffles Only)**
 - i. The dealer will take approximately half of a deck from each stack.
 - ii. The dealer will shuffle twice, strip and shuffle a third time, "lacing" the final shuffle.
 - iii. The dealer will continue this process until all the cards are shuffled, laced, and placed accordingly.
 - b. **Shuffle B**
 - i. The Dealer will then cut the two halves in half, creating four deck stacks.
 - ii. Using the diagram below, the Dealer cut the stack to the left approximately in half, creating stacks #1 and #2
 - iii. Using the diagram below the Dealer will cut the stack to the right approximately in half, creating stacks #3 and #4
 - iv. From stacks #1 and #3, the Dealer will take approximately ½ a deck from each stack.
 - v. The Dealer will shuffle twice, strip and shuffle a third time, "lacing" the final shuffle and place in location X.

- vi. From stacks 2 and 4, the Dealer will take approximately $\frac{1}{2}$ a deck from each stack.
- vii. The Dealer will shuffle twice, strip and shuffle a third time, “lacing” the final shuffle and place in location X.
- viii. The Dealer will continue this process, alternating from stacks #1 and #3 to stacks #2 and #4, until all the cards have been shuffled and laced and are stacked on location X.
- ix. Once this process has been completed, the Dealer will call out in a loud and clear voice “rolling” and wait for a verbal approval from the Floor Person. After receiving approval, the Dealer will begin the rolling process, squaring the cards using the dealing shoe, and offering the cut to a patron while keeping the ends of the decks from being exposed to the customer making the cut.
- x. The Dealer will cut the cards upon the patron’s request. (An alert is required)
- xi. The Dealer will present the decks to be cut using the hand closest to the patron cutting the cards, thus preventing any unnecessary turning away from the rack.
- xii. The decks will be presented for the cut to the patron, but will not be offered past the betting circle.
- xiii. The cards must be cut by the patron (or Dealer if applicable) a minimum of one (1) deck from either end. If the patron cuts less than this amount, the Dealer must remove the cut card and inform the patron that the cut must be at least a deck from either end.
- xiv. The Dealer will pull the cards back to the working area, remove the section of cards cut from the 6-deck slug, and place them at the back of the decks, without exposing any cards.



- xv. The Dealer will place their cut card approximately one and a half ($1\frac{1}{2}$) to two (2) decks from the back of the 6 decks.
 - xvi. The Dealer will place the cards in the shoe, being careful not to expose any cards in the process.
 - xvii. The Dealer will remove (burn) 1 card from the shoe and place it in the discard rack.
8. If cards are visibly exposed during any part of the hand shuffle all stacks will be combined and the process will start over.

Shift Change

1. Shift changes are at 4am, 12pm and 8pm; however, shift change times will vary for properties not remaining open 24hrs.
 - a. Staff members that are opening a pit that was previously closed, will roll all shifts until the system is current.
 - b. Paradise casino operates 1 shift per 24 hour period. One set of openers and one set of closers is all that is required for shift change.
2. A Floor Person will inform the Dealer that shift change is occurring.
3. The Floor Person will enter the shift change amounts of each table into CTA, and then roll the shift. Both Floor Persons are then to sign the shift change slips. The white copy of each slip is then to be dropped in the ending shift's slot. After security has keyed the boxes, the opening shift's slip is dropped in the appropriate slot.
4. Any currency buy-ins which occur after a table has been counted, and prior to the cash box being keyed to the next shift, will be placed over the drop slot of the appropriate shift, and the paddle placed over the currency. When the box has been keyed by the Security Officer, the Floor Person will direct the Dealer to drop the currency in the new shift's slot.

Alerts and Approvals

Dealers are required to inform and/or receive approval from the Floor Supervisor prior to engaging in various transactions.

1. An alert is when the Dealer announces a transaction prior to proceeding in a fashion that the Floor Person can hear it. A response is not required to proceed.
2. An approval is when the Dealer announces a transaction in a fashion the Floor Person can hear it and must receive a verbal approval prior to proceeding.

Dealers are not permitted to turn their heads away from the table while performing this duty. The following list describes transactions that require an alert or an alert with approval.

Alerts:

Shuffle

Color Coming In (\$99 or less)

Splitting Tens

Double Down for Less

Currency Change (\$99 or less)

Cheque Change (\$99 or less)

Cheques Play

Double Down on a Breaking Hand

Double Down-Face Down

Dealer Cut

Table Max

Cheque Change Token

Approvals:

Card Down

Chip Down

Color Coming In (\$100 or more)

Currency Change (\$100 or more)

Check Change (\$100 or more)

New Card Placement

1. Dealers are not permitted to handle new playing cards until a Supervisor has broken the seal and pre-inspected the deck.
2. The Dealer will fan the cards on the table, face up, and inspect them to assure all cards are present.
3. The Dealer will turn the cards over, fan them on the table, and inspect the back of the cards to identify any apparent flaws.
4. The Dealer will “wash” the cards, meaning mixing them face down with both hands, in circular motions.
5. After each deck is inspected, it will be shuffled once and placed in a different direction in the discard rack than the previous deck to indicate complete, inspected decks.
6. Once the dealer has inspected the decks of identical colored new cards, the Dealer will place them in the shuffle machine and start this process over with the next decks of separate identical color (If the table does not have a shuffler, then the 2nd decks of cards do not apply and the 1st set of Deck will remain in discard rack). Then chip rack opening process will be performed. When completed, if there are no patrons at the table, the Dealer will spread the new cards along the insurance line in the normal fashion. If patrons are present, the Dealer will proceed with the shuffle process.
7. The chip rack will remain locked during this entire process, unless the cards are being changed rather than put on a newly opened table.
8. If the table is changing cards and has been previously opened, the Dealer will protect the rack in the normal fashion.
9. Card placement on Ultimate Texas Hold-Em, Three Card Poker or any two-deck shuffle machine game will follow the same deck checking process. Two (2) decks of different colors will be used on such games.
10. After washing a deck, it will be hand shuffled once and placed in the shuffle machine. This will be repeated with the other deck.
11. Once both decks have been shuffled in the machine, they both will be spread face down, one (1) deck above the other on the table if patrons are not yet present.
12. On Three Card Poker and Ultimate Texas Hold’Em, cards should be changed every 2 hours.

In the event cards need to be changed and all tables are open, cards will be prepared at the podium. Cards will not be placed in a discard rack when prepared at the podium. Surveillance will be notified.

Gratuities

1. A Dealer is permitted to receive gratuities (tips) from patrons. All tip transactions must transpire on a table. Dealers are not permitted to receive gratuities when not in position on a gaming table.
2. If a patron wishes to tip a Dealer or Blackjack team members outside of a live game, the patron will be directed to a manned gaming table where they can give a Dealer the

gratuity. The tip will be deposited in the tip box.

3. All cash gratuities will be changed into gaming cheques and dropped into the appropriate tip box.
4. A patron is permitted to place a wager for a Dealer. The patron will place a separate wager directly beside theirs for the Dealer if they wish to do so.
5. Dealer's token bet must be collected after reconciliation. Winning token bets may not be bet again. If the result of the hand is a push, the Dealer wager will remain in the same spot and be played again, if the patron chooses to do so. The bet may not be picked up by the Dealer in this situation unless the patron instructs them to do so. If a patron gives a gratuity (a hand in) to a Dealer, the Dealer is permitted to allow the patron to bet the tip as a token bet one time.
6. A patron may split or double down on a Dealer wager. All standard procedures apply to this situation.
7. Blackjack employees are not permitted to solicit tips in any fashion. If a patron inquires how to place a wager for a Dealer, the Dealer can inform them of the appropriate place for the wager to be set.
8. All tokens must be colored up and dropped prior to a dealer exiting a table. Tokens less than \$5 may be left behind the discard rack on an open table.
9. All \$25 cheques wagered for a Dealer will be immediately dropped as each bet is won.
10. When the \$.50 & \$1 cheques behind the discard rack are colored up to \$5 red checks and deposited in the tip box, the transaction is to be performed as any other color up.
11. A Dealer is not to drop \$100 cheques (black) in the tip box without Floor approval.
12. Token bets will be tapped on the side of the chip rack prior to dropping them in the tip box, and the customer is to be thanked for the tip at this time.
13. A patron may bet as little as they wish for a Dealer, regardless of the table minimum. All dealer bets will be in the form of gaming cheques.

No Peek

1. The Dealer will inspect any Dealer hand that has a ten (10) value or Ace as an up card in the no peek device.
2. The Dealer must square the cards and slide into the no peek.
3. The dealer will not cover the back of the cards during the no peek check process.
4. If there is a malfunction of the no peek device and it does not indicate the hole card, the Floor supervisor will be informed prior to any action taken.

Chip Rack Maintenance

1. Rack Maintenance may be done at any time during, before, or after a hand is dealt.
2. \$500, \$25 and \$.50 partial inactive stacks of cheques will be broken down in 4's, all other cheques will be broken down in 5's
3. The largest denominations of cheques will be located in the middle of the rack. The lower denominations the farther out they are located, in order of value.
4. Dealers can have multiple working tubes of the same denomination. Dealers must work

the outside tubes in.

5. An empty tube can be used as a neutral tube during the take and pay sequence. It may contain mixed value cheques during this process, but will be cleaned out at the conclusion of each hand.
6. All full inactive tubes will be properly spaced and capped.
7. All purple, black and green tubes should be capped when not in use.

Signatures

1. The dealer and Floor Person will verify the accuracy of all fields on any document prior to signing. The Dealer and Floor Person will sign all required paperwork and with their badge number.

Variances

All variances of \$50.00 or more will reviewed and documented. Continuous variances or mispays may be subject to progressive disciplinary action up to and including termination.

Statistical Reports

1. Records reflecting hold percentage by table and type of game will be maintained by shift, by day, cumulative month to date, and cumulative year to date.
2. This information shall be presented to and reviewed by Table Games Director as well as management independent of the pit department on at least a monthly basis.
3. Management shall investigate any unusual fluctuations in hold percentage with pit supervisory personnel.
4. The results of such investigations shall be documented, maintained for inspection, and provided to the Gaming Commission upon request.

Reporting for Duty

1. Dealers are required to enter and exit the Blackjack pit using the designated area, unless specifically directed to do otherwise by departmental management.
2. Dealers will not bring personal items into the pit. Cell phones, wallets, purses, money, wide wrist bands etc. are not permitted on the casino floor.
3. Dealers will conduct their work on the table(s) assigned to them by management.
4. Dealers will be in full uniform at all times when in the Blackjack pit. Pockets are not allowed. If a dealer's slacks have pockets, they must be glued or sewn shut.
5. Dealers are required to display their OMGC Gaming Licenses, which will be worn above the waist, at all times while on property.
6. A Dealers hair must not obstruct the visibility of their gaming badge.

Card Replacement

1. A locked drawer in the Blackjack pit stand is allocated for replacement cards.
2. When a card is damaged in any way, the Dealer will inform the Floor Supervisor that a card may need replacement.
3. A Floor Supervisor will evaluate if the card(s) needs replacement.
4. If replacement is needed, the Floor Supervisor will call Surveillance and inform them that a card is being replaced, table number, card value, suit and color.
5. The Floor Supervisor will tear the damaged card in half, leaving half on the table close to the discard rack.
6. The Dealer will not be permitted to shuffle or put into play decks of cards that are missing any card(s) for any reason.
7. The Floor supervisor will access the replacement card drawer and retrieve an identical card.
8. If the replacement is on a two-deck game, the Floor Supervisor may choose to change the decks due to the possibility of stopping the game.
9. If the replacement is on a Six-deck shoe game, the game will continue while the replacement is being conducted.
10. The decks used for card replacement are part of the pit card storage inventory and will be counted as such. If the exact card is not available in the card replacement drawer, the Floor Supervisor will call surveillance and remove another deck from the pit card storage inventory.
11. Each card that is removed from a game due to damage will be placed in the replacement card envelope. The replacement card envelope will require the following information for each unique transaction:
 - a. Table Number
 - b. Card Replaced
 - c. Color of Card
 - d. Reason for Replacement
 - e. Shift
 - f. Date
 - g. Floor Supervisor Signature
12. The replacement card drawer is to remain locked at all times when not being accessed.
13. Periodically the Floor Supervisor will deposit the cards located in the envelope into an evidence bag and they will be delivered to the card storage room for destruction. When this transpires, all cards present in the drawer will be removed. The bagged cards will be part of the replenishment process. The Floor Supervisor will replace the deposited cards with two (2) complete decks, one (1) of each color.

Pit Card Storage

Cards (new and used) are to be secured in the storage podium.

1. Only authorized Pit Personnel will have access to Pit storage.
2. Cards stored in the Pit Stand will be counted by the on duty Pit Manager at the end of

each shift. The In-coming Pit Manager will then verify the Pit Stand ensuring all cards are accurately accounted for. Both parties will sign the Pit Card Log following verification.

3. Any variance that cannot be justified will be documented and reviewed.
4. Used cards will be placed and sealed in evidence bags until removed to the Card Room.
5. Surveillance notification and a Security escort will be required for card transport.

Card Room

The Card Rooms at all 7 Clans properties will be in compliance with controls and regulations set forth by NIGC, OMGC and OMGE Executive Management. Any changes or deviations to this Standard require Executive and OMGC Approval. Key Access will be limited to Security. Entry in and out will require a notification to Surveillance. Each property will maintain a separate log book. The log book will be kept in the Card room and all Team Members and Auditors will be required to sign in and out. Failure to follow this standard will be subject to immediate disciplinary action up to and including separation. Repeat Violation of Minimum Internal Control Standards and Tribal Internal Control Standards are subject to Notice of Correction/Violation which could include fines, penalties, and potential suspension or revocation of Gaming License issued by The Otoe-Missouria Gaming Commission.

Transfer of Cards and/or Dice

In the event that cards and/or dice need moved from one property to another the below steps will be followed.

1. The Gaming Commission and Surveillance will be notified of the need to transfer and the number of cards and/or dice being transferred.
2. The card log from which the property they are being taken will be updated to include number of cards and/or dice removed.
3. A member of Table Games Management will remove the cards and/or dice and transport them to the receiving property.
 - a. A member of the Gaming Commission will be present during the transport.
4. Upon arrival at the receiving property, Surveillance will be notified, and the cards and/or dice will be placed in the card room.
5. Cards and/or Dice will be counted and logged into inventory.

Inventory IN/OUT (Table Games and Craps)

1. Incoming/Outgoing Card Room inventory will be kept in Log Book.
2. The Log Book will be filled out after Inventory is completed.
3. Pages will not be removed from the official log book for any other reason than stated below
4. Monthly, the card and dice logs will be removed and filed in a secure location and can

be provided upon request.

5. Properties with both Table and Card Games will maintain separate Log Books.
6. Security will escort all Team Members in/out of Card Room
7. Inventory will be done every time the room is entered to bring in or remove any Inventory.
8. Cards and Dice will be treated as Casino asset and care will be taken at all times to protect the asset.
9. Team Members will not be permitted to bring items non work related into the Card Room.
10. Team Members who are permitted by Executive Management may bring cell phone into and out of Card Room.
11. The phone may be used to communicate with immediate needs only and will be visible at all times.

Card and Dice Placement and Replacement

Placement

1. Cards or Dice being placed on a table must have a bag assigned to it before placement.
2. The Team Member placing the cards or dice on the table will label the bag with name, badge number, date and Table number.
3. A Pit Lead/Supervisor and Dealer will verify the process and the information on the bag.
4. Both Team Members will sign the bag before cards are accepted into play.

Replacement

1. When cards need to be replaced, they will be separated by deck and suit on the table.
2. Surveillance will be notified to obtain visual; Supervisor will be present to witness this action.
3. When dice need replaced, the Pit Supervisor or designee will inspect the dice per dice inspection procedures. The dice will then be delivered to the table and will be switched with dice currently being used at the end of a roll. Surveillance will be notified prior to switching dice.
4. Cards or dice will be placed in the bag and sealed and signed by both, dealer and witnessing Supervisor.
5. The sealed bags will be locked in the podium until ready to be transported to the card room.
6. Sealed bags will not be stored in the locked podium longer than 5 days.
7. Blackjack Department will notify Compliance Department via email after cards or dice are returned to the Card Room.
8. The sealed bags that are returned to the card room will be accounted for in the log book until destruction.

Compliance Verification and Destruction

1. Cards and Dice removed from the tables will be stored in the card room until destroyed.
2. The Compliance Department will be responsible for all Card and Dice Destruction.
3. Compliance Team Members will verify and destroy cards and dice in the Card Room at a minimum of once a week. (Not to exceed 7 days)
4. Security will escort Compliance into the card room and stay until all processes are complete.
5. Surveillance will be notified before entry.
6. Cards and dice will be verified and destroyed within 7 days of being placed in the room.
7. Compliance Team Member will perform an inventory of all sealed bags in the room.
8. 20% of sealed bags (each color) will be verified.
9. Make up decks will be sealed and will have an envelope with the damaged or marked cards torn up inside.
10. Make up decks must be verified and matched with missing cards from decks.
11. Verification will consist of separating into deck and suit to ensure all cards are accounted for.
12. Cards and dice will be logged in the log book as to the count of decks destroyed.
13. In the event of a Log Book discrepancy all action will cease.
14. Security will radio for Compliance; Surveillance will be notified.
15. Both Team Members will verify Log Book entries, Card or Dice Inventory and Sealed Bag Inventory numbers for errors.
16. Pages will not be removed from the official log book for any other reason than stated below.
17. Monthly, the card and dice logs will be removed and filed in a secure location and can be provided upon request.
18. The decks are then placed in the locked Shred-It boxes.
19. Cards will be destroyed by shredding process every 2 to 4 weeks with Compliance or Gaming Internal Auditor present.
20. Cancellation of dice shall occur by drilling a circular hole of at least three-sixteenths of one inch (3/16") in diameter through the center of each dice.
21. Surveillance will be notified before shredding process and/or drilling begins.
22. In the event Compliance or the Internal Auditor is unavailable this process will be done with two Security guards and Surveillance notification.

Chip Destruction

1. The Blackjack and/or Cash Operations Department will contact the Compliance Department when chips need to be destroyed.
2. The notification will include the number count, denomination and reason for destruction.
3. Compliance will notify the Otoe-Missouria Gaming Commission, Security, Surveillance and Property Management that chips are being scheduled to be destroyed.
4. The notification will include number count, denomination, reason, proposed date, time,

location and method of destruction.

5. Security will be present and surveillance will maintain visual of destruction process from beginning to end.
6. All destroyed chips will be placed in the dumpster under camera coverage.
7. Notification of destruction will be sent to Management and OMGC

Purchase of Chips

The Table Games Department will purchase chips in a manner that allows for the protection of casino assets and accountability of chip inventory.

1. The Director of Table Games will initiate orders for chips from an approved vendor.
 2. Proofs will be sent to OMGC for approval before finalization of the order.
 3. Purchase Request Forms will be completed for the purchase of chips with the following information:
 - a. Quantity ordered, by denomination
 - b. Total value, by denomination
 - c. Total value of all chips ordered
 4. Once an order has been submitted in SpendMap, it will be sent to the appropriate General Manager and Executive Management, for approval.
 5. Upon approval in SpendMap, the Purchasing Agent will complete the following:
 - a. Verify Purchase Requests and supporting documentation
 - b. Place orders with vendors
 - c. Issue Purchase Order numbers
 6. The Table Games Director will verify with the vendor, the shipping date and expected arrival date. A notice will be sent ten (10) days prior to shipping to;
 - a. Compliance
 - b. Accounting
 - c. Gaming Commission
 - d. Cash Operations Director
- * See Cage and Vault Policies and Procedures for Receipt of Chips/Chip Inventory.

Table Games House Rules

Table Games House Rules are not intended to be all-inclusive. Dealers and Supervisors are required to understand all departmental policies, some of which are not contained in the house rules.

1. A Blackjack is paid 3 to 2.
2. A player can have Blackjack only on their first two (2) cards of their original hand, not split hands.
3. All ties are a push.
4. When splitting hands, players must match their original bet.
5. Any winning split hands that have 21 in two (2) cards will receive even money.

6. Players may split any pair to create up to four (4) hands.
7. Aces will receive only one (1) card for each ace.
8. Players may double down after a split, except for aces that are split. Double down is only allowed on the first two cards of the split hand(s).
9. Players may double down (first two cards only), except for a natural Blackjack for any amount equal to or less than their original bet. After doubling, they receive one (1) card only.
10. Players may wager insurance, which is a separate bet, when the Dealer has an Ace showing. Insurance pays 2 to 1. They may bet up to one-half (1/2) of their original bet.
11. The Dealer will hit their hand of sixteen (16) or less and hit all soft 17's and will stand on all hard 17's.
12. Guests may bet on another players hand as long as;
 - a. The wager does not go over the table limit accrued with the original wager.
 - b. The player has no concerns or issues with the additional wager.
 - c. The original player makes all decisions on the hand.
 - d. Splits and Doubles must be done on both wagers.
 - e. The additional bet will be placed behind the original wager and paid separately. In case of a double the wager will be placed to the left of the original wager. The wager will remain behind the original wager on splits.
13. The Blackjack Manager, Pit Managers or Floor Supervisors decision is final.
14. The Casino reserves the right to refuse service to anyone.
15. The minimum and maximum bets will be posted on each table. Surveillance will be notified prior to change.
16. Basic Strategy cards will be permitted on the table.
17. Cellular phones, pocket books or any other foreign objects are not permitted on a Blackjack table. It is the responsibility of the Dealer to politely ask the Patron to remove the foreign object(s).
18. Executive Management reserves the right to modify or cancel promotions or events at any time. In the event there is a change, there will be immediate notification to OMGC and compliance.

Double Deck

Shuffling

1. The deck will be divided into two stacks

1

**A
B**

2

2. One half of each stack will be shuffled and placed on the lower cut card(B).
3. Then you take the remaining stack of 1 and half of stack B, shuffle twice, strip and

- shuffle a third time, “lacing” the final shuffle and place in location A.
4. Then you take the remaining stack of 2 and B, shuffle twice, strip and shuffle a third time, “lacing” the final shuffle and place in location A.
5. Once this process has been completed, the Dealer will call out in a loud and clear voice “rolling” and wait for approval from the Floor Person. After receiving approval, the Dealer will begin the rolling process, squaring the cards using the dealing shoe, and offering the cut to a patron while keeping the ends of the decks from being exposed to the customer making the cut.
6. The Dealer will cut the cards upon the patron’s request. (An alert is required)
7. The Dealer will present the decks to be cut using the hand closest to the patron cutting the cards, thus preventing any unnecessary turning away from the rack.
8. The decks will be presented for the cut to the patron but will not be offered past the betting circle.
9. The cards must be cut by the patron (or Dealer if applicable) approximately one-fourth (1/4) deck from either end.
10. The Dealer will pull the cards back to the working area, remove the section of cards cut from the 2-deck slug, and place them at the back of the decks, without exposing any cards.
11. The Dealer will place their cut card approximately one-fourth (1/4) to one-third (1/3) decks from the back of the 2 decks.

Dealing

1. The 2 decks are held in the dealer's left hand, always keeping the bottom card from being exposed with the 2nd cut card.
2. The first card will be burnt.
3. Using the right hand, the dealer will “pitch” the players cards one at a time, face down, progressing clockwise around the table.
4. The dealers 1st card is dealt face up, covering the down card.
5. The dealers 2 cards are to remain squared.
6. When the layout is complete, the players may view their original 2 cards, using one hand.
7. A hit is signaled by the player either by scratching the felt with the edge of his cards, or, by the standard hit signal when a player's first 2 cards are being played faced up. When a player hits his original 2 card hand, successive cards are delivered face up.
8. A stand is signaled by the player slightly tucking their cards under their bet, face down.
9. When a player busts, his 2 cards are surrendered face up. After confirming the bust, the dealer then will collect the losing wager, rack it, and then rack the player's cards.
10. When all player's hands decisions have been completed, the dealer then exposes their down card.
11. When the dealer’s hand is complete, beginning with the first player on the dealer's right, the dealer will expose the players down cards, pay or take accordingly, and progress counterclockwise around the table.

Discarding

Unlike a 6-deck game, cards on a double deck game are to be discarded immediately after each hand is settled, and prior to proceeding to settlement of the next hand.

Pay and Take

The dealer will pay and take, from right to left, with their right hand on spots 2 through 6. The 1st spot is optional. (Either the right or left hand may be used on the 1st spot on a pay or take.)

Doubling Down

A player may double down on any first 2 cards. To double, the player will expose their original 2 cards, and the player will place an additional wager, up to equal the amount of the original bet, directly behind the original bet. Doubling for less is acceptable. The double down card will be delivered face down, and slightly tucked under the original bet.

Splitting

A player may split any pair, up to 3 times, making up to 4 hands. (Exception: See Splitting Ace's below) A split hand, excluding Ace's, may be doubled as above. To split, a player will expose their original hand, and indicate a split with 2 fingers. An amount equal to the original bet will be wagered with the 2nd card of the hand. Successive pairs are handled in the same manner.

Splitting Aces

Ace's may be split once, making 2 hands. Split Aces may not be doubled. Split aces receive one card only, delivered horizontally. A split Ace receiving a 10-value card is a natural 21, as opposed to Blackjack, and is paid even money, unless the hand is a push with the dealer.

Tap in/tap out:

1. When being tapped out, the outgoing dealer will complete all work. They should complete the hand, straighten the rack, color up the ante's, etc.
2. They will remove the cut card, gather the cards from the discard rack, then spread the cards
3. The outgoing dealer will exit the table as the incoming dealer enters.
4. The incoming dealer will immediately gather the spread cards, and quickly execute the shuffle process as described under shuffling, and then proceed with the game.

(Note: If the dealer is tapped out during the shuffle process, they will cease the shuffle, spread the decks, complete all other work, and then exit as described above.). The incoming dealer will then begin a new shuffle.)

Additional policies

Mid-Shoe entry will not be permitted.

1. Players may elect to play up to 2 hands, at the discretion of the pit staff.
2. When playing 2 hands, the dealer will slightly tuck the 2 cards of the 2nd hand under the bet.
3. The player is not permitted to view these cards until the first hand is complete.
(Exception: If the dealers up card is an Ace, a person playing 2 hands is permitted to view both hands, individually, one at a time, to determine if they wish to buy insurance and/or request even money for a Blackjack.)
4. If a player begins a shoe playing 1 hand, they may not choose to play 2 hands until the next shoe. If a player begins a shoe playing 2 hands, they may choose to go back to 1 hand in mid-shoe. However, that player may not then choose to play a 2nd hand again until the next shoe.
5. Cards will be changed as needed.
6. Refer to standard 6 deck house Blackjack rules and procedures for any other situations not addressed in these procedures.

Three Card Poker

Three Card Dealing Procedures

1. Each player makes a wager as indicated below, according to posted table limits:
 - a. To play against the dealer by placing an ANTE wager on the ANTE spot.
 - b. To play the hand value against the payable by placing a PAIR PLUS wager on the PAIR PLUS spot. (This single bet must be blind)
 - c. To play against the dealer and the payable by placing the ANTE wager on the ANTE spot and a PAIR PLUS wager on the PAIR PLUS spot.
2. At the casino's discretion, a player may place wagers at two adjacent betting positions during a round of play.
3. The dealer shall announce "No more bets" prior to the dealer dispensing any stacks of cards.
4. Verbally acknowledge those players who have not made the PAIR PLUS wager.
(Example: "No PAIR PLUS, position 2, 3 and 5.")
5. Each player and the dealer receive three cards face down. Cards are delivered face down to the player from the dealer's left to right in rotation. To enhance game security, do not expose the bottom card.
6. After examining his or her cards, the player has the option to either make a PLAY wager in the amount EQUAL to the player's ANTE wager or forfeit the ANTE wager by folding. If a player has placed an ANTE wager and a PAIR PLUS wager but does not make a PLAY wager, the player forfeits both the ANTE wager and the PAIR PLUS wager.
7. After each player has either placed a PLAY wager on the PLAY spot or folded, the dealer collects all forfeited wagers and cards.
8. The dealer will arrange his hand from highest card value to the lowest, and announce,

“Dealer doesn’t play” or “Dealer plays with a Queen.

9. The dealer will then reconcile the hands of those players who have not folded.
10. Starting with the player on the dealer’s right, bring the player’s hand into the “work area” between the dealer’s hand and the PAIR PLUS wager and reveal the player’s cards.
11. The dealer will pay and/or take from the back forwards, reconciling the PLAY wager first, the ANTE BONUS second, the ANTE wager third and the PAIR PLUS wager last.
12. The dealer will lay and pay, or pick and pay, depending on casino procedures.

Craps

General Dealer Responsibilities

A Box Person will always remain facing their game. A Pit Manager will be called to ask for assistance if needed.

All Dealers will:

1. When a game goes dead, return all equipment to the appropriate area, and house cheques to the bankroll area.
2. Do not play with gaming equipment (lammers, buttons, stick, etc.) at any time.
3. Clear hands anytime they go to their body.
4. Remain alert to payoffs sitting on the layout not yet claimed by a Guest.

For all Craps tables, minimums and maximums are:

Pass Line, Don’t Pass, Come & Don’t Come	\$5 minimum	\$500 maximum
Place Bets on 4, 5, 9, & 10	\$5 minimum	\$500 maximum
Place Bets on 6 & 8	\$6 minimum	\$600 maximum
Buy Bets	\$10 minimum (otherwise paid as a place bet)	\$500 maximum
Prop Bets	\$1	\$1500 take down

1. In the event that a Guest has placed a bet that is below the table minimum, and it is not noticed before the dice are out, the bet will play and the Dealer will pay or take the bet accordingly.
2. If a Guest has placed a bet that may appear to be over the table maximum, and there is no time to verify the bet, the Dealer will simply call out before the dice roll, “*Cheques play to the table limit*”.
3. All Dealers will book EVERY bet on their end. The Stickperson and the Base Dealers will book all Prop bets. Base Dealers will book every bet they are given, repeating the bet back to the Guest for confirmation and alerting the other Dealers and Box Person of their bets.

4. At the close of the table, Dealers will remain in their posted positions until the game is locked and they have been dismissed, unless otherwise instructed by the Pit Supervisor.
5. Odds will be 3, 4, and 5 times odds on Pass Line wagers. Guests may take 3 times odds on the 4 and 10, 4 times odds on the 5 and 9, and 5 times odds on the 6 and 8. (Example: \$50 Flat bet on the 4 or 10, with 3 times odds - \$150 - would pay \$300, plus the even money flat bet for a total of \$350.)
6. Maximum Lay "odds" on the Don't Pass bet is always 6 times the flat. If a Guest makes a \$50 Don't Pass Bet and takes full odds, betting the 4 or 10, they may take \$300 in lay odds to win \$150, (1 to 2 odds) which equals the max Pass Line odds.
7. If a Guest wishes to wager more against the point, and is up to the maximum lay odds bet, they may wager an "Over-Lay" bet. A vig (vigorish) is always paid up front for lay bets. The vig is 5% of the payout amount. Example: A lay bet on the 4 or 10 for \$200 would be \$205 to win \$100. The \$5 is taken and locked up and \$200 is set up as a lay bet. Upon a seven-out, \$100 would be paid out. (1 to 2 odds).
8. Hard way odds are as follows:
Hard 6 and 8 pay 10 for 1, Hard 4 and 10 pay 8 for 1. The maximum wager on the 6 and 8 is \$500. The maximum wager on the 4 and 10 is \$500. Maximum payout is not to exceed \$5,000.

Staffing Requirements

Under normal operating circumstances the game will require two base dealers, a stick person and box person. At the Pit Managers discretion, a game may be opened with one base dealer, stick person and box dealer and operate on half of the table.

Game Protection

1. The Stickperson's eyes will stay with the dice as thrown.
2. The Boxperson's eyes will stay with the shooter as dice are thrown, looking for open hand after throw. Floor Supervisor will watch the shooter if the box person is busy, i.e. TITA.
3. The Stickperson will not pass the dice past the pass line when presenting the dice to the shooter, unless for the handicap or patrons that are unable to reach the dice.
4. Dealers will reach into bank with inside hand only.
5. Dealers will use outside hand when placing items (e.g. checks, cards, comps) on the apron for players.
6. Hand to hand exchanges between customers and employees is prohibited.
7. No craps employee will serve in two capacities at the same time (e.g. being both Boxperson and Stickperson at the same time or performing Dealer and Stickperson roles at the same time).
8. The gaming facility shall remove any dice at any time of the gaming day if there is any indication of tampering, flaws, or other defects that might affect the integrity or fairness of the game or at the request of the Commission.
9. In the event that the dice leave the playing surface the boxman will inspect the dice for

the serial number and any irregularities.

10. At the end of the gaming day or at such other times as may be necessary, the table games supervisor shall visually inspect each die for evidence of tampering. Should evidence be discovered at this time or any other time shall be immediately reported to the Surveillance department and the Commission. The Shift Managers shall complete a report and gather the die or dice in question and seal in a clear envelope or bag and will be retrieved by an agent of the Commission. Bag shall be labeled with table number, date and time and shall be signed by table games management and security.
11. Table Games Management has the authority to handle unspecified irregularities and disputes at their discretion; provided any decision made is in accordance with Gaming facility dispute resolution procedures approved by the Commission.
12. Table Games management must notify Surveillance if any player is involved in suspicious activity or if any regulation violation is suspected or verified.
13. Suspicious Activity paperwork will be completed for any activity that a team member deems suspicious.

Relief Procedures

1. When coming in as the relief, the incoming Dealer will simply tap the outgoing Dealer on the shoulder and wait.
2. When being relieved, the Dealer will:
 - a. Complete all work before leaving the game.
 - b. Introduce the incoming Dealer.
 - c. Inform the incoming Dealer of any essential information needed to complete the smooth operation of the game.
 - d. Never leave the game while the shooter has the dice, or in the middle of a roll, before cleaning up their work area, and returned the dice to the center of the table.
 - e. If tapped out after setting up prop bets, will stay and complete the next roll.
3. All Base Dealers are relieved from the outside position. The outgoing Base Dealer will turn in toward the Box Person and clear their hands before exiting off the game.
4. When the Stickperson is being relieved, the Stickperson will leave the stick on the table for the incoming Dealer, clear their hands toward the Box Person and turn off the game.

Stickperson Responsibilities

The Stickperson will follow these guidelines:

1. Ensure that the point is marked correctly on both ends of the table.
2. Be responsible for watching the dice from the moment they are given to the Shooter until they land, and for calling the dice accurately.
3. If the dice are out and a prop bet comes in, DO NOT set it up until after the roll. Book the bet verbally and let it lie where it lands. Again, the dice are your main responsibility.
4. Be responsible for watching and verifying the payouts on the end of the table which the dice land unless specified otherwise by the Box Person.
5. May pick up the losing bets for the two Guests adjacent to the stick on the end

- that they are watching and will ensure that this money is placed next to the paddle.
6. May assist in picking up the Pass Line bets and Odds on either side of him/her.
 7. Never hand off cheques to a Guest at any time.
 8. Do not lean on the game with one hand while handling the stick, placing bets, or cleaning up losing wagers. Use both hands while on the stick.
 9. A set or stick of five dice will always be present on an open craps table. The Stickperson is in charge of securing the dice and must be aware of where they are at all times.
 10. The dice are kept in the bowl at all times.
 - a. During a dead game all five dice are kept in the bowl and placed in the center of the table with the stick.
 - b. During a live game, the remaining dice are kept in the bowl and placed against the mirror.
 11. During a live game, the stick will:
 - a. Be held in the Stickpersons hand during a roll.
 - b. Be set down on the table, resting on the rail during the placement and taking down of prop wagers.
 12. The Stickperson will handle the stick in a respectful and clean manner. It is to be used to deliver and collect the dice only. The stick will not be used for moving the bowl, cheques, pucks or for pushing around cheques or losing wagers. When using only half of the table the stick may be used to retrieve cheques that are out of reach.
 13. No horseplay.
 14. The Stickperson will pass out the dice as the Base Dealer is handing off their final payout.
 15. The Stickperson will attempt to pass out the dice on the number they landed on, with the exception of 7, 11, 2, 3, or 12.
 16. The Stickperson will use caution when delivering the dice to the shooter so as not to disrupt the placements of bets on the layout.
 17. The Stickperson will pass the dice to the spot directly in front of the Guest; the Guest should always have to reach out to pick up the dice. The dice should never be pushed into the mirror or tumbled off the wall when presented to the Guest.
 18. Only after the come-out roll, the Stickperson will square and separate the dice and turn them twice for the Box Person to verify the gaming equipment. No turning of the dice is necessary after each subsequent roll; the dice are simply brought to rest in front of the paddle.
 19. When retrieving the dice, the stick should be held in the hand closest to the dice. The Stickperson should never expose the proposition bets by leaning or twisting over the layout to maneuver the stick.
 20. When bringing in the dice after the roll, they are brought around the outside of the layout – not through the money or cheques.
 21. The Stickperson will make sure that the Box Person is aware if a die/dice goes off the table.
 22. If one die goes off the table, the Stickperson will center the remaining die and dump the bowl on the opposite side of the stick ensuring that the stick separates the original die from the dumped dice.
 - a. If there is no request for “same dice”, the Stickperson will mix the dice and

- pass them out.
 - b. If there is a request for “same dice”, the Stickperson will pull the dumped dice quickly back and place them into the bowl and wait for the Box Person to inspect and return the requested die.
23. If both dice go off the table, the Stickperson will dump the bowl and wait a brief moment for a request of “same dice”.
- a. If no request is made, the Stickperson will mix the dice and pass them out.
 - b. If there is a request for “same dice”, the Stickperson will pull the dumped dice quickly back and place them into the bowl. After the Box Person inspects the dice, the requested dice will be returned.
24. Requests for “same dice” must come from the shooter. It is not necessary to ask the shooter if he/she would like the same dice.
25. If one or both dice cannot be located, the bowl will be dumped, and the game continued until the dice are located or changed out.
26. The Stickperson must verify that the die/dice are retrieved.

Dice Purchase Standards

In order to establish controls to comply with the Tribal Internal Control standards of purchasing dice.

1. A notification of the purchase of dice will be sent to;
 - a. Gaming Commission Executive Director
 - b. Compliance
 - c. Shipping Clerk and/or designee
2. In the event of a design change a proof of the dice will be sent for approval prior to purchase.
 - a. Gaming Commission Executive Director

Dice Standards

1. Except as otherwise provided in section below, each die used in gaming shall:
 - a. Be formed in the shape of a perfect cube and of a size no smaller than .745 of an inch (.745") on each side nor any larger than .775 of an inch (.775") on each side
 - b. Be transparent and made exclusively of cellulose except for
 - i. the spots
 - ii. name or trade name of the licensee
 - iii. serial numbers or letters contained thereon
 - c. Have the surface of each of its sides perfectly flat
 - d. The spots contained on each side perfectly flush with the area surrounding them
 - e. Have all edges and corners perfectly square and forming perfect ninety-degree (90°) angles.
 - f. Have its weight equally distributed throughout the cube and no side of the cube heavier or lighter than any other side of the cube.
 - g. Have at a minimum the name or logo of the licensee in which the die is being used, imprinted or impressed thereon.

- h. Have its six (6) sides bearing white circular spots from one (1) to six (6). Have spots arranged so that the side containing:
 - i. One (1) spot is directly opposite the side containing six (6) spots.
 - ii. The side containing two (2) spots is directly opposite the side containing five (5) spots.
 - iii. The side containing three (3) spots is directly opposite the side containing four (4) spots.

Dice Receipt and Storage

The purpose of this rule is to establish controls for the handling of dice within the gambling operation.

1. When dice for use in a gaming operation are received from the licensed supplier, they shall, immediately upon receipt.
 - a. Surveillance and the Gaming Commission will be notified prior to an inspection of dice.
 - b. Be inspected by a member of the casino security department, a member of the Table Games department and a shipping clerk and/or Manager on Duty to assure that the seals on each box are intact, unbroken and free from tampering.
 - c. Boxes that do not satisfy these criteria shall be inspected at this time to assure that the dice conform to commission standards and are completely in a condition to assure fair play.
 - d. Boxes satisfying these criteria, together with boxes having unbroken, intact and untampered seals shall then be placed for storage in the Card Storage Room.

Inspection of Dice

1. Immediately prior to the commencement of each gaming day if necessary and at such other times as may be necessary, the Pit Manager or designee, in the presence of a casino security officer, shall remove the appropriate number of dice for that gaming day from the Card Storage Room.
2. The dice will be taken to the Pit Dice Storage area where they will be placed in a locked compartment and documented on the Dice control Log.
3. Dice will be issued from the Pit Dice Storage area to the Craps table and documented on the Dice Control Log.
4. Surveillance will be notified prior to the beginning of inspecting the dice at the Craps table/Pit Stand.
5. At the time of receipt, a Box Person at each craps table, shall, in the presence of a dealer, inspect the dice with:
 - a. A micrometer or any other approved instrument which performs the same function
 - b. A balancing caliper
 - c. a steel set square and
 - d. a magnet

6. Following this inspection:
 - a. The Box Person will mark the wrapper the dice were received in with:
 - i. Date
 - ii. Shift
 - iii. Time
 - iv. Table Number
 - v. Box Persons Name
 - vi. Serial Number
 - b. The Box person shall, in the presence of the dealer, place the dice in a bowl on the table for use in gaming.
 - c. While the dice are at the table, they shall never be left unattended
7. All dice inspection instruments shall be kept in a compartment at each craps table or pit stand and shall always be readily available for use by the commission upon request.

Removal of Dice

1. Surveillance will be notified any time dice are removed from the table.
2. The casino shall remove any dice at any time of the gaming day if there is any indication of tampering, flaws or other defects that might affect the integrity or fairness of the game, or at the request of the commission.
3. At the end of each gaming day or at such other times as may be necessary, a pit supervisor shall visually inspect each die for evidence of tampering.
 - a. Such evidence discovered at this time or at any other time shall be immediately reported to Surveillance and the Gaming Commission.
4. Any dice showing evidence of tampering shall be placed in a sealed money envelope.
 - a. All envelopes will have the following information;
 - i. the table number,
 - ii. date and time and
 - iii. shall be signed by the Box Person and Pit Manager or designee.
 - iv. Dice serial number
5. These dice will be logged on the Dice Under Investigation Log.
6. No dice that have been placed in a bowl for use in gaming shall remain on a table for more than twenty-four (24) hours.
7. Please see section “Card and Dice Placement and Replacement” for specifics regarding removal of dice.

Calling the Game

1. The Stickperson will call the game an impartial, enthusiastic and interesting manner, without outwardly rooting for either side.
2. Use a variety of calls and phrases to keep the game exciting and interesting.
3. The Stickperson will advertise different types of betting options including the proposition

- bets a s part of their “stick calls”.
4. Hardways do not work on every come out roll. The Stickperson will announce *“Hardways do not work unless called on off!”* on every come-out roll.
 5. The Stickperson is responsible to listen for verbal acknowledgement from each Guest who wishes for their hardways to be off on the come out roll. There is no need to ask each player individually, therefore it is important to announce, *“Hardways do not work unless called on off”* in a loud and clear voice. If there is any question about a Guest’s preference, then please ask them. The Stickperson will indicate such preferences with an “ON” lammer.
 6. When delivering the dice to the shooter, the Stickperson will inform the shooter of the roll. For example, *“The Point is Five”* or *“Coming Out”*. By mentioning the status of the game, the shooter and the Base Dealers are aware that the dice are out and what the status of the roll is.
 7. The dice must come to a complete stop before calling out the roll; never move the dice before they have come to a complete stop.
 8. Dice will not be slid or spun down the layout.
 9. The Stickperson will call the game in a loud, clear, and accurate manner with full and complete stick calls. This will eliminate the need for Base Dealers to hawk the dice or question the call and alert every Guest around the table as to the call. The volume of the calls will be determined by the volume of activity in the craps pit/casino area.
 10. The following calls will be made on the come out roll:
 - a. (7) *“Winner, Seven, Front Line Winner, Seven. Take the Don’t and Pay the Pass Line.....Pay Behind (if necessary).”*
 - b. (11) *“Winner, Eleven, Front Line Winner, Eleven. Take the Don’t, Pay the Pass Line, Pay the Field.”*
 - c. (2) *“Two, Craps, Two, Line Away. Pay the Don’t Pass, Double the Field.”*
 - d. (3) *“Three, Craps, Three, Line Away. Pay the Don’t Pass, Single the Field.”*
 - e. (12) *“Twelve, Craps, Twelve, Line Away. Pay the Don’t Pass, Double the Field.”*
 - f. (4, 5, 6, 8, 9, and 10) Call and repeat the number and if it came Hard or Easy. Mention if it is in the Field, and make an announcement to mark the Point. For example, *“Six, Easy, Six, No Field. Mark the Six, the Point is Six.”*
 11. All numbers are to be called twice for example:
 - a. *“Six, Easy, Six”*
 - b. *“Five, No Field, Five”*
 - c. *“Ten, Hard, Ten”*
 - d. *“Three, Craps, Three”*
 12. Call the game according to the action on the table. Calls should be specific to help the Base Dealers with their end.
 13. Winning decisions should be called, *“Winner 7, Front Line Winner”* or *“Winner 8, Winner 8 came the Hard Way”*. This will alert the Base Dealer to take the Don’t’s.
 14. If the Stickperson’s view of the dice is obstructed by cheques after a roll, the Stickperson will say *“Call It!”* and the Base Dealer will call the number and move the cheques (not the

- dice), so the Stickperson can retrieve them.
15. The Stickperson will always call the tops of the dice. In a “cocked dice” situation, if it is resting on an object, imagine if the object were to “melt” and which way the die would rest, and call that combination.
 - e. If there is any doubt, the Stickperson will ask the Base Dealer to “*Call It!*”
 - f. If there is still uncertainty, the Stickperson will ask the Box Person to call the dice.
 16. Any “cocked” or wedged dice will remain where they are until the Box Person makes the final call.
 17. If the dice land on working stacks, the roll is valid. A working stack is defined as any stack that is removed from the bank roll and is actively being used by the Stickperson or Base Dealer to take and pay wagers. A stack of tokens (with an “OFF” lammer on top is considered a working stack.)
 18. If one of the following combinations occurs, a “*No Roll*” will be called:
 - g. One or both dice go off the table
 - h. One or both dice land in the rail
 - i. One or both dice land in the bowl
 - j. One or both dice land on the bankroll
 - k. One or both dice land in the space between the bankroll and the table and the Stickperson is unable to retrieve them
 - l. One die lands on top of the other die
 - m. When both dice do not leave the shooter’s hand simultaneously, both dice must leave the shooters hand at the same time, and be rolled in a forward nature.
 - n. When the shooter tosses the dice in the wrong direction, the dice must be tossed to the opposite end of the table.
 - o. When a Guest who is not the shooter, tosses the dice. The dice will be returned to the designated shooter.

The Shooter

1. The first Guest to accept the dice when offered will become the shooter who will select and retain two dice. The remaining dice will be returned to the bowl and placed directly in front of the mirror.
2. The shooter must have a Pass Line or Don’t Pass Line bet in order to shoot the dice. The shooter may have both a Do and a Don’t Pass Line bet. Special circumstances may be determined by the Pit Manager.
3. If the shooter is on the Don’t, the Stickperson will discreetly announce, “*Shooting from the Don’t*”.
4. The Stickperson will ensure the shooter only uses one hand.
5. The Stickperson is responsible to see that the shooter properly tosses the dice. They must watch the dice at all times when they are out of the bowl.
6. The Stickperson will instruct the shooter the proper method of shooting the dice at the first sign that the Guest may not be properly tossing the dice. In the event that the Guest continues to improperly toss the dice, a Box Person will be notified.

7. The shooter must toss the dice so that both dice reach the end of the table and bounce off the back wall. If the dice do not reach the end of the table, but the Guest made a clear intended effort to do so, the roll shall be valid and the Stickperson will kindly inform the shooter that they must attempt to hit the back wall.
8. If the shooter continually misses the end of the table and/or the back wall, a Box Person will be notified.
9. Anytime the shooter passes the dice in the middle of the roll, (for any reason) the next willing Guest in order will be offered the dice to finish the hand. The shooter who finishes the hand will be given the option to shoot again or pass the dice.
10. After a Seven-Out, the next shooter may request the same dice. However, the Box Person must check and verify the dice before they are offered to the next shooter.

Stickperson Prop Bet Responsibilities

1. On all games the minimum for prop bets is one dollar (e.g. C & E would be two dollars).
2. The Stickperson will repeat all prop bets loudly and clearly regardless of the amount so that the Guest, Base Dealers and Box Person are aware of any and all bets.
3. The Stickperson will ensure that the Base Dealer also books all prop bets coming in from their end.
4. Every attempt is to be made to place all prop bets before the dice are sent out. Late prop bets are booked loudly and clearly by the Stickperson and will play where they lay right up until the dice are released by the shooter.
5. The Stickperson will refrain from attempting to place the bet and interfering with the toss. After the call, the Stickperson will place the bet into its appropriate location and pay or take as necessary based on the call.
6. If a Guest throws in a prop bet which is not understood, and the dice are going out to the shooter, and there is not enough time to confirm the bet by either the Stickperson or the Base Dealer, the Stickperson will politely announce *"No bet this roll!"*
7. When a Guest throws in a Hop Bet, the Stickperson and Box Person must repeat the bet. The Hop Bet will be placed on the appropriate area of the layout.
 - a. Every attempt will be made to book Hop Bets while the dice are in the middle of the table. In any situation where a Guest is habitually making Hop Bets when the dice are "out", the Box Person will contact a Pit Manager.
8. When a Hop Bet is made, the Stickperson announces the combination of the dice in the call.
9. Prop bet winnings are paid first to the side where the dice land, then to the shooter's end.
10. Prop bets will be paid base to stick.
11. The Stickperson authorizes all winning proposition payoffs. The Base Dealer will cut out the winning amounts in the COME and wait for direction from the Stickperson. The amount of the payoff is called out and winning Guest indicated with the stick pointed downwards towards the layout in front of the winning Guest. The Stickperson will announce the payout with, *"and still up to win"*.
12. If more than one Guest claims a winning prop bet, the Box Person will make all decisions

regarding payments.

13. Losing prop bets are taken down by the Stickperson and placed in their working stacks. Losing proposition bets will not be tossed, flicked, slipped or pushed by the stick into the Base Dealers working stacks.
14. The Stickperson's working stack denominations are \$1 and \$5 unless the Box Person approves larger denominations.
15. One cheque does not constitute a working stack, so the Stickperson will make sure they always have at least two cheques, when they are using working stacks.
16. When a game goes dead ~~or after a Seven-Out~~, the Stickperson will clean up the prop box, neatly handoff working/full stacks to the Base Dealers and place higher denominations ~~next to~~ near the paddle for the Base Dealer to put away.

Base Dealer Responsibilities

It is the Base Dealer's responsibility to take ownership of their end. Every Base Dealer is to learn to anticipate the Guest's betting style and game knowledge. Dealers will not allow any Guest to constantly disrupt the natural flow of the game, keeping in mind that there may be new Guests who will be confused while there are others who will capitalize on the mistakes of others. Base Dealers will control all the above situations in a professional and courteous manner.

The Base Dealers will:

1. Watch their end at all times. Do their best to keep track of all bets, the dice and any unusual movements or errors made by Guests.
2. When the shooter has the dice, both the Base Dealer and the Stickperson will watch the Guest's hands.
3. When the dice land on your end, look at them and total to confirm with the Stickperson's call.
4. Be responsible and aware of the amounts bet and to whom they belong.
5. Set-up bets in the Guest's proper position on the layout.
6. Never turn your back or shoulder to the Don't Pass box.
7. Never turn your back or shoulder to the game, exposing your working stacks or the layout.
8. Alert the Box Person to any suspicious movements or bets made by a Guest. Do this in a manner that will not be overheard or interpreted by other Guests.
9. Repeat all bets. Repeat all prop bets and confirm with the Stickperson. Repeat all bets on your side and confirm with the Guest.
 - a. If there is not enough time or the bet is confusing – and there is not time to stop the roll, call out in a loud voice, *"No bet this roll"*.
 - b. If there is a dispute, the Box Person will handle the matter.
10. Keep a clean layout. Keep the odds spread so to avoid a cocked die. Keep your bet boxes neat and clean to avoid a cocked die.

11. Take losing bets before paying winning bets.
12. Once a Point has been established, order is not necessarily specific at all times:
 - a. If Craps rolls - take the Come, pay the Field, then pay the Don't Come (barring craps 12).
 - b. If it's not Craps - take down any bets behind the called number.
 - c. Take any losing Field bets.
 - d. Move any Don't Come Bets in behind, from Stick to Base.
 - e. Pay any winning Field bets.
 - f. Move any Come Bets in (pay, pay off and on), from Stick to Base.
 - g. Pay any Place and Buy Bets, from Stick to Base.
 - h. Place any requested Don't Bets in the Don't Come, Odds, Place, Buy, and Lay Bets by Guests.
13. "Seven Out":
 - a. Push any Don't Come Bets into the layout
 - b. Take the Pass Line.
 - c. Take the Field.
 - d. Pay the Don't Pass Line.
 - e. Pay and hand off with the outside hand any "Last Come" Bets.
 - f. Push any Place Bets on the back line forward, and pay the Don't Come Bets, from Stick to Base.
 - g. Pay any Lay Bets (We collect the vigorish on the Lay Bets upfront).

Fills and Credits

All established fill and credit policies will be followed.

Cheques Handling

1. Base Dealers will only be allowed to access \$100 cheques or lower from the bankroll. All other denominations will be handed out by the Box Person/Box Person.
2. All transactions will go through the "COME". (Without a Box person, the Box Person must be given the chance to check the payoff in the mirror.
3. The Dealer will:
 - a. Never pass cheques from hand to hand.
 - b. Never take cheques from a Guest's hand.
 - c. Not place cheques in the Guest's hands or rail.
 - d. Never slide, toss, flick, or roll cheques to Guests.
 - e. Total to save cheques only, and announce to the Guest and Box Person that you are totaling, making sure the Guest understands the transaction.
 - f. Always take enough cheques to complete every transaction.
4. When making change, the Dealer will call out "*Change Only*" or "*Cheque Change*" in a clear, audible voice.
5. All cheque verification and cutting will take place in the Base Dealers work area. This

is defined as the “COME” area of the layout. Dealers will always work from the inside to the outside of the COME area.

6. Dealers will not slow down the game for any currency, cheque change, or color transaction, unless instructed by the Box Person.
7. When a Guest buys in for currency or cheques, the Base Dealer will first ask “*How would you like that, Sir/Ma’am?*” If they have no preference, the Base Dealer will use the following procedures for all buy-ins:

Color Change

1. Dealers will call out “*Cheque change*” and the amount (if possible) in a clear, audible voice.
 - a. “*Cheque change*” is always announced loudly enough that the Box Person will be cognizant of the transaction if it is less than \$100.
2. Dealers must receive approval from a Box Person for any “*Cheque change*” of \$100 or over.
3. If the cheque change is over \$100, the cheques will be given to the Box Person.
4. If the cheque change is less than \$100, the cheques will be given to the Box Person. The Base Dealer will cut out the change in their work area and pass out the change with their outside hand.
5. If the cheque change is more than \$100, the Box Person will be alerted and will bring out the larger denomination cheques for the Base Dealer.
6. The Base Dealer will cut out the change in their work area, approved by the Box Person, and passed out to the Guest using the outside hand.

Currency Buy-ins

1. When a guest throws in currency for change the Base Dealer will announce “*Change only*” and the amount (if possible) in a clear, audible voice.
2. Dealer’s will not take currency from a Guest’s hand.
3. Refer to Table Games counterfeit money policy, all cash handling will be handled the same way.
4. When accepting currency, the Base Dealer will hand the currency to the Box Person, who will count the currency following currency handling procedures.
 - a. Count currency in the work area, using the space as necessary depending on the amount of currency.
 - b. The base Dealer will cut out the corresponding amount of cheques in the outside of the work area.
 - c. Pass out the cheques when given the approval by the Box Person with their outside hand.
 - d. Currency will be dropped by the Box Person.

Color

1. The Base Dealer will announce, “*Color Coming In*” for any amount under \$100 to alert the Box Person and will bring the cheques into the inside of their work area.
2. The Base Dealer will announce, “*Color Coming In*” for any amount over \$100 and wait for approval from the Box Person before the cheques are brought to the inside of the Base Dealer’s work area.

3. Color will be proven in the Box Person's work area. The Base Dealer will cut out the necessary color corresponding amount to the outside of their work area, and then hand the new cheques to the Guest with the outside hand.
4. All TITA tickets will be redeemed or issued by the Box Person following TITA Policies and Procedures.

Base Dealer Prop Bet Responsibilities

1. All Proposition Bets will be paid first to the end on which the dice land, and from Base to Stick.
2. The Base Dealer is encouraged to prepare proposition payoffs in the COME before being instructed to do so by the Stickperson. Payoffs will be prepared Base to Stick, from the inside to the outside of the Base Dealer's work area.
3. The Base Dealer will wait for the okay from the Stickperson, unless otherwise instructed by the Box Person, before paying and will pay with the outside hand.

Pass Line/Don't Pass Line

1. The Base Dealer will assist in advising Guests how much odds/lay they can take.
2. Every attempt will be made to prevent Guests betting too much on their odds/lay bets. If the bet appears to be close to the maximum, the Base Dealer/Stickperson will announce *"Cheques Play to the Table Limit."*
3. If it is discovered, after a decision, that a Guest's odds are over or under the maximum odds they can take on their respective Pass Line wager, the overage will be returned to the Guest whether it is a winner or loser. The overage will not be paid or taken.
4. The odds on the first bet will always be paid with the outside hand. The Base Dealer will refrain from turning their back on their layout to pay a winning Pass Line/Don't Pass Line bet in the first spot.
5. The Base Dealers will make every attempt to make payouts on Pass Line/Don't Pass Line without sliding or tossing cheques to Guests. If assistance is necessary, the Stickperson may assist with payoffs on either side of his/her position by breaking down the odds.
6. The Base Dealer may convert when Guests have excess cheques of one denomination. Dealers will use discretion when converting the Guest to a higher denomination and will ask the Guest their preference and pay to their requests.
7. The Base Dealer can total bets but will always include a thorough explanation of the transaction while making the payoff, as a courtesy to the Guest, the Box Person, and the Stickperson watching the payoff.
8. The lay bet on the Don'ts will be heeled on the inside of the flat bet, and away from the Box Person.

Breaking Down Pass Line/Don't Pass Line Odds Bets	Proving Pass Line/Don't Pass Line Payoffs												
<p><u>1 to 5 cheques</u></p> <p>1) Any odds bet of 5 cheques or less of the same denomination (under \$500) do not have to be broken down.</p>	<p>The odds payoff can be proven (according to the Cheque Handling procedures charts) on the Pass Line, or in the COME and then paid with the outside hand and heeled.</p>												
<p><u>6 to 9 cheques</u></p> <p>1) Any odds bet 6 cheques or more will be proven before payoff.</p> <p>2) The bet is proven by offsetting the 6th thru 9th cheque on top of the 5. (The same way chips are separated in a regular chip tray)</p> <p style="text-align: center;">(6 = 5 + 1 offset on top)</p> <p style="text-align: center;">7 = 5 + 2 offset on top</p> <p style="text-align: center;">8 = 5 + 3 offset on top</p> <p style="text-align: center;">9 = 5 + 4 offset on top</p>	<p>The odds payoff can be proven (according to the Cheque Handling procedures charts) on the Pass Line, or in the COME and then paid with the outside hand and heeled.</p>												
<p><u>10 to 20 cheques</u></p> <p>1) Any odds bet 6 cheques or more will be proven before payoff.</p> <p>2) The cheques will be run down and will remain broken down.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">10 = 5 + 5</td> <td style="width: 50%;">16 = 5 + 5 + 5 + 1</td> </tr> <tr> <td>11 = 5 + 5 + 1</td> <td>17 = 5 + 5 + 5 + 2</td> </tr> <tr> <td>12 = 5 + 5 + 2</td> <td>18 = 5 + 5 + 5 + 3</td> </tr> <tr> <td>13 = 5 + 5 + 3</td> <td>19 = 5 + 5 + 5 + 4</td> </tr> <tr> <td>14 = 5 + 5 + 4</td> <td>20 = 5 + 5 + 5 + 5</td> </tr> <tr> <td>15 = 5 + 5 + 5</td> <td></td> </tr> </table>	10 = 5 + 5	16 = 5 + 5 + 5 + 1	11 = 5 + 5 + 1	17 = 5 + 5 + 5 + 2	12 = 5 + 5 + 2	18 = 5 + 5 + 5 + 3	13 = 5 + 5 + 3	19 = 5 + 5 + 5 + 4	14 = 5 + 5 + 4	20 = 5 + 5 + 5 + 5	15 = 5 + 5 + 5		<p>There is no need to place the proven payoff individually next to each broken down part of the Guest's odds bet.</p> <p>The odds payoff can be proven (according to the Cheque Handling procedures charts) on the Pass Line, or in the COME and then paid with the outside hand and heeled.</p>
10 = 5 + 5	16 = 5 + 5 + 5 + 1												
11 = 5 + 5 + 1	17 = 5 + 5 + 5 + 2												
12 = 5 + 5 + 2	18 = 5 + 5 + 5 + 3												
13 = 5 + 5 + 3	19 = 5 + 5 + 5 + 4												
14 = 5 + 5 + 4	20 = 5 + 5 + 5 + 5												
15 = 5 + 5 + 5													

<p><u>Multi-denomination Odds Bets</u></p> <ol style="list-style-type: none"> 1) Any multi-denominational odds bet which is 5 cheques or under does not have to be broken down if any of the cheques are valued at less than \$500. 2) Any multi-denominational odds bet which is over 6 cheques must be broken down. Once broken down it does not have to be restacked. <ol style="list-style-type: none"> a. The chips will be run down, separated and stepped. (Highest denomination closest to the Pass Line). 	<p>There is no need to place the proven payoff individually next to each broken down part of the Guest's odds bet.</p> <p>The odds payoff can be proven (according to the Cheque Handling procedures charts) on the Pass Line, or in the COME and then paid with the outside hand and heeled.</p>
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<p><u>Odds bets with \$500 denominations & above</u></p> <ol style="list-style-type: none"> 1) If the value of any of the cheques in the odds bet is \$500 or more, the bet must be broken down. Once broken down it does not have to be restacked. 	<p>The odds payoff will be proven (according to the check cutting procedures charts) in the COME with the inside hand. The payoff will be stacked and the proven again on the Pass Line using the outside hand.</p>
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Come Bets/Don't Come Bets

1. Come Bet payoffs are placed in the Guest's relative table position in the COME in front of the Guest.
 - a. In the event that a Guest does not pick up their payoff before the dice are sent out, all Dealers will assist with Guests retrieving their payoff. Our tables are overly large for the average Guest/Dealer and courtesy assistance may be required to ensure that Guests' payoffs and bets are handled appropriately.
 - b. If the Guest requests assistance or the Base Dealer is instructed to by the Box Person, the payoffs will be handed off as a courtesy immediately at the payoff.
2. "Off and On" payoffs are only allowed on Come bets with flat bets of the same dollar amount.
3. If an "Off and On" Come bet has no odds, the Dealer will size into the flat bet in the COME while announcing "*Off and On*" and the amount.
4. If an "off and on" Come bet has odds, the Dealer will cut out the payoff in the COME next to the Guest's Come bet while announcing "*Off and On*" and the amount.

5. Come bet "Off" payoffs are placed in the COME with the inside hand and paid with the outside hand.
6. Odds taken from Come bets after a "Winner 7, Front Line Winner, 7" will be placed in the COME and then stacked up.
7. "Last Come" will be paid in the COME.
8. If a Don't Come Bet moves behind a number, the Base Dealer will announce, "*In Behind the...*" and the number.
9. When taking a losing Don't Come Bet, the Base Dealer will announce, "*Down Behind*" and the number while taking the bet.
10. The Dealer will announce, "*Paying Behind*" while paying Don't Come Bets where they lay behind the number.
11. Bets "behind" will be paid from the outside to the inside. The lay odds will be paid before the flat, and lays and overlays will be paid last.
 - a. The payoffs are collected, passed thru the Don't Come, and handed off to the Guest with the outside hand.
 - b. If there are multiple Don't Come Bet payoffs, and it is impractical to pay them all behind the number; it is acceptable to prove all the payoffs in the COME, get approval from Box Person, and then bring out the bets from behind. The total payoff will then be collected, passed thru the Don't Come, and handed off to the Guest with the outside hand.

Place Bets/Lay Bets, Buy Bets

1. Place Bets and Buy Bets will be proved in the COME with the inside hand and handed off to the Guest with the outside hand.
2. The Base Dealer confirms with the Guest that the bet is to remain the same by saying, "*Same Bet*".
3. If the Guest announces that they would like to increase or decrease the bet, the Base Dealer will repeat the new amount wagered.
4. Presses will be made from the payout in the COME and the balance will be handed off to the Guest.
5. Buy bets will be paid in order, along with Place bets.
6. Payoffs for Place Bets or Buy Bets will be cut out in the COME and then handed off to the Guest.
7. Dealers will take control of the game by getting Guests into "proper" units.
8. Vigorish on Buy Bets on the 4 and 10 will be collected after the winning payoff. The vig is 5% of the wager for Buy Bets.
9. Vigorish on Buy Bets on the 5, 6, 8, or 9 will be charged at the time the bet is made.
10. Vigorish on all Lay Bets will be collected at the time the bet is made. The vig is 5% of the payout amount on Lay Bets.
11. When taking a losing Lay Bet, the Base Dealer will announce, "*Down behind*" and the number while taking the bet.

12. The Dealer will announce, *"Paying behind"* while paying Lay Bets where they lay behind the number.
 - a. The payoffs will be collected, passed thru the Don't Come, and handed off to the Guest with the outside hand.
 - b. If there are multiple Lay Bet payoffs, and it is impractical to pay them all behind the number; it is acceptable to prove all the payoffs in the COME, get approval, and then bring out the bets from behind. The total payoff will then be collected, passed thru the Don't Come, and handed off to the Guest with the outside hand.

Call Bets

1. All Currency Call Bets **Must** be settled Immediately before the next roll (the only exception to this rule is a Guest who is allowed to play on RIM credit, which must be authorized by a Shift Manager or above).
2. If a Guest requests a Call bet from currency or a Marker, the Base Dealer will repeat the bet to the Box Person in a clear and audible tone.
3. Call bets from currency or a Marker being prepared will be booked by the Base Dealer along with approval by the Box Person.
4. Dealers will book the Call Bet only if the bet is clearly understood. No ambiguity! Make sure the bet is "repeated" so that the Box Person and the rest of the crew can hear it.
5. Call Bets may be accepted by the Box Person or Pit Manager, unless the Guest has enough visible currency or cheques in hand and is waiting to buy-in. Any currency Call Bet over \$500 must be approved by the Box Person or Pit Manager. If a Dealer accepts a Call Bet, (Guest must have visible cheques or currency in hand or in the rail to cover the Call bet):
 - a. The Dealer will call out the amount so that the Bet is audible to the Box Person and the Guest.
 - b. If the Call Bet is for over \$100, the Box Person or dealer will place a lammer or "ON" button, on top for the corresponding amount lammer in the Guest's spot in front of the paddle area.
 - c. The Dealer will set up the requested bets.
 - d. If the call bet is less than \$100, the Box Person or Dealer will place the appropriate cheque amount (i.e. \$10 or \$25 in cheques) in front of the paddle area with an "ON" lammer on top of the cheques.
 - e. If the next roll is a winner, the Base Dealer will change the Guest's currency or cheques and cut out the full buy-in amount.
 - f. The Dealer will take back the amount of the Call Bet and hand it in to the Box Person to pay down the Call Bet balance indicated by lammers or cheques. While doing this, the Base Dealer will inform the Guest that the amount being handed back is to pay for the Call Bet and announce, *"Call Bet Down."*
 - g. The remaining balance of the currency buy-in or Marker will be handed off to the Guest with the outside hand.
 - h. The currency will be placed in front of the paddle for the Box Person to drop into the drop box or the cheques will be returned to the bankroll.
 - i. In the event that the a Call bet wins before the currency is counted and the total

amount of currency equals the bet or is not enough to cover the bet, the Box Person will request that the Guest pay the Call Bet out of the payoff that was just collected.

Totals and Conversions

The game will be dealt with a “Team Effort” in mind between all Dealers, Box Persons and Surveillance.

1. Total, color conversions and partial conversions may be made when a Guest has enough cheques for standard bets. Usually no more than two stacks of one color.
2. When a Guest tosses in a cheque to get a payoff to an even amount or larger cheque, the transaction will be verbalized for everyone to hear. For example, the Guest tosses in a \$5 cheque for two greens (\$50) on a \$45 payoff; this will be announced, “\$50 for \$5”.
3. When the cheques are cut down for conversion, the cheques should be left cut down until the entire transaction is complete.
4. On total conversions, Dealers will not convert by using the Guest’s original Pass Line bet to make change.
5. All of the above transactions will be verbalized as the transaction is taking place, so the Guest can clearly follow the payoff.

Toke

1. Dealers may accept toke wagers up to the table maximum. The toke cannot be higher than the players original wager. However, the Dealer’s bet will come down each time upon payout.
2. A Guest may place a toke bet along with their bet. If they bet a “Two Way” prop bet, the Stickperson is responsible for calling out the amount of the bet for the Guest and the Dealers.
3. A Guest may request that their toke bet be “piggy-backed” or parlayed on their wager. If the bets win, both original bets will stay up as they were placed, and the toke winnings will be dropped in the toke box. If the Guest requests to control the bet, the Dealer will “piggy back” on top of the Guest’s wager, otherwise the Dealer’s payout will be paid and come down.
4. If a Guest hands in a toke directly to a Dealer the toke must be placed in front of the drop box paddle to be dropped by the Box Person.
5. The Base Dealer on the side of the Guest who is betting for or handing in tokens, will set any winnings or hand-ins directly in front of the paddle, and place an “OFF” button on the stack of cheques after notifying the Box Person. Dealers will NOT color up tokens and will NOT drop tokens into the toke box. The Box Person will be responsible for coloring up all tokens and dropping them in the toke box.

Roulette

Hand Clearing

1. When a hand is raised to the mouth to cover or stifle a cough or yawn, only the back of the hand is to be placed over the mouth, never the palm of the hand.
2. Dealers will clear their hands before going on break, tucking in their shirts, or making any move with their hands that may be cause for suspicion. Always ask for permission from the floor supervisor before going to your body. No exaggerated moves are necessary; simply turn palms upward, fingers spread.
3. All transactions must be completed before going on break.

Verification of Non-Value Chips

1. Prior to opening the table, all non-value chips will be verified against the manual open/close slip.
2. At closing of the table, all non-value chips will be counted and documented on the manual open/close slip.
3. All manual open/close slips will be forwarded to Revenue Audit.

Opening a Chip Bank

1. The Floor Supervisor will unlock the lid to the chip bank.
2. Once the tray is unlocked the dealer must be present.
3. The Dealer will place the completed opening slip that was secured in the bank, on the side of the table visible for the Floor Supervisor.
4. The Dealer will remove all full stacks of \$500 and \$100 cheques run them down. Once proven, the cheques will be returned to the bank.
5. The Dealer will visually compare the other stacks with the proofed large denominations.
6. Once all stacks have been proven, the opening slip that was present in the bank will be evaluated for accuracy.
7. Once all of the information on the opening slip is validated, the Dealer will drop the slip in the appropriate slot.

Closing a Chip Bank

1. The Dealer will remove all full stacks of \$500 and \$100 cheques and run them down.
2. Once all stacks have been proven, the Open/Close slip will be filled out by the Floor Supervisor.
3. The Open/Close Slip will be verified by the dealer.
4. Both Floor supervisor and Dealer will sign & date indicating all values are accurate.
5. The signed completed white copy of the Open/Close slip will be dropped in the appropriate slot. The Yellow opening slip will be placed in the chip bank. The opening slip will not cover the \$500 or \$100 cheques. It will be placed in the bank in a fashion

that it can be completely read through the glass.

6. The lid will be placed and locked.
7. Dealer shall remain on the table until the closing of the chip bank is complete.

Fill and Credit Process

Roulette fills and credits will be handled in the same manner as all tables. Please see the Table Games Policies.

The Basic Game

There are thirty-eight (38) numbers on the wheel and the same number of corresponding spaces on the layout. The numbers are 0, 00, and 1 through 36. The guests may wager on any one of the numbers to come up by placing their chips on the space corresponding to that number. They may place wagers on any number of spaces that they wish. The player may also wager on combinations of adjoining numbers. All of these wagers are known as "inside wagers."

In addition, the Roulette Table layout has the following wagers:

The Outside Wagers

These 6 areas pay even money or 1 to 1.

- a. Red or Black
 - b. Odd or Even
 - c. 1 - 18 and 19 – 36
1. Column Wagers

Pays 2 to 1.

These wagers are at the bottom of the layout, to the Dealer's left. There are 3 columns, with 12 numbers in each column.

2. Section Wagers (Dozens)

Pay 2 to 1.

These wagers divide the numbers into three sets of 12 numbers: 1st 12 (1-12), 2nd 12 (13-24) and 3rd 12 (25-36).

Outside, column, and section wagers are collectively considered "outside wagers" and are handled first when paying or taking wagers. All payouts on the Roulette Table are paid on a basis of "x to one," which means that the original wager is left in place on the layout, up to win again on the next outcome.

Inside Wagers

1. Six Line (a.k.a. Alley or double streets):

6 numbers, pays 5 to 1

This wager is placed on the "T" between two numbers and one of the dozens. It covers the six numbers touching the line that runs between them. There are 6 ways to win and 30 ways to lose (6 divided into 30 equals 5).

2. Street Wager

3 numbers, pays 11 to 1

This wager is placed on the line between one number and one of the dozens. There are 3 ways to win and 33 ways to lose (3 divided into 33 equals 11).

3. Courtesy Line Wager

2 numbers, pays 17 to 1

This line is for players at the left end of the table. It is the exact same wager as a wager placed on the line between the "0" and "00". All split wager rules apply to it. It is paid first, top to bottom, when a green number is the winner. Be sure to check for other winning wagers on "0" and "00" that match the courtesy line. Do not forget to clear this wager when it loses!

4. Corner Wager

4 numbers, pays 8 to 1

This wager is placed on a junction of four numbers. There are 4 ways to win and 32 ways to lose (4 divided into 32 equals 8).

5. Split Wager

2 numbers, pays 17 to 1

This wager is placed on the line between any two numbers. There are two ways to win and 34 ways to lose (2 divided into 34 equals 17).

6. Straight-Up Wager

1 number pays 35 to 1

There are 38 possible straight-up wagers on a layout, but the odds are based on 36 possible numbers. There is one way to win and 37 ways to lose.

7. Tin Pan Alley (a.k.a. The Top Line)

5 numbers, pays 6 to 1

There is only one place on the layout where a top line wager may be placed. This is on the Wager area touching the "0", "00", 1, 2, and 3. There are 5 ways to win and 31 ways to lose. (Since 5 divided into 31 does not come out even, the 31 is rounded off to 30. 5 divided into 30 equals 6).

8. Three Number Wager

3 numbers, pays 11 to 1

There are only three places that the player may make this three number wager. These wagers are paid exactly like a street wager and all street wager rules apply ("0-1-2," "00-2-3," "0-00-2").

9. Basket Wager

3 numbers, pays 11 to 1

"0-00-2" - This is very popular three number wager. It is placed at the tip of the 2 and between the "0" and "00". When players ask for a "basket wager," this is where they want their chips placed.

Currency Change

1. Currency cannot be used to make wagers on Roulette. It must be converted to gaming cheques to be wagered.
2. The patron will set the currency on the layout. Dealers are not permitted to take or give anything, including currency, from or to a patron's hand.
3. The Dealer will complete all other work from the previous hand prior to beginning the currency change process.

4. Under no circumstances is more than one buy-in to be transacted at a time. When making change, use the proper procedure and deploy cheques one transaction at a time. Each buy-in should have the cash or cheques dropped at the completion of each transaction.
5. All currency will be separated by denomination and counted in the transaction area in front of the Roulette main chip bank.
6. Single bill transactions will be placed horizontally on the layout.
7. The Dealer will mark all currency (except \$1 and \$5 bills) with a currency pen prior to the completion of the transaction.
8. Multiple Bill Transactions

All currency except for \$50 bills will be placed overlapping in rows of (5) down and up to five (5) rows across. \$50 bills will be placed in rows of four (4) down and up to five (5) across. *NOTE – The word “down” describes toward the Dealer, starting at the top of the transaction area and working towards the dealer, overlapping left to show a portion of each separate bill. Across means to the Dealer’s left.

 - a. Bills are to be organized in the Dealers hand in a fashion that they are bank faced with the top of the bill facing right and upside down, so that when they are placed on the layout, they are flipped over, largest bill to smallest, exposing the back of the bill during placement and the front of the bill when they are placed. If the bills are folded and will not lie flat, the bill(s) will be held vertically with two hands and “Crunched” in an accordion method until the bills lay flat prior to placing them on the layout.
 - b. Currency shall remain spread until after change has been delivered to the patron.
 - c. For large buy-ins where the number of bills (of the same denomination) exceeds five (5) rows, the Dealer shall stop once they get to five (5) rows and call the Floor Supervisor to verify.
 - d. The Dealer will remove the paddle, stack the bills neatly and place them horizontally on the drop slot, without dropping them in the box, and lay the paddle flat on top of the bills.
 - e. Additional stacks of counted currency will be placed face down at an opposite angle of the previous stack, under the paddle, if necessary.
 - f. Each stack under the paddle represents a definite amount of currency, and if there are not enough bills to create a stack, they will remain spread on the layout.
 - g. Once counting is concluded, a total will be determined, based on full stacks and remaining bills.
9. The Dealer will call out “change” and announce the total amount in a clear loud voice.
10. The Dealer will bring out an identical amount in non-value cheques in the dealer’s transaction area. The Floor Supervisor is required to approve currency change in excess of \$100 in order to proceed.
11. Only US currency is accepted. Gaming tickets, traveler’s checks, personal check, etc are not accepted.

12. Change other than quarters will not be accepted. No more than \$1 in quarters will accepted from any one (1) patron. Patrons who wish to exchange other types of change will be directed to the cashier's cage.

Currency

1. Currency is never allowed to "play" at Roulette.
2. If a player tosses currency onto the layout while the ball is spinning, the Dealer should call out "Change Only" or "No wager this round," bring the currency in, and wait until the hand is over before completing the transaction.
3. A Dealer may not change currency while in the process of taking and paying wagers.
4. If a player is wagering casino value cheques, and another player wishes to play the same value checks, the second player is required to buy and use Non-Value Roulette Chips.

Table Minimums and Maximums

The minimum and maximum wagers will be posted on each table. Surveillance will be notified prior to change.

1. Outside wagers will be a minimum of \$3 and a maximum of \$500.
2. Inside wagers will be a minimum of \$3 and a maximum of \$50.
3. Operations can operate anywhere within this range, but they are not to exceed or go below the minimums and maximums as set forth in this policy unless they only have 1 or 2 non value chips left. They may bet them on the inside only for their last bet, one time only.

Marking Up Chip Values

1. When a player buys in for non-value, colored Roulette chips other than table minimum chips, one chip of that color will be placed on the chip value tree. A lammer will be placed on top of that chip, "marking it up" and indicating how much a stack (20 chips) of that chip color is worth.
2. The value of the chips will be 1/20 the number indicated on the lammer. The following denominations may be assigned to Roulette chips: a lammer reading "20," indicating \$1 chips; a lammer reading "100," indicating \$5 chips; a lammer reading "500," indicating \$25 chips; a lammer reading "2000," indicating \$100 chips (used outside unless prior approval of management).
3. When a color is surrendered or the player using the color discontinues play, the lammer is to be taken down immediately.
4. The Dealer must notify and have approval of the Floor Supervisor before changing the value of Roulette chips.

Ante/Hand Accumulation (Tally Counter)

A tally counter will be placed on each table to accurately account for "Free Ante". The counter will be used to track the number of hands played on any particular game.

1. The counter will be clicked one time per person on Roulette regardless of the number of wagers made each hand.

2. Dealers will push the button on the tally counter once for each spin played per wagering round prior to the beginning of each spin.
Example:
(1) Push = 1 hand

(2) Push = 2 hands Etc.
3. In the case of a dealer error pushing the button for an accurate count, the dealer will notify a Supervisor immediately to make any necessary correction for accuracy.
4. At the end of each shift the Pit Supervisor will record the number of hands played and multiply it times \$0.50 cents to record the monetary value for each table's "Free Ante".
5. A "Free Ante" form will be completed by a Pit Supervisor. The "Free Ante" form will contain the following:
 - a. Pit Supervisors signature & badge number
 - b. Table number
 - c. Date
 - d. Time
 - e. Shift
 - f. Monetary Value of Antes
6. The white copy of the "Free Ante" form will be dropped into the cash box, the yellow copy will be sent to OMDA daily for accounting purposes and the pink copy will be retained by the Table Games Department.
7. The Pit Supervisor will reset the counter to (0) zero after recording all information to begin the next shift.

Making Wagers

1. Even if the Dealer assists the player, each player shall be responsible for the positioning of his/her own wagers, and players requesting assistance should be informed as such.
2. Players who require assistance placing wagers are not permitted to place chips for those wagers near, around, or in front of the bankroll.
3. All transactions must be made over the table layout, no exceptions. Politely inform such a customer to reposition themselves in front of the table.
4. Wagers may be placed until the Dealer calls "No More Wagers" and waves off players' wagering. The "wave off" is done with the Dealer's left hand, going from right to left across the layout.
5. The best effort should be made not to allow guests to touch any wagers after "No more Wagers" has been called. Guests will receive a warning from the dealer for the first offense. A supervisor will be called if the guest persists to touching the wagers. If the guests refuse to comply, they will be asked to leave the game.
6. From the time no more bets are called the dealer will have his/her full attention on the layout with no other work being performed.
7. When placing bets for a guest, always repeat the bet aloud to avoid any misunderstanding.
8. Guests are not allowed to make side wagers between themselves.

Wheel and Ball Spin

1. The Dealer will reach over and give the wheel a counter clockwise spin. The ball must complete at least 4 full clockwise cycles, or a mis-spin will be declared, and another spin will be made.
 - a. In the event that the wheel and the ball were spun in the same direction, or a foreign object enters the roulette wheel, or the roulette ball leaves the wheel the dealer will announce "no spin" and retrieve the ball. A new spin will then be started in the proper direction.
 - b. Once the ball has been retrieved it will be inspected for any damages before being placed back on the game.
2. While the apparatus is in the spinning mode, the Mucker will keep their eyes on the layout to assure that no past posting is allowed, or wagers pinched.
3. When the ball comes to rest in a compartment, the dealer shall announce the number of the compartment and shall place a point marker on that number on the Roulette layout.
4. The take and pay sequence will be followed.
5. The Dealer will remove the marker (marker), and announce, "Please place your wagers".
6. When placing wagers for a guest, always repeat the wager aloud to avoid any misunderstanding.
7. The Dealer shall keep both hands over the table and not at their sides.
8. The Dealer and the Mucker shall face the game at all times.
9. Neither the Dealer nor the Mucker may be relieved until all wagers and transaction from the last spin is completed.

Handling Irregularities

1. Floor Supervisor must be called if any irregularities occur.
 - a. Wagers placed after the Dealer announces "No More Wagers" shall be handed back to the player, off the layout. The Dealer shall announce, "No Wager This Round." Wagers that are not understood, is placed incorrectly or questionably, or that is below the table minimum should be corrected. If there is no time, the Dealer shall return the wager to the player and announce, "No Wager This Round."
 - b. Wagers coming in from over the shield or between the shield and the first player are unacceptable. The Dealer shall announce, "No Wager."
 - c. The Floor Supervisor must be called on all claims by a guest of a short pay.
2. Table games management has the authority to handle unspecified irregularities and disputes at their discretion; provided any decision made is in accordance with Gaming facility dispute resolution procedures approved by the Commission.

Take and Pay Sequence

All wagers are paid from the outside in, and in two separate sequences. First, all outside payouts are made. The Dealer shall use only the left hand when paying anything further than the second dozen (Red and Black and the second dozen may be paid with either hand). The Dealer shall use the right hand when paying the area above the second dozen (toward the shuffling apparatus).

Both hands may be extended when paying the outside. Each area must be paid in full and in order before moving on to the next area. Dealers will not slide or throw chips.

1. The dealer shall take all outside losing wagers per the sequence on Diagram 1. (see attachment)
2. The dealer shall clean all losing streets on both sides of the winning wagers. Then using a sweeping motion, using both hands the dealer shall clean the left side of the winning wagers, then the right side of the winning wagers.
3. The dealer will pay all winning outside wagers per the sequence on Diagram 1. (see attachment)
 - a. No partial payouts, the entire payout must be brought back. Obtain more checks and start over.
 - b. All wagers will be paid inside their respective wagering areas.
 - c. All outside wagers are considered “self-serving” wagers, meaning it will be the patron’s responsibility to collect payouts after the dealer has called “Place Your Wagers” for the next hand.
4. The dealer will then pay all winning inside wagers per the sequence on Diagram 2. (see attachment)
 - a. All inside wagers of the same color will be combined into one payout. For very large wagers, each wager may be paid separately.
 - i. In such cases, all of the payouts should be assembled next to each other in the transaction area and the Floor Supervisor notified. With Floor Supervisor approval, each payout is handed off to the player.
 - ii. Pay all wagers of that color before starting another color.
 - b. Numbers with multiple wagers will be paid from the top color down.
 - c. If more than one color is stacked up on a winner, they must be staggered.
 - d. If more than five checks of the same color are stacked, they must be staggered in units of five.
 - e. A stack of 20 chips may be left straight up after being proven to a supervisor. Any odd chips over 20 will be offset on top of the stack.
 - f. When 0 or 00 is the winning number, the courtesy line is to be paid first.
5. A supervisor must verify all payouts of \$100 or more.
6. No player shall make or remove a wager until the Dealer removes the marker from the winning number. Upon removing the marker, the Dealer shall call, “Place your wagers, please.” The marker shall be removed with the palm up.

Chip Mucker Procedures

1. The Mucker shall stand near the end of the chip area, furthest right.
2. The Mucker shall stop Mucking chips when the Dealer announces, "No More Wagers."
3. The Mucker shall watch the layout while the Dealer calls and marks the winning number and then checks to make sure the winning number is correct
4. The Mucker shall watch the layout until swept clean of all losing wagers, paying particular attention to the bottom of the layout.
5. Only after the layout has been swept clean will the Mucker begin to prepare payouts.

6. The Mucker may prepare exact payouts for the Dealer, but the Dealer will verify them before handing off.
7. The payouts shall be lined up in order, beginning with the first color from top to bottom. Payouts will not be set up in front of the bank.
8. The Mucker will not make any transactions in the ROULETTE bank.
 - a. When mucking, value cheques shall be pushed over to the Dealer near the bank.
 - b. The Mucker will never stack value cheques in the bankroll or remove them from the bankroll.
9. The Mucker will not "mark-up" a color or bring a color down.
10. The Mucker will inform the Dealer when all the chips of a given color are in so the Dealer is aware of its availability.
11. The Mucker will assist the Dealer in checking the layout for wagers under the table minimum and over the table maximum limits.
12. Keep the table neat at all times.
13. The Mucker shall not leave a game even if relieved until all payouts have been made and the Dealer removes the marker from the number.

Cutting ROULETTE Chips for Payouts

1. Non-value chips shall be cut in five's when ten or more are needed.
2. Nine (9) chips shall be cut 4 + 4 + 1.
3. Eight (8) chips shall be cut 4 + 4.
4. Seven (7) chips shall be cut 3 + 3 + 1.
5. Six (6) chips shall be cut 3 + 3.
6. The dealer will not pick or swipe more than five (5) chips off a stack.

Bankroll Verification

All chips on the bankroll will be verified as a full stack (20 chips) by breaking down one stack of the highest denomination and then sizing across the remaining stacks in the chip bank. In the event that a color has been depleted, a full stack of that color will be verified per standard chip cutting procedure before going back to the bankroll. Only full stacks will be considered part of the bankroll. Anything less than a full stack will be kept in the mucking apron.

Winning Value Cheques on the Layout

1. If the winning wager on the table is a value cheque, the payout should be made in color cheques "marked up" at the same or a different value, whenever a color is available.
 - a. When the payout is made, a color will be marked up.

- b. Pay off per procedure.
2. A Floor Supervisor must supervise any such mark-up and exchange of value cheques for non-value color.
3. With a floor supervisor approval, guests may be allowed to play value cheques. In all such cases, the value cheques shall be calculated and paid in the same manner as a color.
4. Example: A player has a \$25 value cheque wager straight up.
 - a. The Dealer gets two stacks of green \$25 cheques and first demonstrates that they are the same height.
 - i. The Dealer shall run down a stack in units of four
 - ii. Five cheques from one stack shall be set aside.
 - iii. The wager shall be paid as thirty-five quarters and announced as such.
5. When a winning wager consists of more than one denomination, each denomination shall be figured and paid separately.

Partial Payouts with Value Cheques

1. When there are an insufficient number of color chips to complete a payout, the Dealer shall use value cheques as necessary.
2. Even amounts shall be paid with value cheques. Even amounts mean, Example: 100 cheques if the payout is 100 or greater, and it means 50 cheques if the payout is less than 100.
3. Odd amounts shall be paid in non-value color chips. Example: Payout is \$175. The even amount (\$100) shall be paid in value cheques. The odd amount (\$75) shall be paid in non-value color chips.
4. If a player has a large number of cheques wagered on the outside and sufficient color is not available to complete the payout, the wager will be cut down into even units and paid with value cheques.
5. The dealer will pay in non-value chips as long as it is available.

Conversions

1. When it becomes necessary to total or convert, verbalize all such transactions to the Supervisors and to the player. Supervisor must approve conversion.
 - a. **Color Conversion:** Converting lower value cheques to higher value cheques.
 - b. **Partial Conversion:** Paying part of a player's wager with non-value chips and part with value cheques.

Cashing Out Non-Value Chips

1. When a player wishes to cash out, loudly announce, "Color coming in."
2. Floor supervisor must approve all value cheques going out.

3. Using both hands, bring the cheques across the layout into the transaction area.
4. Place chips in stacks of twenty, where applicable, and arrange in push formation.
5. Prove a stack of twenty and break down any odd chips.
6. Check the value of the color against its appropriate lammer and bring out the corresponding amount of value cheques.
7. Cut out the value cheques and confirm the amount with your supervisor and the player. Do not hand out the conversion without first proving it on the layout.
8. Upon the supervisor's approval, place the cheques in front of the player.
9. Return the chips to the rack, ensuring that all chips have been returned.
10. Colored non-value chips are not allowed to leave the table.
 - a. Any non-value chip leaving the table will be considered the lowest denomination conversion (\$1). In the event this happens the floor supervisor shall be called immediately.
11. Once all non-value chips are accounted for, take down the lammer and the non-value chip from the chip value tree.
 - a. In the instance that all non-value chips are not accounted for,
 - i. Surveillance will be notified and an investigation will be performed to determine the cause of the non-value chip variance.
 - ii. Anytime a non-value chip is short, they may only be used for the table minimum.
 - iii. When a non-value chip stack is 3 chips or less short, the Pit Supervisor may fill it up back to its original amount from the non-value chip reserves.
 - iv. If a non-value chip stack is more than 3 chips short, it will remain short and play the table minimum for 30 days before filling it back up.
 - v. In the instance of an excess of non-value chips on the table, Surveillance will be notified and perform an investigation. The results will be forwarded to the Gaming Commission.
 - vi. At Table Games management discretion, the color of the non-value chip in question may be removed from play until an investigation is completed, and it is determined the non-value chips are safe to return to play.

Gratuities

1. Non-value chips and value cheques that are "tokens" for the Dealer shall be placed on the rim or rack above the value chips.
2. All \$25 cheques wagered for a Dealer will be immediately dropped as each wager is won.
3. When the \$.50 & \$1 cheques behind the discard rack are colored up to \$5 red checks and deposited in the tip box, the transaction is to be performed as any other color up.
4. A Dealer is not to drop \$100 cheques (black) in the tip box without Floor approval.

Paying Token Wagers

1. Token wagers must be indicated as such by offsetting the dealer token wager from the patron's wager. For example, patron's wagers and token wagers will be stacked on top of each other but the token wager will be offset from the rest of the chips.
2. Token wagers must be verbalized to the patron.
3. All payouts shall remain in proper sequence. When a Dealer and Player both have winning wagers, both payouts will be cut out on the layout at the same time, then after receiving Supervisor's approval, the player's wager will be handed off first and the Dealer's token will be put in the token box.
4. Never go from the bankroll to the token box, always show the amount on the layout first and wait for the Supervisor's approval.
5. Tokens for the Cocktail Server: Non-value roulette cheques will be presented to the Dealer for conversion, this transaction must have supervisor approval. They will be placed on the rim and changed up only when all other transactions on the game have been completed.

Wheel and Ball Inspection

On an at least once per day basis, a visual inspection will be performed on the Roulette Wheel and Balls. Surveillance must be notified prior to the inspection. An inspection log will be kept in the pit requiring 2 (two) signatures from pit personnel verifying the inspection. A supervisor will inspect for:

1. Inspect the roulette ball by passing it over a magnet or compass to assure its non-magnetic quality.
2. Inspect the Roulette table and wheel for any magnet or device that would affect the fair operation of the Roulette wheel.
3. Inspect the Roulette wheel to assure that the wheel is level and rotating freely and evenly.
4. Inspect the wheel to assure all parts are secure and free from movement.
5. A spin test of the wheel will be done.
 - a. The wheel will be spun and a visual inspection will be done to check for any unusual slowness or unusual sounds of the wheel.
6. Any irregularities that are found during the inspection process will be documented and Surveillance and the Gaming Commission will be notified immediately. The game will be out of service until all repairs are made and the wheel passes inspection.
7. The wheel will be wiped clean as needed.

Game Protection

1. Always keep your eyes on the layout.
2. Never turn your back on the bankroll, even if you have a dead game.
3. If you have any doubts or suspicions on any moves that are being made by a player, bring it to the attention of a supervisor immediately.
4. Watch any player handling money or chips or putting their hands near or over their chips in

the betting area.

5. If two players claim the same bet, call a Floor Supervisor.
6. Dealer should be alert to the possibility of a player attempting to walk away with non-value chips. Recall the player immediately. If the Dealer is unable to recall the player, notify the Floor Supervisor and give the color value, amount of the chips, and a brief description of the player.
7. Everything is on tape in Surveillance. If ever in doubt about anything, it's better to have your Supervisor call for a review to be safe.
8. Value cheques may play inside only with the approval of a Floor Supervisor.
9. All value cheques must be placed on the layout in the transaction area before being delivered to a player.
10. Never attempt to correct a mistake yourself, even if you know the proper procedure. Always call a Floor Supervisor first.

ACKNOWLEDGEMENT AND RECEIPT OF POLICY AND PROCEDURES

This is to acknowledge that I have received a copy of the Table Games Policies and Procedures. I understand that I am to read and familiarize myself with the contents of this manual and abide by it.

I also understand that during the course of my employment management may find it necessary to modify the Policies and Procedures described in the manual and may do so with or without prior notice to me.

Date: _____

Badge Number: _____

Team Member Name (Please Print): _____

Signature: _____