[redacted]

# BACCARAT PROCEDURES

# MINI-BACCARAT PROCEDURES

## TABLE GAMES

[redacted]

# BACCARAT PROCEDURES

## NEW CARDS INTO PLAY

1. The Floor Supervisor must be present before the caller unloads the shoe and new cards are placed on the game.

2. The Floor Supervisor will direct the caller to remove the cards from the pail.

3. The caller will gather and stack the cards logo side up, put a rubber band around the stack of cards, and place the card inventory slip in between the rubber band and the decks. The caller will use a black magic marker to run a line down the right edge of the stack of cards.

4. The stack of cards will then be placed on the wooden cover of the pail and can only be removed by the Pit Manager.

5. When new cards are put into play, each base Dealer will be given four decks and they will verify that all seals are intact.

6. After removing the cards from their boxes, each deck will be checked individually to make sure that all cards are in the proper order and there are no defects or marks of any kind.

7. The Pit Manager will call surveillance with the game number, color of the deck and the serial number on the seal.

8. The caller will then spread the cards, four decks on each side. The Floor Supervisor will verify that all cards are present before the shuffling process begins.

9. Conversation between Dealers and Floor Supervisors during the shuffle is to be restricted to that pertaining to the game.

10. Total shuffle time is not to exceed nine minutes.

## MAKING UP THE SHOE

1. The caller is responsible for making up the shoe. A Baccarat Floor Supervisor must stand between the base Dealers and face the caller. The Floor Supervisor must remain in this position until the shuffling process is complete and the cards are in the shoe.

2. The caller will:

    a. Verify the new cards and place them in a pile to the right.
    b. Thoroughly wash the cards with the help of the third base Dealer. The correct washing procedure is mixing the cards randomly in a clockwise then counter-clockwise motion.

3. All cards will now be gathered and placed in front of the caller.

4. The caller will break the eight decks in half, take 2/3 of a deck from each stack, spread the cards face down to ensure that no cards are face up, shuffle once, strip three times, and shuffle again. Hand these shuffled cards to a base Dealer who will repeat the shuffle and place the cards between commission squares 7 & 8.

5. Continue alternating between base Dealers until all cards are shuffled and stacked between commission squares 7 & 8. This should be completed in 5-6 shuffles. Do not remove cards from center stack until base Dealers have finished shuffling all decks and placed them on the stack.

6. Break stack in half and take 2/3 of a deck from each stack. Shuffle once (do not square the cards). Repeat until all the cards are shuffled, stacked, and unsquared. This should be done in 5-6 shuffles.

7. Upon approval from the Floor Supervisor, the cards will be rolled and squared up.

## BACCARAT SHUFFLE PROCEDURES

1. Surveillance will be called during all shuffle procedures (pre-shuffle and loading the shoes on the games).

2. The pre-shuffled shoe par will be made up daily.

3. The shoes will be made up on a closed game to be specified by the Baccarat Pit Manager on duty.

4. A copy of the Pre-Shuffled Shoe Log will be sent to Surveillance daily by the Baccarat Pit Manager on duty and a copy will be kept on file in the Baccarat pit.

5. The pre-shuffled shoe containers and seals will be kept with the cards, locked up in a secured area, under 24 hour surveillance.

6. We will shuffle shoes on games, (if requested by the customers) using the Baccarat shuffle procedures.

**Baccarat Shuffling Procedure I: Shuffling and Loading Pre-shuffled Cards into Boxes**

1. This procedure requires two (2) Dealers and one (1) Baccarat Supervisor.

2. The Baccarat Supervisor will deliver eight (8) decks of sealed cards to the table.

3. Four (4) decks of cards will be given to each Dealer.

4. The Dealers will ascertain that the decks are sealed by inspecting each deck.

5. The Dealers will open one deck at a time, remove the two (2) jokers and two (2) control cards, place the empty card boxes with the jokers and control cards in the discard bucket and spread (fan) the deck face up. This procedure will be continued until all of the decks are spread.

6. After all the decks are spread, inspection begins. When inspecting the decks, the Dealer will look for the proper card sequence to assure that all cards are present and that none are duplicated.

7. After Baccarat Supervisor approval, the Dealers will pick up the decks and spread them face down. The cards will then be inspected for:

   a. Any evidence of tampering or markings on the edges, fronts or backs of the cards, color tinges, blemishes, flaws or bent cards, etc., that may be used to identify the face value of the card.
   b. Proper [redacted] logo.
   c. If any irregularities are found in any deck, notify the Baccarat Supervisor immediately. The entire deck will be canceled and a new deck will be used as a replacement, no single card replacements will be allowed.

8. After the decks are checked, the Dealers will shuffle each deck once and place them in a single stack in front of the commission boxes.

9. The Dealers will then wash the cards thoroughly.

10. After the wash is complete, the cards are split up and assembled into one stack.

11. The Dealer assembling the shoe will then fan five (5) groups of cards and re-stack them to ensure that all the cards are face down.

12. The stack will be split into two (2) equal stacks and each Dealer will divide their stack in half. The Dealers will then take a half deck or more cards from each pile and shuffle, strip and place those cards beside the discard bucket. This process continues until all cards are shuffled and assembled into two (2) stacks.

13. The Dealer assembling the shoe will then take a half deck or more from each stack and complete the last shuffle until all of the cards are in a single stack.

14. After approval from the Baccarat Supervisor, the cards will be rolled over, squared up and loaded into the clear plastic box.

15. After loading the cards into the box, the lid will be placed on the box and the box will be sealed.

16. The Dealer and the Baccarat Supervisor will sign the Shuffle Log and enter the information, including the serial number of the seal, on the Log.

17. After the box has been sealed, the discard bucket will be emptied on the game, the jokers and control cards will be torn in half and disposed of (with the empty card boxes) in a designated trash container.

18. The Baccarat Pit Manager will lock the sealed, pre-shuffled shoe in the card cabinet.

**Baccarat Shuffling Procedure II: Preparing the Pre-Shuffled Shoe for Play**

1. Once the final hand is complete, the Dealer, upon approval from a Baccarat Supervisor, will break down the shoe, take out the remaining cards and place them in the bucket.

2. During this time, the base Dealers will finalize all commission transactions.

3. Upon approval from the Baccarat Supervisor, the Dealer will remove the bucket, empty the used cards and the card bag from the bucket and square the cards for canceling. The empty bucket will then be shown to the Supervisor and Surveillance.

4. The Baccarat Supervisor will enter the information on the card bag while the Dealer is squaring the used cards.

5. The used cards will be bound with rubber bands and canceled by marking all four (4) sides of the deck with a permanent felt-tipped marker. The canceled cards will then be placed in the plastic bag and sealed.

6. The Dealer will sign the outgoing card bag and ensure that the Baccarat Supervisor has properly completed the information required on the bag.

7. The Baccarat Pit Manager will deliver the eight (8) decks of pre-shuffled cards to the game in a clear plastic box, with a numbered, removable seal attached. A card bag containing two (2) rubber bands will also be brought to the game. The Baccarat Pit Manager will remove the bagged, canceled cards from the game.

8. The Dealer will break and remove the seal from the box containing the pre-shuffled cards. The Dealer will sign the incoming card bag, place the broken seal removed from the card box

in the card bag along with the felt-tipped permanent marker and place the bag in the bottom of the discard bucket.

9. The Dealer will remove the pre-shuffled cards from the card box and separate the cards into two (2) stacks. The Dealer will then take a half deck or more from each stack and complete on shuffle with a lace into the yellow cut card in front of the bucket.

10. The Dealer must then get approval to roll the cards over from the Baccarat Supervisor. After the cards are rolled, there will be a slight hesitation to show the Baccarat Supervisor and Surveillance that the lace is correct. The cards will then be squared up.

11. The Dealer will offer the cards to the guest to cut. The cut should be no less than one deck from the front or the back. If no players are present, the Baccarat Supervisor will cut the cards.

12. The Dealer will insert the cut card at least ¼ deck from the back of the shoe. This will be the cushion.

13. The Dealer will slide the first card out of the shoe, turn it face up and burn, face down, the same number of cards which correspond to the value of the up card. The Dealer will then drop the up card. The Dealer will then drop the up card and all the burn cards in the bucket.

14. The Dealer will then announce: "Baccarat is ready to resume. Place your bets."

15. This procedure will be completed as quickly as possible.

16. Conversation between Dealers and Floor Supervisors during the shuffle is to be restricted to that pertaining to the game.

**Shuffling Procedure in Baccarat Using Preshuffled Shoes**

1. Once the final hand is complete, the Dealer, upon approval from a Baccarat Supervisor, will break down the shoe, take out the remaining cards and place them in the bucket.

2. During this time, the base Dealers will finalize all commission transactions.

3. Upon approval from the Baccarat Supervisor, the Dealer will remove the bucket, empty the used cards and the card bag from the bucket and square the cards for canceling. The empty bucket will then be shown to the Supervisor and Surveillance.

4. The used cards are to be bound with rubber bands and canceled by marking all four (4) sides of the deck with a permanent felt-tipped marker. The canceled cards will then be placed in the plastic bag and sealed.

5. The Dealer will sign the outgoing and card bag and ensure that the Baccarat Supervisor has properly completed the information required on the bag.

6. The Baccarat Pit Manager will deliver the eight (8) decks of pre-shuffled cards to the game in a clear plastic box, with a numbered, removable seal attached. A card bag containing two (2) rubber bands will also be brought to the game.

7. The Dealer will break and remove the seal from the box containing the pre-shuffled cards. The Dealer will sign the incoming card bag, place the broken seal removed from the card box in the card bag along with the felt-tipped permanent marker and place the bag in the bottom of the discard bucket.

8. The Dealer will remove the pre-shuffled cards from the card box and separate the cards into two (2) stacks. The Dealer will then take a half deck or more from each stack and complete one shuffle with a lace onto the yellow cut card in front of the bucket.

9. The Dealer must then get approval to roll the cards over from the Baccarat Supervisor. After the cards are rolled, there will be a slight hesitation to show the Baccarat Supervisor and Surveillance that the lace is correct.

10. The Dealer will then offer the cards to the guest to cut. The cut should be no less than one deck from the front or the back. If no players are present, the Baccarat Supervisor will cut the cards.

11. The Dealer will insert the cut card at least ¼ deck from the back of the shoe. This will be the cushion.

12. The Dealer will slide the first card out of the shoe, turn it face up and burn, face down, the same number of cards which correspond to the value of the up card. The Dealer will then drop the up card and all the burn cards in the bucket.

13. The Dealer will then announce: "Baccarat is ready to resume. Place your bets".

14. This procedure will be completed as quickly as possible.

15. Conversation between Dealers and Floor Supervisors during the shuffle is to be restricted to that pertaining to the game.

## CUTTING THE CARDS

1. Offer the cut card to a customer. If no customer wishes to cut, the Floor Supervisor will place the cut card in the middle of the deck.

2. At least one deck must be cut from either end.

3. Cut approximately 25 cards from the front of the stack, spread them face down, and insert the second cut card 16-20 cards into the spread. These cards will then be placed at the back of the stack.

4. Load the cards into the shoe, expose the first card out of the shoe, and burn the number of cards equaling the face value of the exposed card.

## CALLER/STICK

1. The caller must watch all four cards being dealt. Stand back so that you can watch all the cards as they come out of the shoe. Do not pass off the hand to the high wager until the last card has been tucked under the shoe.

2. Make sure that the first card out of the shoe is always the bottom card when the player hand is delivered.

3. If a card is flipped over, leave it over.

4. The caller is responsible for controlling the pace of the game. (See Game Pace.)

5. As soon as the first card leaves the shoe, announce "No more bets." If a late bet is made, announce that a late bet has been made in seat #___, and await a decision from the Floor Supervisor. If a bet is returned, do it politely.

6. When the player hand is tossed in, the first card (if known) must be placed to the right when placing the hand in its correct position.

7. Ensure the banker hand is face down under or near the corner of the shoe before handing off the player hand.

8. Slide, do not toss, the player hand to the customer with the highest player wager.

9. The caller is responsible for picking up and cutting down all wagers in seats 1, 2, 3, 11, 12 and 15. If a wager is multi-colored, break it down and announce the total to the player and base Dealer.

10. When breaking down a bet to be paid, leave it broken down until the base Dealer is ready to pay it. Then stack it up. Do not offset checks.

11. When the base Dealer is busy, immediately identify and gather checks thrown in by the players. Place these checks on the front line of the proper commission box. In the case of large amounts to be colored up, leave the checks in front of the player's betting area until the base Dealer is free to make the transaction. The correct announcement is "Color change working, seat # ___."

12. Leave the cards from the completed hand on the table until all commissions have been marked.

13. Cards from a completed hand will be picked up in this order: Player hand, then Banker hand.

14. Place cards in the discard pail face up.

15. When being relieved, make sure that you inform the incoming caller of any pertinent information.

16. If cards become jammed in the pail, do not remove the lid. Secure the pail and shake gently to loosen the cards.

17. Do not count or drop any cash, unless instructed by the Floor Supervisor.

18. Unless approved by the Floor Supervisor, make sure that the shoe is always angled towards the discard pail.

19. Do not allow players to rest an arm on the top of the shoe. A player will not be allowed to cover the front window of the shoe or cover the shoe in any manner.

20. If the yellow card appears in the window during a hand, announce that there is one more hand left in the shoe.

21. If the yellow card appears in the window before a hand has been played, announce that there are two more hands left in the shoe.

22. Bring the shoe to the center of the table during the count, fills, credits, and when the caller assists in counting large amounts of cash. Wait for a player hand before handling fills and credit. At no time is the shoe to be left unattended.

23. It is the caller's and the base Dealer's responsibility to ensure that a player does not attempt to seek first card advantage before releasing the first card. Do not allow yourself to become distracted.

24. Do not toss cards into the pail.

25. Cross-firing on live games and between games is not permitted.

## BASE DEALERS

1. Protect the shoe when it is on your side of the table. Make sure the hand is
2. called correctly.

3. If the shoe is on the opposite side of the table and your side is empty, help protect the shoe. Do not completely turn away from your own side.

4. Keep your hands on the table and to the outside of the table tray. Do not play with checks or lammers.

5. Announce all transactions, including paid bets, cash change, color change, commissions down, marker requests, and marker redemptions. Announce corresponding seat number when applicable.

6. Immediately identify and locate checks thrown in by the players. Place checks on the front line of the proper commission box. In the case of large amounts to be colored up, leave the checks in front of the players betting area until freed up to make the transaction. Announce, "Color change working, seat number ___."

7. Settlement order:
   a. Take losing bets
   b. Pay winning bets
   c. Mark commissions

8. Bring all losing bets to the side of the drop paddle in one stack. (The exception is with a player betting the maximum, in which case you must break the checks down to ensure the player has not exceeded the limit.)

9. Always cut checks with the inside hand and pay with the outside hand.

10. Complete each transaction before going to the next one.

11. No transactions are to be conducted during a hand.

12. Do not offset checks when proving a payoff. Spread or break down the payoff, then re-stack and pay.

13. Do not transfer checks from one side of the rack to the other without Floor Supervisor approval.

14. Do not take checks out of the rack and run them down without Floor Supervisor approval.

## CLOSING GAMES

1. Bring the game lid up onto the layout.

2. With the Baccarat Floor Supervisor present, count down the rack.

a. Checks of $100 and higher must be proven separately. One stack of 20 checks will be proven and all remaining stacks of the same denomination will be sized into the previously proven stack.
b. Checks of $25 and lower will be proven using one full tube (60) of checks.
c. The amount of dollars will be estimated. Estimate the denominations so your total rounds off to the nearest $100.
d. All short stacks must be cut out and proven on the layout in front of the rack.
e. Checks will be spaced off using dollar tokens. Also, be sure to space off all short stacks.

3. Call out the total amount of each denomination. The Floor Supervisor will visually and verbally confirm the amounts called and record the amount on the table inventory card.

4. The Floor Supervisor will add the amounts, fill in the correct total, and legibly sign first initial, last name and Cast Member number on the "B" line of the table inventory card.

5. Verify the amounts and the total on the table inventory card. Legibly sign first initial, last name, and Cast Member number on the "A" line of the table inventory card.

6. Place the table inventory card in the rack, face up, and in full view. Place the lid on the rack.

7. The Floor Supervisor will lock the lid on the rack and the Dealer and the Floor Supervisor will then ensure the lid is locked.

## OPENING GAMES

1. The Pit Manager or Baccarat Floor Supervisor will unlock the lid on the game. Do not remove lid until a Floor Supervisor is present.

2. Count down the rack in the exact same manner as when closing a game.

3. The Floor Supervisor will verify all amounts of the table inventory card.

4. The Dealer will then verify the amounts and the total on the table inventory card.

5. After all amounts and the total have been verified and all required signatures are present, the Floor Supervisor will transfer the amounts to the game inventory card.

# TABLE LIMITS

1. Dealers are responsible for knowing and enforcing table maximums and minimums as indicated by the table limit signs.

2. If a bet appears to be over the posted table maximum, call out "Money plays to the limit" or "Checks play to the limit" and wait for the Floor Supervisor's approval.

3. If there is any question or disagreement with the table minimum or maximum, call a Floor Supervisor immediately.

4. When a bet is less than the table minimum and is not noticed, pay or take as played. After the hand is completed, politely explain the table minimum to the player.

5. Table limits may be adjusted for certain high profile players. The Floor Supervisor will inform you when necessary.

# MARKERS

1. Direct all requests for markers to the Baccarat Floor Supervisor. Announce the amount and the chair number.

2. Upon approval from the Floor Supervisor, place lammers equaling the amount of credit requested on the front line of the commission box corresponding to the player's chair number.

3. Cut out the checks and get an acknowledgment from the Floor Supervisor. Hand the checks off to the player and move the lammers to the back of the commission box.

4. Upon receipt of the marker documents, ensure all information is accurate.

5. Sign and put your Cast Member number on the "I" stub of the marker and initial and put your Cast Member number on the table card. Drop it in the drop box (only the third base Dealer is permitted to drop items in the drop box). Return the table card to the Floor Supervisor. (Remove lammers from commission box and place them on the pail lid. The second base Dealer will place them in the right hand tube of the check rack.)

# REDEMPTIONS

1. Direct all requests for redemptions to the Floor Supervisor. Announce, "Marker coming in, seat # ___," and get approval before bringing in the checks.

2. Count down the checks and get verification from the Floor Supervisor. Stack the checks on the front line of the corresponding commission box and place a lammer equaling the amount of the redemption on top of the checks.

3. The Floor Supervisor will return the signed marker to the player. Prove the checks again. The Floor Supervisor will give the Dealer the "P" stub.

4. Sign and put your Cast Member number on the "P" stub of the redemption and initial and put your Cast Member number on the table card. Drop (third base Dealer only) it in the drop box. Return the table card to the Floor Supervisor. Put the lammers back in the rack. The second base Dealer will reduce the amount of lammers in the right hand tube of your rack by the amount of the redemption.

## FILLS

1. Only one base Dealer will handle fill transactions. Only the third base Dealer will drop the documents.

2. Verify that the total amount of checks placed on the table is the same as the total amount indicated on the fill slip. If more than one denomination of check is involved, make sure that the total of each denomination is correct.

3. Prove only the highest denomination stack of checks and then size into the remaining stacks. This may not be done with $500 checks and higher. One stack of each of these denominations must be proven.

4. Checks are not to be placed in the check rack until the verification procedure has been completed. Ensure all information on the fill slip is accurate and that a cage cashier, security guard, and Floor Supervisor have each signed their name and Cast Member number.

5. Sign the fill slip, return the yellow copy to the security guard, and drop the white copies of the fill slip and input form in the drop box.

6. Transfer the checks to the rack immediately.

# CREDITS

1. Only one base Dealer will handle credit transactions. Only the third base Dealer will drop the documents.

2. When the credit slip arrives at the table, place lammers on the game equaling the amount of the check return. Check all information on the credit slip to ensure it is accurate and signed by the Floor Supervisor.

3. Cut out the correct amount of checks and denominations requested and get verification from the Floor Supervisor.

4. Place the checks in the check racks and then place the check racks into the carrier and sign the credit slip.

5. Return credit slip to security guard for signature.

6. When you receive the credit acknowledgement, ensure all information is accurate and that all signatures are present. Drop it in the box and put the lammers back in the rack.

# HANDLING CHECKS

1. Never slide or throw checks. Only the index finger will be used to cut into payoffs. Thumb cuts are not permitted.

2. Always call out "Color coming in" and the chair number **before** bringing in checks for color. Place the amount to be changed on the front line of the proper commission box, unless it is an immediate transaction.

3. If a player requests a bet from the change, be sure to call out the bet and the chair number of the player requesting the bet.

4. Passing checks from one hand to the other is prohibited.

5. Do not take checks directly from a player's hand. Politely ask the player to set the checks down on the layout.

6. Pay all bets with "clean" checks. Never pay with "dirty money."

7. Try to keep players in the denomination check they are betting.

8. Checks will remain broken down when converting.

9. All non-working tubes will be capped with one silver token

10. $1, $5, $100 and $1,000 checks will be cut down in units of five. The only exceptions are stacks of 6, 7, 8, or 9 checks. When handling $1,000 and $5,000 checks, always prove the first stack of five checks 2-2-1.

| *Examples:* | 1-5 checks | one stack |
|---|---|---|
| | 6 | 3 - 3 |
| | 7 | 3 - 3 - 1 |
| | 8 | 4 -4 |
| | 9 | 4 -4 -1 |

11. $25 and $500 checks will be cut down in units of four, with the only exception being 5, 6, or 7 checks. When handling $500 and $25,000 checks, always prove the first stack of four checks 2-2.

| *Examples:* | 1-4 checks | one stack |
|---|---|---|
| | 5 | 4 - 1 |
| | 6 | 3 - 3 |
| | 7 | 3 - 3 - 1 |

# HANDLING CURRENCY

1. All currency transactions must be called out. Do not use the terminology "$100 small" when changing $100 that is not a hundred dollar bill.

2. Obtain the Floor Supervisor's approval for $100 or more before the checks come out of the rack.

3. Announce "Change only" if it is evident that the player does not wish to place a bet.

4. All currency bets must be unfolded.

5. Count currency face up, in the work area and state the amount.

6. When changing a large number of bills of the same denomination, lay bills out in five vertical rows of five bills that slightly overlap. Lay $50 bills in five vertical rows of four bills that slightly overlap.

   a. When you have twenty-five bills (or twenty $50 bills), get verification from the Floor Supervisor, gather the bills and place them face down in front of the drop box paddle. Only bundles of 25 (20 for $50) bills will be gathered and placed in front of the drop box paddle. Any number of bills under 25 (20 for $50) will remain laid out on the layout.

7. If a player objects to your touching the bet, do not touch it. In this case the following could occur:

a. The Dealer announces “Money plays to the limit”.
b. The player may request that the bet play to a certain amount (This needs to be verified with a lammer.)
c. **In each case, the Floor Supervisor has to authorize the bet.**

8. Players are not allowed to switch checks for a lost currency bet.

9. Only the third base Dealer is to drop currency in the drop box. The second base Dealer may place currency in front of the drop box paddle for the third base Dealer to drop.

10. No cash is to be dropped until authorized by a Floor Supervisor to avoid regulation 6A violations.

## CALL BETS

1. When a player requests a call bet and the Floor Supervisor approves, the following procedure will apply:

2. Place lammers equaling the amount requested on the front line of the proper commission box. Cut out checks equaling the amount of the lammers and place the checks in the player's betting area.

3. If the player wins:
   Pay the bet, inform the player that the call bet is being paid, and bring back the checks to just above the corresponding commission box. Place the lammers on top of the checks and announce that the call bet has been settled. Place the checks in the rack after the Floor Supervisor has acknowledged the transaction.

4. If the player loses:
   Remove the checks from the player's betting area, move the lammers to the back line, and let the Floor Supervisor handle the settlement.

## GAME PACE

1. Deal at a pace that:

   a. Gives players ample time to place bets.
   b. Maximizes the number of hands per hour.
   c. Players should not feel uncomfortable about the game pace.

2. Complete all paperwork transactions as quickly as possible. Do not conduct any transactions during a hand.

## COMMISSIONS

1. Lammers representing the commission charges for a winning bet are to be placed on the front line of the respective commission box. Once commissions on the hand have been dealt with, move the respective lammers into the respective box.

2. Do not use silver for commission. Mark accumulated commissions when the value reaches $5.

3. When converting commissions always convert to the front line. (Do not convert on one million dollar customers)

4. Collecting commissions is an integral part of the game. Commissions should be collected according to the betting pattern of each individual player. For example: a green check player's commissions should never be allowed to go over $100. Do not ask for commission during a Banker run.

5. When asking players for commission, tell them the exact amount.

6. When over the shoulder betting occurs only the seated player's commission will be marked in the commission box. All other commission is to be taken out of the respective payoff before the payoff is given to the player.

**Any questions involving commissions must be referred to a Floor Supervisor.**

## TIE BETS

1. The maximum Tie bet is 20% of the table maximum.

2. The minimum Tie bet is the table minimum unless the player is also betting on the Banker or Player, in which case the minimum Tie bet is $5.

## GENERAL GAME PROTECTION

1. Always face forward on the game. Rounding is not permitted.

2. Ensure players' hands and checks are not near the betting area.

3. Scan your layout. Know where the large bets are.

4. Inform your Floor Supervisor of any suspicious people and actions.

5. If a card is accidentally exposed, the Floor Supervisor will announce to the players that the hand will be played without any bets.

6. A player may request a free hand on occasion. Leave these decisions to the Floor Supervisor.

7. If a card is mistakenly drawn out of the shoe, but not exposed, the card is placed under the paddle until the next hand begins. This card then becomes the first card of the new hand.

8. Do not allow scorecards under the shoe or near the betting area.

9. Do not allow personal items (purses, cameras, newspapers, etc.) on the table.

10. Do not become involved in lengthy conversations with customers that could detract from your ability to handle the action.

11. Protect the shoe.

12. Do not allow standing players to handle cards or take the shoe.

13. Do not allow players to take cards past the rail or off the game.

14. Do not allow two customers to turn the cards for any one hand unless authorized by a Pit Manager.

15. When a player possesses the cards, they must remain visible at all times.

16. During a shuffle, make sure all scorecards are removed from the game.

# BACCARAT SPECIAL CIRCUMSTANCES

## SIT-DOWN GAME

1. In the main pit:

    a. If all players are betting on the same side, they are allowed to request that the hand be turned out of order.

2. In the Salon or on a reserved game:

   a. The caller will deal the cards in order and pass off the hand consistent with the side the customer is playing.

   b. Place the cards for the hand the customer is not playing in the proper position on the layout and wait until instructed by the player to turn the hand over. (Sometimes a customer will want one card turned at a time.) This is very important; the customer wants to tell you when and how to turn the cards.

   c. Deal the draw cards in order. However, sometimes a third card will remain face down until the customer looks at his third card. This depends on the hand and the third card draw rules.

   d. When the customer keeps the shoe but deals out of order, it is imperative that you keep your eye on the first card.

   **Pay close attention to the placement of the bank hand and the draw cards. This game is difficult and needs complete focus.**

## COMMUNICATION

1. All relevant activity, including unusual or suspicious activity, should be brought to the Floor Supervisor's attention in a discrete manner.

2. Requests for markers, redemptions, commission reductions, call bets, and other issues should be passed on to the Floor Supervisor.

3. Alert the Floor Supervisor when the cut card appears.

4. Dealer's toke bets should be announced in a professional manner.

5. Alert the Floor Supervisor about a player "going south" with checks.

6. Alert the Floor Supervisor of any "over the shoulder" action.

# MINI-BACCARAT

## NEW DECKS

1. The Floor Supervisor will open all decks at the table.

2. Spread the cards face-up on the layout for verification.

3. Place verified decks in the discard rack, staggering each deck.

4. After all decks have been verified, bring one deck out of the discard rack, inspect the back, shuffle once and spread face down.

5. Repeat this procedure until four decks are spread on the layout.

6. Wash the decks.

7. Remove the remaining four decks from the discard rack and place the washed decks into the discard rack.

8. Repeat this procedure for the remaining four decks.

9. Call "Shuffle," and proceed with departmental shuffling procedure.

## SHUFFLE

1. Shuffle:

   a. When new decks are put into play.
   b. One hand after the cut cards come out.
   c. When directed by a Floor Supervisor.

2. When calling out shuffle, use the Floor Supervisor's name. Speak in a loud, clear voice, holding yellow cut card in your right hand and elevated above your head. Do not turn away from the game to see where your Floor Supervisor is standing. Repeat until you receive an acknowledgment.

3. Maintain constant control (physical and visual) of the cards at all times while they are out of the shoe.

4. Shuffle procedure:

    a. Separate the cards into two equal stacks. Take approximately 3/4 of a deck from each side and shuffle together one time.
    b. Place these shuffled cards between the two unshuffled stacks and above the shuffling area.
    c. Now take approximately 1/2 of what was just shuffled and 3/4 of a deck from the left stack of unshuffled cards. Shuffle one time and place on top of previously shuffled cards.
    d. Again take 1/2 of what was just shuffled with 3/4 of a deck from the right stack of unshuffled cards. Shuffle one time and place on top of previously shuffled cards.
    e. Alternate this pattern until all the cards are shuffled and in one pile. This should be done in 9-10 shuffles.
    f. Separate the cards into two equal stacks.
    g. Take approximately 3/4 of a deck from each side and interlace.
    h. Place these interlaced cards between the two remaining stacks and above the shuffling area. Interlaced cards are not squared and should overlap each other by approximately 2/3 the length of the cards.
    i. Continue to take 3/4 of a deck from each side and interlace them until all cards are interlaced. This should be done in 5-6 shuffles.
    j. You should have one stack of cards interlaced. While keeping the stack in an upright position and maintaining contact with the cards, get the Floor Supervisor's approval to "roll" the cards. Roll the cards by carefully tipping the stack away from you until it is lying on its side. Square the cards against the side of the shoe by pressing the interlaced cards in. You are now ready to offer the cards to be cut.

5. If all players should leave game during shuffle, the Floor Supervisor will cut.

## CUTTING THE CARDS

1. The cut is offered:

    a. With the backs of the cards facing the player who will be cutting the cards.
    b. Without lifting the cards over the shoe.
    c. As a guideline don't extend the cards beyond the line that separates Banker and Player bets.

2. The cut should be offered to a different player each time.

3. If the player refuses to cut the cards, the cards will be offered to each player moving clockwise around the table until a player accepts the cut.

4. If all players refuse to cut the cards, the Dealer must do so after notifying the Floor Supervisor, or the Floor Supervisor will cut.

5. At least one deck must be cut from either end of the cards.

6. Do not allow the players to insert the cut card more than once or to run the cut card along the edges of the cards. If you have reason to believe a player has knowledge of the location of a specific card and is trying to cut to it, inform your Floor Supervisor before proceeding.

7. If the cut is unsatisfactory, the cut card must be removed and offered again for a re-cut.

8. Spread, face down, approximately 25 cards from the front of the stack and insert the second cut card 16-20 cards into the spread. Insert the first cut card at the end of the spread and place these cards at the back of the stack.

9. With the shoe in the center of the table, load the cards into the shoe.

10. If there are players at the game, expose the first card out of the shoe and burn the number of cards equaling the face value of the exposed card. If there are no players, wait until one arrives before you burn cards

## CARD DELIVERY

1. If a late bet is made, politely set the bet back and inform the player that bets cannot be made after the first card leaves the shoe.

2. The first card out of the shoe **must** be the first card turned over.

3. The first card of the player hand must always be on the right hand side of the second card of the player hand.

4. A third card delivered to the player hand is delivered to the right of the hand. A third card delivered to the Banker hand is delivered to the left of the hand.

5. All cards from a hand will be left on the table until all commissions have been marked.

6. Upon completion of a hand, pick up cards in order; player hand, then banker hand.

7. If the yellow card appears in the window during a hand, announce that the next hand will be the last hand of the shoe.

8. If the yellow card appears in the window before a hand has been played, announce that there are two more hands left in the shoe.

# PAYING BETS

1. When breaking down bets to be paid, leave the bet broken down.

2. On multi-colored bets, break the bet down and announce the total to the player. Leave the bets broken down.

3. Bring all losing bets to the center of the layout. Pay all winning bets and then put losing checks into the rack.

4. Be aware of checks thrown in for commission.

# COMMISSION

1. Mark all commission with lammers and coins.

2. Convert commissions to the front line.

3. Collecting commissions is an integral part of the game. As a guideline, commissions should be collected when the commission equals the player's average bet or at the end of the shoe, whichever occurs first.

4. When more than one player plays on a betting area only the seated player's commission will be marked in the commission box. All other commissions are to be taken out of the respective payoff before the payoff is given to the player.

5. Any questions involving commissions must be referred to a Floor Supervisor.

# TIE BETS

1. The maximum Tie bet is 20% of the table maximum.

2. The minimum Tie bet is the table minimum unless the player is also betting on the banker or player, in which case the minimum Tie bet is $5.

# MARKERS

1. When a player requests credit, upon approval from the Floor Supervisor, place lammers equaling the amount of credit requested on the front line of the commission box corresponding to the player's chair number.

2. Cut out the checks and get approval from the Floor Supervisor before giving checks to the player.

3. Upon receipt of marker documents, ensure all information is correct and that the marker has been signed by the player. Bring the lammers equaling the document amount from the commission box to the center of the layout.

4. Sign and put Cast Member number on the "I" stub of the marker and initial and put Cast Member number on the table card and drop it in the drop box. Remove lammers from layout.

## REDEMPTIONS

1. When a player requests to redeem a marker, upon approval from the Floor Supervisor, take in the checks and cut them down to verify the amount being redeemed.

2. Stack the checks on the front line of the commission box corresponding to the player's chair number and place a lammer button equaling the amount of the redemption on top of the checks.

3. Upon receipt of the redemption documents, ensure all information is correct including the surveillance code #, bring the lammers and checks from the commission box to the center of the layout, and run down the checks to verify the amount.

4. Sign and put Cast Member number on the "P" stub of the redemption and initial and put Cast Member number on the table card. Drop it in the drop box. Remove lammers from layout.

## CALL BETS

1. When a player requests a call bet you must get approval from a Floor Supervisor.

2. Upon approval, place lammer(s) equal to the amount of the call bet on the front line of the commission box corresponding to the player's seat number.

3. Cut out checks equaling the amount requested and place them on the bet the player has called.

4. If the player wins, pay the bet and then bring back the amount of the call bet to the commission box. Place the lammers on top of the checks and announce, "Marker down." At this time, move the checks off the front line.

5. If the player loses, remove the checks from the player's betting area and request payment from player. The Floor Supervisor will intervene at this point.

# GAME PROTECTION

1. After the "No more bets" announcement, bets cannot be accepted. If a bet is borderline, repeat the bet and chair number to the Floor Supervisor who will make the decision.

2. Ensure cards are dealt correctly and kept in proper order.

3. Ensure all transactions are completed before going on break.

4. If a card is exposed the Floor Supervisor will announce to the players that the hand will be played without any bets.

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