



POLICIES AND PROCEDURES

MINI-BACCARAT

EFFECTIVE DATE: 1/05

General Policies	1-2
Tokes	3
Shuffle Procedures for Eight (8) Deck Shoe	4-5
Cut and Burn	6
Dealing Procedures	7
Calling the game	7
Tie Bets	7
Tokes	7
Commissions	8
Call Bets and Markers	8
General Rules	8

GENERAL POLICIES

1. Gambling on breaks is prohibited.
2. Returning late from breaks will not be tolerated.
3. Uniforms
 - A. Apron, vest, and name tag are provided by [REDACTED]
Name tag must be worn chest level on left side of vest.
 - B. Dealers in any public area of the hotel will be fully uniformed: collar and vest buttoned, bow tie in its proper place around the neck, apron, and name tag.
4. Required Appearance

MEN'S PANTS and WOMEN'S SLACKS:

Must be black in color and made of dress material.

Tailored skirts no shorter than 3 inches above the knee.

NO ruffles, leather, denim, stretch knit, or corduroy. NO stirrup pants.

MEN'S SHIRTS and WOMEN'S BLOUSES:

Must be long sleeved, solid white. NO French cuffs, baggy sleeves, ruffles or lace.

SHOES:

Must be solid in style (no open heel or toe) and solid black in color.
Shoes must be well maintained.

SOCKS and HOSIERY:

Only dark socks. Hosiery must be black, tan, or beige and CANNOT have any design or be a fishnet style.

Management reserves the right to determine what is business-like appearance.

5. Fraternalization of an employee with a customer outside of the Company is not permitted without Shift Manager approval.
6. In order to prevent customer complaints and suspicions, dealers must spend their relief periods in the dealer's lounge or [REDACTED] and not loiter in any public areas of the hotel.

GENERAL POLICIES (cont'd)

7. 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.
8. Leaving the hotel premises while on shift is prohibited without authorization of a Pit Manager.
9. Conduct self always in a manner that reflects credit on the [REDACTED] and encourages others to do the same.
10. When a drink is spilled at a table, cleanup will be the responsibility of the dealer. This cleanup should be accomplished in as efficient a manner as possible while at the same time maintaining surveillance of the entire game and of the players insofar as this is possible.
11. For any additional policies not covered here, refer to your [REDACTED] Employee Handbook.

TOKES

1. Soliciting tokens is strictly prohibited.
2. Both the bet and payoff on all winning token bets must be taken down. Token bets may not be "parlayed".
3. Color changes for tokens should be made by the dealer with verification by the supervisor.
4. Always pay the token bet last. As a courtesy and in accordance with procedure, pay the customer first.
5. Winning token bets must be tapped quietly once or twice on the tray before being dropped.
6. When a player throws in a token, it must be dropped. If a player gives you the option of playing or dropping a token, you must drop it into the drop box. Politely explain to the player that once we are given the option to play or drop the token, we must drop it.
7. Never transfer tokens from hand to hand. If you pick up a token with your right hand, lay the token in front of the tray, clear the left hand and drop the token with the left hand.
8. Never drop black checks (\$100's) without the consent of the floor supervisor.
9. Maximum token bet is 10% over table maximum.

SHUFFLE PROCEDURE FOR EIGHT (8) DECK SHOE

1. Take the cards out of shoe and put in middle of cards in discard rack.
2. Take the cards from the discard rack and wash the eight (8) decks. Put into one (1) stack in center of game, then break stack into two (2) equal stacks.

Maintain physical and visual contact with the decks at all times while the decks are out of the shoe.

4 decks

4 decks

3. Take approximately three-fourths ($\frac{3}{4}$) of a deck from each stack and shuffle-strip-shuffle, place shuffled cards to the center, above the shuffling area (3).

3.

1.

2.

4. Take approximately one-half of the shuffled cards (3) with three-fourths ($\frac{3}{4}$) of a deck from the left stack (1) and shuffle-strip-shuffle. Place these cards on #3 stack. shuffled cards to the center, above the shuffling area (3).

Repeat procedure using three-fourths ($\frac{3}{4}$) stack from the right (2) and one-half ($\frac{1}{2}$) deck from stack #3. Repeat this pattern until all the cards are shuffled.

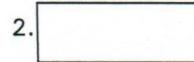
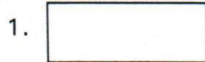
5. Separate stack #3 into two (2) parts again.

4 decks

4 decks

SHUFFLE PROCEDURE FOR EIGHT (8) DECK SHOE (cont'd)

6. Take three-fourths ($3/4$) of a deck from each stack and shuffle, do not square off after the cards are shuffled. Place in the center above the shuffling area. The cards should overlap two-thirds ($2/3$) the length of the cards.



7. Continue taking three-fourths ($3/4$) from each stack until all the cards are shuffled, to the center.
8. With the stack in the upright position get the floor supervisor's approval to continue. Call out "rollover", AFTER verbal approval, tip the decks away from you and square cards off against the side of the shoe. You are now ready to offer the cards to a player to be cut.

Mini-Baccarat shall be played with at least eight (8) decks of cards and two (2) additional yellow cutting cards.

1. CUT AND BURN

- A. The shoe will be completely broken down during the shuffle and placed to the left of the shuffle area.
- B. When the shuffle is completed, one cut card will be given to the player to cut the decks. At least one deck from either end must be cut. (If no player wishes to cut the cards, the dealer will call out "dealer cut" to the supervisor and proceed with cutting the decks.)
- C. The dealer will complete the cut in the center of the layout. While still holding the cards with the left hand, dealer will remove approximately twenty (20) cards from the back of the decks and spread them from right to left face down on the layout. The dealer will count off sixteen (16) cards from the right and insert one cut card. The second cut card will be put UNDER the last card to the dealer's right. The cards will be gathered up and returned to the back of the decks. The decks will then be placed in the shoe.
- D. The dealer will remove the first card from the shoe and expose it to the players. The face value of this card will determine how many cards the dealer will burn from the shoe. These cards will be laid face down on the layout and remain unexposed to the players.
- E. Dealer will only break the shoe on a dead game if there is less than one deck remaining in play.
- F. Dealer will call out "new play" to the floor supervisor when game starts up on a continuing shoe.
- G. Dealer will NOT burn a card when going off the game, i.e., on a break.

2. DEALING PROCEDURES

- A. All bets must be made BEFORE the cards are dealt.
- B. Dealer will deal the cards face down alternating between the player and the bank. Player cards will go to the player square, bank cards will be tucked under the corner of the shoe until ready to call.
 - (1) Dealer will turn and call the player hand first and then turn and call the bank hand. Each total will be announced as the cards are turned and put into position.
 - (2) Announce the draw cards for each hand as dictated by the game rules.
 - (3) Announce the winner.
 - (4) Dealer will pick up all LOSING wager(s) first, then pay all winning wager(s) marking up the applicable commission(s) owed. No more than three (3) winning wagers can be paid before marking up commissions.
 - (5) When being tapped out for any reason, the outgoing dealer is responsible for completely finishing the hand. (Complete the call of the cards, mark commissions, etc.)

3. CALLING THE GAME

- A. Dealer will not show any favoritism in the call.
- B. Dealer will call the game in an audible voice.
- B. Dealer will announce WINNING hand first. (PUSH WINNING HAND FORWARD)

4. TIE BETS

- A. Tie bets will be made before the cards are dealt.
- C. Tie bets pay 9 for 1 (8 to 1).
- D. Minimum bet on ties is \$1.00.
- E. Maximum on ties is \$3,000.

5. TOKES

- A. Dealers' winning bets may not "ride".

*Player shows —
banker has —
banker hits
banker natural 9 over 4*

- B. No commissions on dealer winning bank bets.

6. COMMISSIONS

- A. Standard commission of 5% on all winning bank hands.
- B. No more than three winning hands can be paid before marking up commissions.
- C. Lammers will be used to mark commissions of \$5 or more.
- D. When converting commissions to larger denomination lammers, the lammer being converted shall be clearly spread in front of the commission box so the player and the floor supervisor can see the conversion is correct. The new higher denomination lammer should then be placed in the proper commission box.
- E. Dealer will collect commissions:
- (1) Players leaving the game.
 - (2) At the end of each shoe.
- F. Dealer will notify the floor supervisor of any customer leaving the game owing commission.

- G. Commission is charged for the following:

\$ 1.00 to \$ 5.00	\$.25
\$ 6.00 to \$10.00	\$.50
\$11.00 to \$15.00	\$.75
\$16.00 to \$20.00	\$1.00
\$21.00 to \$25.00	\$1.25

Commissions are paid to the nearest quarter.

7. CALL BETS AND MARKER PLAY

Call bets and marker play will be done in the same manner as on the blackjack games.

8. GENERAL RULES

- A. The general procedures for blackjack will be used in Mini-Baccarat (cash transactions, game protection, fills, etc.).
- B. Any unusual circumstances or activities should be brought to the attention of the floor supervisor.

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