

Downstream Authority of the Quapaw Tribe of Oklahoma Regular Meeting
May 23, 2012

Meeting Called to Order: 10 am

ROLL CALL:	John Berrey, Chairman	Present
	Larry Ramsey, Secretary	Present
	Ranny McWatters, Treasurer	Present
	Marilyn Rogers, Member	Present
	Tamara Smiley, Member	Present

DECLARATION OF QUORUM: announced by Larry Ramsey

Construction

Ryan/David/Jason/Ronnie/Mike

Scott/Amy

Ernie/Tim/Bob/ Chris/Steve/John T

Prayer led by Ranny

Manhattan Update

- See Attached
 - Mock ups
 - Sitework
 - Steel/decking

Authority Meeting

- General Manager Updates
 - Policies
 - 1100.01.06 – Blackjack

Motion by DDA Secretary Larry Ramsey to approve the policy as presented. Seconded by DDA Treasurer Ranny McWatters. Vote: JB: yes; LR: Yes; RM: yes; MR: yes; TS: yes (5 yes, 0 no, 0 abstaining, 0 absent) Motion Carries.

- 1100.30.01 – Progressive Jackpot Payouts for Table Games

Motion by DDA Treasurer Ranny McWatters to approve the policy as presented. Seconded by DDA Member Marilyn Rogers. Vote: JB: yes; LR: Yes; RM: yes; MR: yes; TS: yes (5 yes, 0 no, 0 abstaining, 0 absent) Motion Carries.

- 1100.32.02 – Crazy 4 Card Poker

Motion by DDA Member Marilyn Rogers to approve the policy as presented. Seconded by DDA Member Tamara Smiley. Vote: JB: yes; LR: Yes; RM: yes; MR: yes; TS: yes (5 yes, 0 no, 0 abstaining, 0 absent) Motion Carries.

- 1100.02.03 – Ultimate Texas Holdem

Motion by DDA Member Tamara Smiley to approve the policy as presented. Seconded by DDA Secretary Larry Ramsey. Vote: JB: yes; LR: Yes; RM: yes; MR: yes; TS: yes (5 yes, 0 no, 0 abstaining, 0 absent) Motion Carries.

- 1100.28.02 – Three Card Poker

Motion by DDA Secretary Larry Ramsey to approve the policy as presented. Seconded by DDA Treasurer Ranny McWatters. Vote: JB: yes; LR: Yes; RM: yes; MR: yes; TS: yes (5 yes, 0 no, 0 abstaining, 0 absent) Motion Carries.

- 1100.31.01 – Six Card Poker

Motion by DDA Treasurer Ranny McWatters to approve the policy as presented. Seconded by DDA Member Marilyn Rogers. Vote: JB: yes; LR: Yes; RM: yes; MR: yes; TS: yes (5 yes, 0 no, 0 abstaining, 0 absent) Motion Carries.

- 1100.33.01 – Table Games Activity request Authorization Forms

Motion by DDA Member Marilyn Rogers to approve the policy as presented. Seconded by DDA Member Tamara Smiley. Vote: JB: yes; LR: Yes; RM: yes; MR: yes; TS: yes (5 yes, 0 no, 0 abstaining, 0 absent) Motion Carries.

- Marketing Activity Form
 - Missouri Poker Club – June
 - Hot Seats Mon-Thur – June
 - Consensus of the DDA to approve promos as presented.
- Executive Retreat
 - June 24-27
 - Spring Valley Angelers

Adjourn 11:30 am

**Manhattan***Building excellence.*

Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

Downstream Hotel Expansion12049 SE 110th Street
Galena, KS 66739**Project # 3452**

Tel: (620) 856-5600 Fax: (620) 856-5605

Manhattan Construction Company**Owner, Architect, Contractor Meeting 24**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
5/23/2012	10:00 AM	12:00 PM	5/30/2012	10:00 AM	Ronnie Wood	Manhattan Construction Company

Purpose	Location	Next Location	General Notes
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Attended By	Non-Attendees
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Quapaw Tribe of Oklahoma - John Berrey
 Quapaw Tribe of Oklahoma - Larry Ramsey
 Quapaw Tribe of Oklahoma - Ranny Mcwatters
 Quapaw Tribe of Oklahoma - Shawn Mercer
 Quapaw Tribe of Oklahoma - Tamara Smiley
 Quapaw Tribe of Oklahoma - Tena VanCleave
 Quapaw Tribe of Oklahoma - Tim Brown
 Quapaw Tribe of Oklahoma - Ernie Caruthers
 Quapaw Tribe of Oklahoma - Bob Moritz
 Quapaw Tribe of Oklahoma - Bob Bergquist
 Quapaw Tribe of Oklahoma - Marilyn Rogers
 Manhattan Construction Company - Mike Kanter
 Manhattan Construction Company - Ronnie Wood
 Manhattan Construction Company - Ryan Haynie
 Manhattan Construction Company - David Anderson
 Manhattan Construction Company - Jason Schafer
 JCJ Architecture - Grace Fabian
 JCJ Architecture - Kristina Ennis
 JCJ Architecture - Scott Celella
 Chris Roper Construction Services - Chris Roper
 Kinslow, Keith, & Todd - Amy Harrell

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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Old Business**Guest Room Furniture**

013-003	4/25/2012 - Harbor Hospitality ad American Hotels have American furniture factories. Site visits to their factories are to be scheduled. 5/3/2012 - Site visits to be scheduled for next week. Indiana next week and possibly Iowa towards the end of the month. 5/09/2012 Tim is in Indiana today. He will take two plant tours this	Tim Brown (QUATRI); Chris Roper (CRCS)				No
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Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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Old Business

week with the goal of one final tour by the end of the month. The goal of these visits is to check color and quality of the manufacturer.

5/16/2012

DuBois has a longer lead time, but builds \$35 Million in furniture a year. They seem to have fewer blemishes and will store furniture until Downstream is ready for delivery. Clem has a shorter lead time but a less desirable work environment. There will be a trip to the City of Industry and Iowa before final decision is made.

Should have recommendation by the end of the week - Jim finishing plant tours today

Hotel Terrazzo Flooring

013-004 4/25/2012 - MCC still to wait on input from terrazzo company for value engineering options. DDA wants mosaic tile inlays in lieu of metal inlays or terrazzo inlays.
5/09/2012
Issue tabled until next meeting.

David Anderson (MCC)

No

on going

5/16/2012

Still searching for proper mosaics. Several animals were shown during JCJ presentation and proposed locations were shown on the lobby floor plan.

Guest Room Shower Tiles

013-007 4/25/2012 - JCJ brought samples for DDA review. Metal, Ceramic and glass samples. Prices range from \$3 each to \$18 each. MCC to leave 4"x4" openings blocked out in shower for options to be placed and reviewed. Research to see if a local artist is available to make what is desired.
5/3/2012 - Change the tile insets from a quantity of 12 down to 4 in the back wall only. MCC to mock up the root beer color and the clear color.
5/09/2012
Tiles to be ordered.

Kristina Ennis (JCJ)

No

MCC getting samples for mock ups to review

5/16/2012

JCJ is to send contact information to Manhattan Construction for ordering samples.

Chiller Tie-In

013-008 4/25/2012 - Next week hangers will be installed for vitaulic pipe tie in.
5/3/2012 - Issue tabled until next week.
5/09/2012 - Mechanical workers are working nights with no complaints thus far.

Jason Schafer (MCC)

No

on going

5/16/2012

Allen's Mechanical is still working in the tie-in area.

Guaranteed Maximum Price

013-010 4/25/2012 - MCC to complete pricing by end of week. Faith and Allen's to have value engineering and pricing meeting next Monday. Budget on latest drawings to be complete Tuesday. MCC to break out certain areas such as spa, pool and the Buffalo grill.
5/3/2012 - A final GMP number is to be issued by Manhattan Construction at the end of next week, May 11. MCC may be able to get this completed by the middle of next week.
5/09/2012

John Thompson (ETP); Ryan Haynie (MCC)

No

finalize this week

Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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Old Business

The preliminary GMP packet will be reviewed after the meeting.

5/16/2012

The original contract set the terms and conditions of the expansion project. Exhibit "A" will set the final GMP value. This GMP was signed earlier today.

Patio Design

016-001	4/10/2012 - Preliminary davit type support system being sent to Chavez Grieves. 4/18/2012 - JCJ to contact Chavez Grieves to make sure supports are accounted for and in latest structural issue. 4/25/2012 - Design being incorporated currently. 5/16/2012 Issue tabled.	Kristina Ennis (JCJ)			No
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done

Value Engineering

021-001	5/3/2012 -Reviewed JCJ and MCC value engineering spread sheet. 5/09/2012 Value Engineering document provided for review and decision. 5/16/2012 What is the plan on the next phase of drawings. MEP drawings on Friday or maybe Saturday.				No
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on going

Cc:	Company Name	Contact Name	Copies	Notes
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THREE WEEK SCHEDULE

PREPARED BY: Jason Schafer

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MANHATTAN CONSTRUCTION

DATE: 5/21/2012

PREPARED BY: Jason Schafer

THREE WEEK SCHEDULE

PREPARED BY: Jason Schafer				DOWNSTREAM HOTEL EXPANSION																					
NO.	AREA	ACTIVITY DESCRIPTION	TIME OF DAY	MAY										JUNE											
				M 21	T 22	W 23	T 24	F 25	S 26	S 27	M 28	T 29	W 30	T 31	F 1	S 2	S 3	M 4	T 5	W 6	T 7	F 8	S 9	S 10	REMARKS
43																									43
44	Level 1	Install Metal Decking	Day		X	X	X	X																	44
45		Install Hangers For O/H Below	Day				X	X	X																45
46		Install Studs	Day					X	X																46
47		Install Mesh And Extra Support	Day						X			X													47
48		Pour Level 1	Day										X												48
49		Layout Walls	Day											X	X	X									49
50		MEP Core Penetrations	Day											X	X		X							50	
51		Fire Proof Steel	Day														X	X	X	X				51	
52		Install O/H Duct	Day																	X	X	X		52	
53		Install O/H Main Electrical	Day																X	X	X		53		
54		Install O/H Plumbing	Day																X	X	X		54		
55																								55	
56	Level 2	Install Metal Decking	Day				X	X	X			X												56	
57		Install Hangers For O/H Below	Day					X	X			X												57	
58		Install Studs	Day									X	X											58	
59		Install Mesh And Extra Support	Day										X	X	X									59	
60		Pour Level 2	Day														X							60	
61		Layout Walls	Day															X	X	X					61
62		Core MEP Openings	Day															X	X	X	X			62	
63		Spray Fire Proofing	Day																X	X	X			63	
64																								64	
65	Level 3	Install Metal Decking	Day										X	X	X	X		X						65	
66		Install Hangers For O/H Below	Day												X	X		X						66	
67		Install Studs	Day														X	X						67	
68		Install Mesh And Extra Support	Day																X					68	
69		Pour Level 3	Day																	X				69	
70																								70	
71	Level 4	Pour Level	Day																					71	
72																								72	
73	Level 5	Pour Level	Day																					73	
74																								74	
75	Level 6	Pour Level	Day																					75	
76																								76	
77																								77	
78																								78	
79																								79	

THREE WEEK SCHEDULE

PREPARED BY: Jason Schafer

DOWNSTREAM HOTEL EXPANSION

Quapaw Tribal Gaming Agency



Date Received	4/9/12
Comments	
Reviewed By	JB 4.10.12 AKC
Approved	Tentative
Not Approved	Final

Policy and Procedure Submission

Policy Name and Number: Blackjack Policy #1100.01.06	Department: Table Games	Submission Date: 4/12/2012
Narrative Description: To establish policy and procedures for the conduct of Blackjack. This revision is for the following: Pg. 4 #1 – Reword how the cards are inspected to say the Dealer and Floor Supervisor or above will visually inspect all the cards of one color.....Then the Dealer and Floor Supervisor will inspect the remaining decks of the other color. Pg. 25 #1 – Added the following verbiage to when the Dealer announces "Insurance" when the Dealer's up card is an Ace: "Do not make this a quick process. Some Players take time to decide what they are going to do. Also, if you do hurry this call, it gives the Player the opportunity to cheat".		DCR/QTGA /Tracking: POLICIES & PROCEDURES DDA APPROVED MAY 23 2012

DCR Compliance Authorization

Signature: Stephani Hardy 2551

Date: 4/3/12

Department Director Authorization

Signature: Robert S. Moseley

Date: 4/5/12

General Manager Authorization

Signature: Steve Owens

Date: 4/6/12

QTGA Authorization

Signature: Barbara Collins

Date: 4/19/12

Blackjack	Policy No: 1100.01.06	Issue Date: 5/16/2011 Revised Date: 4/19/2012
PURPOSE: To establish policy and procedures for Blackjack.		

DCR Compliance – ITEM Tracking	Date
Issue Date	5/16/2011
Compliance Review	3/2/2010
QTGA Submission	3/4/2010
QTGA Final Approval	3/11/2010
GM Approval	3/4/2010
DDA Final Approval	3/31/2010
Revisions to 1100.01.02	4/15/2011
QTGA Submission	4/26/2011
QTGA Final Approval	5/16/2011
GM Approval	4/18/2011
DDA Final Approval	7/6/2011
Revisions to #1100.01.03	9/16/2011
QTGA Submission	9/22/2011
Compliance Revision	9/29/2011
QTGA Submission	10/20/2011
QTGA Approval	11/3/2011
GM Approval	10/13/2011
DDA Approval	11/4/2011
Revisions to #1100.01.04	1/6/2012
QTGA Submission	1/12/2012
GM Approval	1/13/2012
QTGA Approval	1/24/2012
DDA Approval	1/31/2012
Revisions to #1100.01.05	2/20/2012
QTGA Submission	3/1/2012
QTGA Return	3/7/2012
Compliance Review	3/8/2012
QTGA Submission	4/12/2012
GM Approval	4/6/2012
QTGA Approval	4/19/2012
DDA Approval	5/23/2012

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OPENING TABLE PROCEDURE

OPENING THE TABLE

1. After the Dealer arrives on their assigned game, the Pit Manager will retrieve the Lid Key and Shoe Box Key from the Pit Manager podium. The Pit Manager will unlock both the rack lid and the shoe box for the unopened game.
2. The Floor Supervisor or above will instruct the Dealer to pull the lid up from the chip rack. The Dealer will place the lid in the holder under the game.
3. The Floor Supervisor or above will take the opening count sheet from the tray and along with the Dealer verify that the number of chips in the rack match what is on the opening slip.
4. When both the Floor Supervisor or above and Dealer are satisfied that the count matches they will both sign the opening slip with their name and badge number and the Dealer will drop the slip into the drop box. If the opening slip does not match the table rack, the Floor Supervisor or above will inform the Pit Manager.

CLOSING THE TABLE

1. After management makes a decision that a game is no longer needed for business purposes the Pit Manager will inform the Dealer to “bring up their lid”. The Dealer will then retrieve the lid from underneath the table and place it in the middle of the table. The Dealer will drop in the drop box any ante amounts collected that are still in the rack.
2. The Floor Supervisor or above and Dealer will prepare a closing slip by counting all the chips in the chip tray for that table. The Floor Supervisor or above will mark on the closing slip the value amount of each denomination of chips. The Floor Supervisor or above and the Dealer will sign the closing slip with name and badge number. Once the closing slip is complete, a Pit Manager will verify the closing slip to the table chip tray.
3. The Pit Manager will then sign the top of the closing slip by placing his/her initials and badge number on the slip to indicate the verification took place.
4. The Dealer will drop one copy of the closing slip into the drop box and a second copy will be placed into the chip tray.

OPENING SHUFFLE AND WASH

1. The Dealer and Floor Supervisor or above will visually inspect all the cards of one color, front and back and then the Dealer will begin the opening shuffle in according to the following procedure. Then the Dealer and Floor Supervisor will inspect the remaining decks of the other color, front and back, and begin the opening shuffle according to our procedures.
 - a. The Dealer must announce "**SHUFFLE**" in a loud and clear voice and wait for acknowledgement from a Floor Supervisor or above **before** proceeding.
 - b. A Floor Supervisor or above will authorize the Dealer to begin by repeating "**SHUFFLE**." If possible, that Floor Supervisor or above should observe the Dealer's shuffle in its entirety.
 - c. The Dealer will pick up each deck individually and place that deck **face down** in the center of the layout. The Dealer will then divide the deck in half and riffle once and place that just riffled deck in the discard holder **face down**. The Dealer will place each deck perpendicular to the one before it in a criss-cross pattern. This process will continue until all decks have been riffled and placed in the discard rack.
 - d. The Dealer will then remove two decks from the discard holder and spread each one face down in two horizontal fan-shaped columns and mix them thoroughly by "washing" the cards to ensure a good mix. The Dealer will re-stack those "washed" cards and place them on the Dealer's right between the drop slot and the discard rack.
 - e. The Dealer will repeat the process if there are remaining decks, such as with 6 and 8 deck games. However, the Dealer will now place the first two decks which have already been washed in the discard rack before beginning the wash on the remaining decks.
 - f. The Dealer will return all cards to the discard rack once the full wash (all decks) has been completed. The Dealer will now be ready to begin the regular shuffle.
 - g. The Dealer now will shuffle the cards according to the house shuffle.
 - h. Once all cards have been shuffled they will be placed in the discard rack ready for play.

DEAD GAME

1. On open tables which have gone dead, the Dealer will announce “Dead Spread” and wait for an approval from his or her Floor Supervisor. After approval from the Floor Supervisor, the Dealer will spread the cards in two rows in a fan shape across the layout.
2. When a Player arrives at the table, the Dealer will announce shuffle.

OPENING SHUFFLE AND WASH-AUTOMATED SHUFFLER

1. The Dealer and Floor Supervisor or above will visually inspect all the cards front and back and then the Dealer will begin the opening shuffle in according to the following procedures:
 - a. When using an automatic shuffle machine, two (2) different sets of colored cards will be used. One set of the same colored cards can be shuffled while the other colored set of cards can be dealt and played. Both colors are continually alternated in and out of play, with each color being used for every other round of play. Only one color will be placed in the discard rack at any given time.
 - b. The 2, 6, or 8 decks of the first color will be inspected and placed face up in a criss-cross pattern into the discard rack. The 2, 6, or 8 decks of the second color will be inspected and spread face up on the table layout. The Dealer will begin the opening shuffle according to the following procedures:
 - i. The Dealer must announce “SHUFFLE” in a loud and clear voice and wait for acknowledgment from a Floor Supervisor or above before proceeding.
 - ii. A Floor Supervisor or above will authorize the Dealer to begin by repeating “SHUFFLE”.
 - iii. The Dealer will spread deck individually and place it face down in the center of the table.
 - iv. The Dealer will divide the deck in half, riffle once, and place the riffled deck near the left edge of the float tray; between the Dealer and the dealing shoe. This process will continue until all decks have been riffled and stacked.
 - v. For 6 and 8 deck games, the Dealer will then take approximately 2 decks, spread them face down horizontally on the layout; and mix them thoroughly by “washing” the cards to ensure a good mix.

- vi. The Dealer will re-stack the washed cards and place them on the Dealer's right in front of the drop slot. The Dealer will repeat the process with the remaining decks and re-stack them into the middle of the layout.
 - vii. The first half of the decks to be washed will be brought from the area in front of the drop slot and placed on top of the other half of decks.
 - viii. All decks will now be placed into the automated shuffler.
2. The same process will be followed for the 2, 6, or 8 decks of the previous color for wash and shuffle. Once the automated shuffler has completed shuffling the first decks; the Dealer will place the remaining decks into the shuffler. The Dealer will remove the shuffled decks from the automated shuffler and place the 2nd cut card on the bottom of the decks. At this time the Dealer will offer the cards to a Player for the cut. When sending out the cards for the cut, be sure to have the front of the cards facing the Player that's cutting. A Player must cut at least ONE deck from either end to complete the cut. After the cards have been cut, the Dealer shall bring the decks to the center of the layout. Take the cards including the cut card, and place them to the back of the stack, after which the Dealer shall insert the 2nd cut card. If the cut does not meet the one deck minimum, the cut card should be removed and offered again for a re-cut. THE DEALER MUST MAINTAIN PHYSICAL AND VISUAL CONTACT WITH THE DECK AT ALL TIMES WHILE THE CARDS ARE OUT OF THE SHOE.

CONTINUATION SHUFFLE WITH A SHUFFLE MACHINE

1. After the cut card is out and round of play is over; the Dealer will announce **"SHUFFLE" (not "shuffle UP")** in a loud and clear voice and wait for acknowledgement from a Floor Supervisor or above before proceeding and prior to removing any card from the discard holder or shoe. The Dealer must wait for approval from a Floor Supervisor or above (Supervisor will repeat "Shuffle") **before** the shuffle begins. A Floor Supervisor or above **MUST** observe the removal of cards from the shoe to the discard rack and the commencement of the shuffle. Take the remaining cards from the shoe and plug these cards into the lower, middle and upper portions of the discard rack 1/3 at a time. At this time place the cards into the shuffle master; remove the shuffled decks; present for the cut and play will commence.

DEAD GAME-AUTOMATED SHUFFLER

1. On an open table with an automated shuffler which has become void of Players; the Dealer will remove the cards from the shoe and discard rack and spread them face down.

2. When play resumes on the table, the Dealer will announce "shuffle" in a loud and clear voice and wait for acknowledgement from a Floor Supervisor or above before proceeding.
3. The Dealer will take the spread decks stack and place them into the automated shuffler. The Dealer will then remove the shuffled decks, present for the cut and play will commence.

REGULAR SHUFFLE PROCEDURE

1. The Dealer must shuffle:
 - a. When a **new set of decks** are entered into play (opening procedures apply.)
 - b. When the **cut card appears** during the course of play and that round of play has been completed.
 - c. When the **cards have been spread** and that game is about to resume.
 - d. Whenever a **deck has been dropped** or otherwise mishandled.
 - e. Whenever **instructed to do so by a Floor Supervisor or above**. (The Dealer will never shuffle at the request of a Player without the approval of a Floor Supervisor or above.)
2. The Dealer will announce "**SHUFFLE**" (not "shuffle UP") in a loud and clear voice and wait for acknowledgement from a Floor Supervisor or above before proceeding and prior to removing any card from the discard holder or shoe.
3. The Dealer must wait for approval from a Floor Supervisor or above (Supervisor will repeat "Shuffle") **before** the shuffle begins. A Floor Supervisor or above **MUST** observe the removal of cards from the shoe to the discard rack and the commencement of the shuffle.
4. A Floor Supervisor or above should observe the Dealer's shuffle in its entirety if at all possible.
5. The Dealer will move the shoe slightly forward, toward the center of the table, to the corner of rack. The Dealer will remove any remaining cards from the shoe with the Dealer's right hand and place them in the discard holder.
6. The Dealer must ensure that all cards are removed from the shoe.

7. The Dealer will place the roller on the layout against the front right-hand side of the shoe.
8. The Dealer must check for any overage or shortage of cards after all cards have been placed in the discard rack. The Dealer must notify a Floor Supervisor or above if it appears as though any cards are missing.
9. The Dealer will then remove all cards from the discard rack and place them in the center of the table. The cards will be divided in half then the left pile will be rotated 180 degrees.
10. The Dealer will take three quarters of a deck with the left hand and take three quarters of a deck with the right hand from both stacks and riffle twice. The cards will then be placed directly in the center on the insurance line.
11. The Dealer will then take three quarters of a deck from the left stack and three quarters from the newly created center stack and riffle twice placing the newly riffled cards on the center stack.
12. The Dealer will then take approximately three quarters of a deck from the center stack and three quarters of a deck from the right stack and riffle twice placing the riffled cards on the center stack.
13. Repeat this step alternating the left and right stack with the center stack until all cards have been shuffled.
14. The Dealer will remove the yellow card from under the lip of the shoe and place it on the layout in the center of the table.
15. The Dealer will now divide the newly created stack into two equal stacks and place one stack to the right and one stack to the left just inside the insurance line.
16. The Dealer will then take approximately three quarters of a deck from the right stack and three quarters of a deck from the left stack and lace the cards. The Dealer will then place the laced cards on top of the yellow "protection" card in the center of the table and repeat the process until all cards have been laced.
17. The Dealer will now call out for "Shuffle Check" and wait for approval from a Floor Supervisor or above. Floor Supervisors or above should check the lace prior to giving approval.
18. The Dealer will now offer the cards to be "Cut."

19. Note: The Dealer must not change any aspect of the shuffle procedure unless instructed to do so by the Pit Manager or Casino Management.

CUTTING THE DECK

1. The Dealer, upon completion of the shuffle, will offer a Player the stack of cards with the bottom card covered by the yellow "protection" card. The backs of the cards must face the Player with the protection card facing the Dealer.
2. The Dealer will offer the "Cut" of the cards to:
 - a. The first Player who arrives at the table if the game is just beginning.
 - b. The Player on whose hand the cut card appeared during the last round of play.
 - c. The Player at the farthest point to the right of the Dealer if the cut card appeared on the Dealer's hand during the last round of play or if the shuffle was initiated by the Pit Manager.
 - d. The Player at the farthest point to the left of the Dealer if the cut card appeared in the shoe as the first card of a new round of play.
3. The Dealer will offer the opportunity to cut the cards to each Player, moving clockwise around the table until a Player accepts the cut only if the Player designated to cut the cards refuses.
4. The Dealer must notify a Floor Supervisor or above if each Player refuses to cut the cards. In that event the Dealer must cut the cards. A Floor Supervisor or above may NEVER cut the cards.
5. The Player must cut the cards by placing the cut card in the stack at least one deck from either end. However, a Pit Manager may instruct the Dealer to cut the deck more or less.
6. The Dealer must ensure the cards be cut only once. (If the cut does not meet the one deck minimum, the cut card must be removed and offered again for a re-cut.)
7. THE DEALER MUST MAINTAIN PHYSICAL AND VISUAL CONTACT WITH ALL CARDS AT ALL TIMES WHILE THE CARDS ARE OUT OF THE SHOE.
8. The Dealer, once the cut card has been inserted by the Player, will bring the cards to the center of the layout. The Dealer will then take all of the cards in front of and including the cut card, and place them to the rear of the stack.

9. The Dealer will bring the shoe to the center of the layout.
10. The Dealer will then remove the yellow "protection" card from the stack. Holding the full stack of cards with the left hand against and to the back of the side of the shoe, the Dealer will insert the yellow card with the Dealer's right hand and cut approximately two decks (unless instructed otherwise by a Floor Supervisor or above). The Dealer will then place the stack of cards in the shoe for the commencement of play.

"BURNING" A CARD

1. The Dealer will "burn" the first card from the shoe by placing that card face down into the discard holder.
2. The Dealer will not reveal the "burn" card. If a Player request to see the burn card, the Dealer must have the approval from a Floor Supervisor or above before revealing the burn card.
3. The Dealer will "burn" a card when:
 - a. A shuffle is complete; or
 - b. A new Dealer taps onto the game.
4. If the Dealer "burns" two cards or does not "burn" the first card when completing the shuffle, or if the new Dealer fails to "burn" a card after tapping onto a game, THE DEALER WILL CONTINUE TO DEAL NORMALLY. The Dealer will notify a Floor Supervisor or above if a dispute arises.

GAME SECURITY AND PROTECTION

1. The Dealer must be cognizant of and ultimately responsible for all situations concerning the game. There is no procedure for acquiring the ability to "read" the Player(s). Each Dealer should continually fine tune this skill.
2. The Dealer must always clear their hands, palms up, whenever the Dealer's hands leave the surface area of the table.
3. The Dealer must politely inform Players that items such as purses, eye glasses, wallets, etc. are not permitted on the table. Players are permitted, however, to keep their beverage, glasses, cigarettes, and lighters on the table ONLY. As the discard rack is very vulnerable, the Dealer must be aware of any unusual motion around or near the discard rack, and as

such must not allow any Player to keep stacks of cheques or any other items next to the discard rack.

4. The Dealer, for the Dealer's own protection, should not permit friends and/or relatives to play at their table. The Dealer must inform a Floor Supervisor or above of any Player who is a friend or relative.
5. The Dealer must not be distracted by loud noises or arguments in other areas of the Casino. This applies to both "live" and "dead" games.
6. The Dealer will stand squarely up to the table at all times and avoid leaning on the table.
7. The Dealer must watch the game at all times and be aware of any unusual movements or errors made by any Player.
8. The Dealer will notify a Floor Supervisor or above of any Player who makes suspicious moves or causes any problems for other Players.
9. The Dealer's left hand must always be on the shoe whenever the shoe contains cards EXCEPT:
 - a. When shuffling;
 - b. When making change;
 - c. When taking and/or paying; and
 - d. When counting the bankroll.
10. The Dealer will place their fingers over the entire semicircular window in the shoe to protect against unnecessary exposure of the next card to come from the shoe.
11. The Dealer must continually be aware of the condition of the cards and must notify a Floor Supervisor or above of any unusual markings or defects. This action should be done in a low key manner without alerting the Players on the game of the situation.
12. The Dealer must watch closely any Player attempting to place their hand(s) over the bet(s) or the cards. The Dealer must ensure that Players' betting bankrolls are against the rail away from the betting circle.
13. The Dealer will scan the layout and check the amount of each bet in the betting area before beginning each round of play paying particular attention to the first and seventh spots (1st Base and 3rd Base). The Dealer must ensure there are no Barber Pole bets: bets that are

above or below the table limits, bets that are not in a single stack and bets which are not within the betting circle and make any corrections necessary.

14. The Dealer, when dealing to the first spot, must side-step to the Dealer's left and turn slightly to the right to ensure a good view of the rest of the game and third base in particular. First and second spots must be hit with the left hand. When dealing to the third spot and onward, the Dealer must take a step to the right so that they are standing at the middle of the table. This process is known as "Walking the Game." The Dealer will avoid unnecessary turning which may blind them to first and seventh spots.
15. The Dealer must be aware of all bets wagered and must pay particular attention to those bets wagered on the 1st and 7th betting areas. Pinchers and Cappers will most likely take advantage of betting spots one (1) and seven (7).
16. The Dealer must not touch the cards, the bankroll or any equipment on a "dead game" unless instructed to do so by a Floor Supervisor or above.
17. The Dealer must receive verbal approval from a Floor Supervisor or above before bringing in cheques for color change.
18. The Dealer will place excess plastic spacers on top of the largest denomination of cheques in the rack if those cheques are not in use.

PROCEDURES FOR DEALING THE CARDS

DELIVERY OF THE CARDS

1. The Dealer must ensure that all Players' bets are placed before delivering any cards.
2. The Dealer will scan the layout to ensure that all bets are properly placed and that no Player has bet over the table maximum or below the table minimum. Furthermore, the Dealer must ensure that:
 - a. All bets are within the designated betting area.
 - b. All bets consist of gaming cheques; cash may not be wagered.
 - c. There are no **Barber Pole** bets. The Dealers must stack a Player's bet with the highest denomination cheques on the bottom and the lowest on the top.
 - d. No Player will alter an original wager or place a new wager once the first card is dealt.

3. The Dealer will count the number of bets placed in the circles. Each bet will be considered a hand played for the upcoming round. The Dealer will then multiply the number of hands that will be played by the designated ante amount.
4. The Dealer will take out of the rack the appropriate amount of cheques to satisfy the ante amount above. The total amount of chips must be proven on the layout. The Dealer will then place these checks into the left most tube of the chip tray. Once the ante amounts equal \$25 or more in the left most chip tray, the Dealer will announce "**CHANGE ANTE**" in a clear and loud voice. The Dealer will take the chips from the ante tube and place and run down the cheques in front of the chip tray. The Dealer will then take out one \$25 chip from the chip tray and place the chip in front of the chip tray to the right side of the chips that made up the ante amount. The Dealer will drop the \$25 chip into the drop box and then place the ante amount of chips back into the chip tray accordingly. The only cheques allowed to be dropped into the drop box will be for accumulated antes.
5. The Dealer will deal all cards from a dealing shoe located on the table to the Dealer's left.
6. The Dealer must remove cards from the shoe with the **left hand**, and then place them with the left hand to the first two spots. The 3rd through 7th spots are dealt with the right hand, face up, directly in front of each betting area that has a wager beginning with the betting area to the Dealer's left (1st Base) and continuing clock-wise.
 - a. The Dealer must not allow a Player to touch the cards.
 - b. The Dealer must use the Dealer's left hand to deal any "hit" cards to the first two betting spots.
7. The Dealer **must take a step to the left** when hitting the first two spots, then turn slightly to the right to ensure a clear view of the entire table. The Dealer will move to the center of the table and place their body squarely to it when dealing to all other spots. This process is known as 'WALKING THE GAME' and is absolutely necessary to protect the security and integrity of the game.
8. The Dealer **must keep their left hand on the shoe at all times** with their fingers covering the window, unless the Dealer is making change, paying and taking the first two spots, etc. This is also necessary to protect the security and integrity of the game.

CARD PLACEMENT

1. The Dealer, when delivering cards to the Players, must place those cards directly in front and to the center of each designated area containing a wager. The Dealer may deal the cards for the first and second spots, slightly higher and closer to the Player and to the right of the Player's bet. These cards should not touch the Player's bet or any part of the second betting area.
2. The Dealer must deal the second and all subsequent cards so that they cover the left bottom quarter of the previous card ensuring visibility of the pips.
3. The Dealer must ensure proper card placement as a Floor Supervisor or above and Surveillance must be able to read point totals at a distance from the table, reading pips rather than numbers.

THE DEALER'S "HOLE CARD"

1. The Dealer will deal one card **face up** to each Player who has wagered a bet and one card face up.
2. The Dealer will then deal a second card **face up** to each Player.
3. The Dealer will then deal a second card **face down** placing it underneath the first card. This card is known as the **Hole Card**. No part of the "hole card" should be visible.
4. The Dealer must take care not to expose the "hole card" when placing it under the face up card.

THE PLAYER'S HAND SIGNAL

1. The Dealer, having dealt two cards to each Player and self, will begin from the left and announce the point total of each Player's hand.
2. The Dealer must wait for the Player to make a **definitive hand signal** indicating what action is being taken on that hand. The exceptions are a Blackjack or a hand with a point total of "21" in which case the Player may not take any further action on that hand.
3. The Player who wants an additional card must make a **clear and visible scratching** or tapping motion on the layout behind their bet.

4. The Player who does not want any additional cards or is staying on their hand must indicate that by making a **clear horizontal wave** from side to side (slicing) over the layout behind their bet. Players should not make a hand signal over their bet.
5. The Dealer **must not** anticipate a hit for a Player and must wait for an actual hand signal **before** removing any card from the shoe.
6. The Dealer will deal any additional cards **face up** and announce the point total after each card is dealt.
7. **NOTE: The Dealer will avoid many potential problems by ensuring that all hand signals are clear and taking nothing for granted. The Dealer should politely instruct a Player of proper hand signals if that Player is unaware or unsure of them.**

HITTING THE DEALER'S HAND

1. The Dealer will expose the hole card and announce the two card total **only after** the Dealer has acted on all Players' hands.
2. The Dealer will hit their hand starting to the right of the exposed cards leaving a small space between the cards. The Dealer must hit their hand if that hand is soft 17 or 16 or less and always stands on hard 17.
 - a. EXAMPLE: ACE + 6 is "7"
 - b. It is not "7 or 17" and the Dealer **must** hit.
 - c. ACE + 5 is "6 or 16" and the Dealer **must** hit.
3. The Dealer must announce the point total as each card is drawn. The Dealer must also announce the final point total before acting on any hands. If the point total is over "21", the Dealer will announce "DEALER BREAKS" instead of the point total.
4. The Dealer must ensure that the Players' cards and the Dealer's cards not merge into each other. If necessary, the Dealer will reposition a Player's cards by moving them to the right side of the betting circle.
5. The Dealer must notify a Floor Supervisor or above if the Dealer mistakenly hits their hand of "17" or more.
6. The Dealer must not hit their hand if all Players' hands have broken or are Blackjacks. If the Dealer's hand does not affect the outcome of the round of play, it is not completed.

- a. EXAMPLE: Three Players are at the table and the Dealer has a six showing. One Player has a Blackjack; he is paid immediately. The other two Players break. The outcome of each hand is not affected by the Dealer's cards. Therefore, the Dealer will draw no additional cards.

CALLING THE GAME

1. The Dealer, starting with the **first hand on the left**, will announce the point total of the first two cards while pointing to that specific hand.
2. The Dealer will **not** touch the cards when indicating each Player's turn.
3. The Dealer, after announcing a Player's point total, must wait for that Player to indicate, with a proper hand signal, what action they desire. If that Player wants an additional card, they must tap or scratch the table. If they do not want an additional card, they must make a horizontal (slicing) hand motion. **Players must not touch their cards for any reason.**
4. The Dealer **must announce a hand** containing an Ace as both a **soft total** and as a **hard total** since the Ace may count as a One or as an Eleven.
 - a. EXAMPLE: The hand consists of an Ace and a five; the Dealer will announce the total as : " 6 or 16 "
5. The Dealer will continue to announce the point total of each hand as they deal each additional card until the Player's hand breaks (exceeds 21) or until that Player waves off any additional cards and stands.
6. The Dealer must announce Blackjacks as they deal them.
7. The Dealer will reveal their hole card by turning it **face up** and announce the point total **only after** all Players' hands have been played. The Dealer will then take any additional cards as required (must hit on "16" and stand on "17 ") while announcing each new total.
8. The Dealer must announce "DEALER BREAKS" and will not announce the point total if the Dealer's hand breaks.

PLAYER BREAKS

1. The Dealer will clearly announce "PLAYER BREAKS" when a Player takes an additional card which increases the total of the hand to more than "21."

2. The Dealer will collect the losing wager first and then remove the cards and place them in the discard rack.
3. The Dealer will leave a Player's hand spread on the layout while the Dealer collects the losing bet. This gives the Player the opportunity to add the cards and verify the total before the Dealer collects the cards.

CLEARING THE LAYOUT

1. The Dealer, at the conclusion of each round of play, will remove in order any cards still remaining on the layout beginning with the seventh spot (or the hand farthest to the Dealer's right) and continuing counter-clockwise (right to left). The Dealer will scoop the cards so that each hand is placed underneath the next hand. The hand that is being scooped will now be face up on top of the cards already in the Dealer's hand. The Dealer should attempt to use only one hand to scoop the cards ensuring that the view of the layout not be blocked.
2. The Dealer will remove their own hand after all Players' hands have been removed.
3. Only a Floor Supervisor or above will "back up" or "re-enact" a hand. The Dealer must remove the cards in proper order to ensure game security and good Player relations. A Player may have questions about their hand or the Dealer's hand and the Floor Supervisor or above must be able to reconstruct the entire hand and rectify any mistakes.

WAGERING

1. All wagers in Blackjack must be made by placing gaming cheques within the center of the betting circle on the Blackjack layout not touching the outside edges.
2. The Dealers must not accept verbal wagers.
3. Once the Dealer delivers the first card of any hand, a Player may not handle, remove or alter any wager which has been made until after that hand has been completed.
4. DCR may allow a Player to play up to three hands at the discretion of Casino Management. Casino Management may require the Player to reduce to one hand during busy levels.
5. Casino Management may, by prior arrangement, allow a Player to play more than three hands.

PLACEMENT OF WAGERS

1. PLAYER BETS

- a. All Player bets must be placed within the betting circle. Any cheques outside or between the designated circles will be considered NO BET.

2. DOUBLE DOWN BETS

- a. All Double Down bets must be placed on the Dealer's right (Player's left) next to the original bet. The Double Down bet will bisect the betting circle while the original bet remains in the center of the circle.

3. SPLITTING PAIRS BETS

- a. All Split Pairs bets must be placed so that they bisect the left and right side of the betting circle and any amount Doubled Down must be placed to the right of the split amount. The original bet moves to the left side and the split wager will be placed on the right side.

4. INSURANCE BETS

- a. All Insurance bets must be placed on the insurance line to the Dealer's right (Player's left) of that Player's betting circle. If a Player wishes to insure a Token bet, the insurance must be placed with that Player's insurance bet.

TAKING AND PAYING

1. The Dealer begins taking and paying **only after** the Dealer's hand is complete. The Dealer will begin with the Player's hand on the Dealer's right and act on all hands in order, progressing counter-clockwise around the table.
2. The Dealer must take and pay wagers on 7 through 4 betting circles with the Dealer's **right** hand. The third circle is optional (**right or left**). The Dealer will take and pay wagers on the first two betting circles with the Dealer's **left** hand.
3. The Dealer will unstack multi-color bets with the highest denomination in front towards the Dealer and the lowest in the back. The Dealer will pay multi-color bets from back to front.
4. The Dealer will size into the cheques when paying a wager. The Dealer must not drop, lay, slide, or throw cheques.

5. The Dealer must not use stacks of cheques with varied denominations (a "Barber Pole") when paying wagers. A Barber Pole payoff **is acceptable only** if it is to pay a Blackjack wager consisting of multi-color cheques as that wager is paid color for color.
6. The Dealer must not leave a partial payoff with a Player's wager. The Dealer must bring the partial payment back to the rack and return with sufficient cheques to make the total correct payoff.
7. The Dealer must indicate a push by clearly patting or tapping the table twice with an empty hand palm up next to the wager. The Dealer must also verbalize by announcing "Push."
8. The Dealer must act on separate hands and split hands individually. The Dealer must not pay several wagers of varying denominations by stacking payoffs in order and sizing into the winning wagers - "Barber Pole" payoffs are not acceptable.
9. The Dealer will pay a winning wager with stacks whenever possible, (Example: \$75 in \$5 cheques - the Dealer will break down the \$75 into three stacks of \$25 each and pay with one stack of three \$25 cheques.) The Dealer must "cut down" horizontally a winning wager which requires breaking down and pay that wager with one stack of cheques placing it offset in front and to the side of the broken down wager.
10. The Dealer will place all payoffs within the betting area next to the winning wager. Multi-colored bets must be broken down with the largest denomination of cheques in front (toward the Dealer) and the lowest denomination of cheques in back.

DEALER RELIEF PROCEDURES

1. The **relief** Dealer will tap onto a game from behind and to the left of the **outgoing** Dealer. The **outgoing** Dealer will leave the table to the right.
2. The Dealer must continue to deal until the **relief** Dealer is physically at the table.
3. The **relief** Dealer must tap the **outgoing** Dealer on the shoulder to let him know that he is there. The **relief** Dealer will stand behind the **outgoing** Dealer while waiting to tap onto the game. The **relief** Dealer must not stand beside the **outgoing** Dealer and/or lean on the table or talk while a hand is in play.
4. The Dealer must not leave a game until **all** work has been completed for that round. When a **relief** Dealer taps a Dealer who is in the middle of a shuffle, that Dealer must complete the **entire** shuffle before leaving the table. The **relief** Dealer will burn a card.

5. The **outgoing** Dealer will inform the **relief** Dealer if the cut card is out and which Player is designated to cut the cards.
6. The **outgoing** Dealer, when leaving a table, will place the shoe in the center of the table pointing towards the right, draw a single card face down approximately 4" – 6" from the lip of the shoe, clear their hands, and leave to the right.
7. The **relief** Dealer must take responsibility for knowing minimum and maximum limits on the game. However, the **outgoing** Dealer should inform the **relief** Dealer of any changes that have taken place since the **relief** Dealer was last there i.e, "This is now a \$15 table not \$10".
8. The Dealer must notify a Floor Supervisor or above immediately (**before** leaving a Pit area) if that Dealer receives a break after less than sixty (60) minutes as an error may have occurred with the relief procedure.

PACING THE GAME

1. A Dealer's proficiency and skill are often determined by that Dealer's ability to "Pace the Game."
2. The Dealer should keep the game at a fast even tempo ensuring Players enough time to place their bets.
3. The Dealer will politely encourage new or slower Players to play at a normal rate. The Dealer should discreetly notify a Floor Supervisor or above of a Player who might be intoxicated and deliberately slowing the game.
4. The Dealer must not allow Players set the pace of the game. The Dealer must take charge of the game and set the pace always doing so in a polite and courteous manner.
5. The Dealer should be as courteous as possible while instructing new Players on the procedures and rules of Blackjack.
6. The Dealer must avoid instructing a Player on how to play their individual hands (even when asked to do so by that Player).

DOUBLING DOWN

1. A Player may double down with any two cards **with the exception of a Blackjack. Blackjack is an Ace and ten value card as first 2 cards dealt to a position.**

- a. A Player may double down for any amount up to the amount of their original wager.
 - b. A Player will place the double down wager directly next to and on the Dealer's right of that Player's original wager. The double down wager should bisect the betting circle. The Player must give a clear hand signal when doubling down. The hand signal for doubling down is the index finger pointing outward.
 - c. A Player will receive only one additional card.
 - d. The Dealer will place the double down card face up or down depending on the house particular game that is being played.
2. The Dealer must ask a Player before delivering any card whether that Player is "Splitting or" Doubling Down" particularly when that Player shows a pair of 4's or 5's. The Dealer must not assume anything!
3. The Dealer must announce "DOUBLING DOWN ON A HARD 12 or higher, to alert that Player as well as a Floor Supervisor or above. A good card counter will attempt this move if the count is in his or her favor.
4. The Dealer will size into a bet twice when paying a double down wager of one color. If the double down is for less, the Dealer must cut into the front of each stack. The Dealer may not combine double down stacks into one stack when paying unless instructed to do so by a Floor Supervisor or above.
5. The Dealer, when paying "in total" or when converting a Player's payoff and bet into higher denominations of cheques, will pay off the total amount owed to the Player by announcing clearly and loudly the amount to be paid and by cutting the payoff to the side and slightly to the front of the original bet. The Dealer must not make conversions, other than color, unless specifically told to do so by a Floor Supervisor or above.
6. A Player may duplicate any original bet when doubling down **including** a table maximum wager. Conversely, a Player may double down for any amount less than the Player's original wager.

SPLITTING HANDS

1. A Player may elect to split their cards into two separate hands whenever the initial two cards dealt to the Player are of the same value.

2. The Dealer must ensure that any additional wager be of equal value to the original wager.
3. The Dealer must not assume anything and must ask the Player if the Player is splitting, especially if that Player's cards are a pair of 4's or 5's. The Player must give a clear hand signal when splitting hands. The correct signal for splitting hands is the index and middle finger pointing outward in a "V" pattern.
4. The Dealer will place the original wager on the Dealer's left side of the betting area and will place the new wager on the Dealer's right side of the betting area. Each wager will bisect the betting circle.
5. The Dealer will deal a second card to the first card split, announce the point total of the hand, and wait for the Player's hand signal to stand, draw, or double down. The Dealer must complete action on that Player's first hand and receive a clear hand signal "to stand" **before** proceeding to deal any cards to the second half of the split hand.
6. A Player may split pairs up to two times, generating three hands. Aces may be split up to two times, generating three hands, but only on a shoe game, not Double Deck.
7. A Player who splits Aces will receive **only one additional card** on each Ace. The Dealer will expose each additional card and place it **face up** perpendicular to each Ace.
8. A Player must receive at least one additional card for each card split.
9. A Player may elect to double down on any of their split hands, unless there was a split on two Aces. The double down bet on any split hand is placed to the Dealer's right of the original wager for that hand (**see illustration next page**). If a Player splits Tens and receives an Ace as a draw card, that hand cannot be doubled down because that hand totals "21."
10. The Dealer will treat split hands as separate hands when paying and taking. Therefore, the Dealer will pay each hand separately. The Dealer, however, must not "push" two split hands if one wins and the other loses.
11. The Dealer must pay separately split hands with multi-color wagers. Barber pole payoffs are not permitted.
12. The Dealer will ensure that an Insurance wager is placed to the Dealer's right of the original bet between the split hands.

NO PEEK 21 CARD READERS

1. Upon opening the game, the Dealer and/or Floor Supervisor or above will inspect the *No Peek 21* card reader. With a ten valued card and an ace card, check to see that the lights are working properly. Also check with a non ten or ace card to see if all the lights are working properly. If it does not work properly alert the Pit Manager.
2. Procedure if Dealer has a ten showing:
 - a. Dealer will finish giving two cards to all Players. With the ten-valued card properly obscuring the Dealer's down card, the Dealer will slide the two cards into the *No Peek 21* card reader.
 - b. It is important that the cards remain vertical on the layout. Do not insert the cards horizontally into the *No Peek 21* card reader for ten valued cards.
 - c. If the red light comes on in the *No peek 21* card reader the Dealer will announce, "Dealer has Blackjack." Then proceed to expose the down card, pick up the losers and push any Player Blackjacks. If the Dealer sees a green light come on in the *No Peek 21* card reader, the Dealer will continue play as usual.
3. Procedure if the Dealer has an ace showing:
 - a. Dealer will finish giving two cards to all Players.
 - b. The Dealer will then give all of the Players an opportunity to take insurance.
 - c. With the ace properly obscuring the Dealer's down card, the Dealer will slide the two cards horizontally into the *No Peek 21* card reader. It is important that the cards go into the *No Peek 21* card reader horizontally. **Do not insert the cards vertically into the *No Peek 21* card reader for aces.**
 - d. If the Dealer gets a green light in the *No Peek 21* card reader window, the Dealer will proceed to pick up all losing insurance wagers, pay all winning Blackjacks, and continue play as usual. The Dealer forgets to put the cards in the card reader, and turns over a Blackjack, call the Floor Supervisor or above over immediately. The Floor Supervisor or above will inform the Players that the hand plays as is.

BLACKJACKS

1. When a Player has Blackjack and the Dealer is showing 2-9, the Dealer will immediately pay the Blackjack at odds of 3 to 2 (one and a half times the original bet) and remove those cards before acting on any other hand(s).
2. If the Dealer's up card is showing a 10 point value card or an Ace **and** a Player has Blackjack, the Dealer will **not** pay that Player's Blackjack until they determine whether or not they also have Blackjack.
 - a. If the Dealer does not have Blackjack, the Dealer will pay a Player's Blackjack and remove that Player's cards immediately **before** the Dealer takes any additional hits.
 - b. If the Dealer **and** the Player both have Blackjack, the Dealer will push the Player's hand, then pay any insurance wager 2 to 1.
3. The Dealer, when paying a Blackjack, will cut into the original bet once and will lay the remaining half of the payoff next to it. No Bridging. Converting a Blackjack is only allowed when approved by a Floor Supervisor or above.
4. The Dealer, when paying a Blackjack wager consisting of multi-colored cheques, must break down each denomination of cheques according to standard Blackjack procedures. The Dealer will place the highest denomination cheques in front and lowest in back and, if necessary, break down each color horizontally.
5. The Dealer may cut the bet in half and **size into ONE of the HALF stacks three times** on bets of six cheques or more of the same color. The Dealer will pay any odd cheques in the back by cutting out the correct payoff for that cheque, stacking it in order (highest denomination cheques on the bottom) and placing a stack of the color on top. The Dealer will pay the odd cheque in the back first and then size into the front stacks three times with the remaining cheques.
6. The Dealer must break down multi-color Blackjacks with the highest denomination in front and the lowest in back. The Dealer will pay multi-color bets color for color, but when the payoff for each color is also multi-color, the Dealer would best consider the total amount and pay it as a total.
 - a. EXAMPLE: A \$40.00 bet of 1 green and 3 red cheques should be paid as a total (Totaling) amount and not color for color. The preferred payoff is \$60 - 2 green and 2 red. The Payoff is made slightly to the front and to the side of the original bet.

INSURANCE

1. The Dealer must announce, "INSURANCE" in a loud and clear voice **only** when the Dealer's up card is an Ace. Simultaneously, the Dealer will run their right hand **palm up** from left to right and back along the full length of the insurance line. After this process is complete and all Players have acted on the insurance call, the Dealer must announce "Insurance Closed" and run their right hand from right to left simultaneously with the call along the full length of the Insurance line. (Do not make this a quick process. Some Players take time to decide what they are going to do. Also if you do hurry this call, it gives the Player an opportunity to cheat.)
2. A Player may make an insurance wager for any amount up to 1/2 of the original wager. Proper insurance is half of the Player's original bet. The Player MAY NOT insure for more than the original bet, but the Player can insure for less.
3. The Dealer must verify all insurance wagers and make any corrections before acting on that hand. If a Player has insured for less, the Dealer should confirm that by asking "Insuring for less?" It is a courtesy to the Player and will help remind the Dealer that in the case of a Blackjack, **the Player's bet will not be the correct insurance payoff.**
4. The Dealer will ensure that all insurance wagers be placed immediately after the second card is dealt to each Player and prior to a Dealer taking any action on a Player's hand.
5. The Dealer will ensure the insurance bet be placed on the layout in the designated space between the two lines marked "INSURANCE BETS". The wager will be placed to the Dealer's right of the original wager.
6. The Dealer will pay all winning insurance wagers at odds of 2 to 1.
7. The Dealer will pay a winning insurance wage with the losing, original bet only if that Player has insured to the full amount.
8. The Dealer will place the losing wager into the bank rack and pay the winning insurance wager with "clean money" only if the losing, original wager is not the correct amount to pay the winning insurance wager.
9. A Player may insure a token bet. A Player will place a token insurance bet next to the Player's own insurance bet on the insurance line and will be governed by the same rules and procedures as any other insurance bet.

10. If the Dealer **does not** have Blackjack, the Dealer must immediately collect all insurance bets. The Dealer will then complete the round as normal procedures dictate.
11. If a Player desires to insure a Blackjack, the Dealer shall pay the Player even money and lock up the cards.

CHEQUES PLAY

1. The Dealer must announce in a loud and clear voice, "CHEQUES PLAY" under the following conditions:
 - a. When a Player wagers any bet of a hundred or more for the first time.
 - b. When a Player makes a substantial increase in normal wager (i.e., a bet ten times or more than their average bet.)
2. If a Player bets more than \$100 on a table, alert the Floor Supervisor or above by using the words "cheques play." It is important the Dealer make sure that the Floor Supervisor or above is made aware of a Player who is betting \$100 or more a hand. If the Player maintains this action then it is not necessary to repeat "cheques play." If a Player, new to the table or otherwise, bets black or a higher denomination of color, it is the Dealer's responsibility to call out the appropriate action. "Black action, purple action, etc." Like "cheques play" the Dealer should only repeat this until the Floor Supervisor or above acknowledges this action. If a Player, new to the table or otherwise, bets \$500 or more the Dealer **will not deal until the Floor Supervisor or above acknowledges the purple action, or "cheques play."** Anytime that a Player jumps his/her action by 10x, the Dealer should say "cheques play."
3. Once the Dealer has announced and a Floor Supervisor or above has acknowledged "Cheques Play" for any one Player, the Dealer does not need to repeat the same announcement for each consecutive hand thereafter.

CHEQUE CHANGE

1. A Player will place cheques on the gaming layout. The Dealer must not take cheques directly from a Player's hand. The Dealer **must clear their hands before** bringing in any cheques.
2. The Dealer will bring the shoe in towards the rack as to maintain visual contact with the shoe while performing any cheque changing.

3. The Dealer will bring in a Player's cheques and cut out the cheques on the left side of the working area.
4. The Dealer will cut out cheque change in the working area to the right of the Player's cheques being changed.
5. The Dealer must announce the final total of cheques going out before delivering them to the Player. The Dealer must NEVER place change in the betting circle/area.
 - a. EXAMPLE: Cheque change fifty
6. The Dealer must receive verbal acknowledgement from a Floor Supervisor or above for cheque change of one hundred or more.
7. The Dealer will place cheques in front of the Player and behind the betting circle. The Dealer must NEVER place change in the betting circle/area.

CURRENCY CHANGE

1. A Player will place cash on the gaming layout. The Dealer must **never** take money or cheques directly from a Player's hand. The Dealer must have the Player place the cash or cheques on the layout.
2. The Dealer will announce "CHANGE (**whatever the amount of that Player's buy-in**)" in a clear and loud voice.
3. The Dealer must convert all currency into gaming cheques for the purpose of wagering. Cash is **never** played.
4. The Dealer must count all currency in the working area. The Dealer will show both sides of all bills on all cash transactions.
5. The Dealer will count all bills from left to right starting with the highest denomination. The Dealer will overlap the currency placing it in vertical columns of five down and not more than five across. **The following exceptions apply:**
 - a. The Dealer will overlap \$5 bills in rows of five down and up to four across.
 - b. The Dealer will overlap \$50 bills in rows of four down and up to five across.
6. The Dealer will space the rows so that the currency can be easily counted.

7. The Dealer **must** receive a verbal acknowledgement from a Floor Supervisor or above for change of one hundred dollars or more. The Dealer will properly spread the currency to the left and cut out the proper amount of cheques from the bank rack placing them to the right **before** calling a Floor Supervisor or above.
8. The Dealer must leave all currency spread until **after** the Dealer delivers the cheques to the Player.
9. The Dealer will place cheques in front of the Player and behind the betting area. The Dealer must NEVER place cheques directly in the betting circle/area.
10. For Buy-ins which are changed into more than twenty units and/or different color stacks, the Dealer will send them out in multiple stacks using the hand closest to the Player.
11. For large buy-ins where the number of bills of the same denomination exceeds five rows, the Dealer will announce the total of each five rows spread to the Player and a Supervisor or above (do not proceed any farther until a Floor Supervisor or above is present). The Dealer will then stack the bills and place them **face down** next to the paddle. The Dealer will follow this procedure for each five row spread placing each stack **face down** at right angles to the previously counted stack. The last spread is left on the layout until the cheques are handed out.
 - a. NOTE: It is extremely important that each stack contains the correct spread total as the total is verified by counting stacks.
 - b. EXAMPLE: A Player buys in for \$2000 in twenties. The Dealer will count the bills five down (\$100.), five across (\$500.), three stacks of \$500. The Dealer will place each row **face down** and overlapping at right angles by the paddle only after the Dealer announces the amount. The Dealer will leave the last \$500 on the layout and proceed to cut out \$ 2000 in cheques.
12. The Dealer must always confirm the transaction with that Player before handing out any cheques. The Dealer must make eye contact with the Player and announce the amount of change to confirm the amount presented by the Player and changed by the Dealer. After the cheques are delivered to the Player, the Dealer will then drop the currency.
13. The Dealer will give at least twenty units of the denomination required to play the table minimum and the rest in the next color(s) up, unless the Player requests otherwise.
 - a. EXAMPLE: A Player buys in for \$500 on a \$10 table; the correct change is \$100 (twenty units) of \$5 (red) cheques and \$400 in \$25 (green) cheques. The Dealer will cut out 4 stacks of 5 cheques each in red; and 4 stacks of 4 cheques each in

green. The Dealer will cut out the required number of cheques on the layout before receiving approval from a Floor Supervisor or above.

COLOR IN

1. The Dealer will "color up" only when a Player or a Floor Supervisor or above requests an exchange of cheques of one denomination for cheques of a larger denomination. The Dealer must **not** call a Player back to the table to request a color up.
2. The Dealer will announce, "COLOR COMING IN" and wait for approval from a Floor Supervisor or above before bringing in any cheques for color change.
3. The Dealer will bring the shoe in towards the rack as to maintain visual contact with the shoe while performing any "color in" procedures.
4. The Dealer will bring color in and display it on the layout to the left side of the bank roll **only** after receiving verbal approval from a Floor Supervisor or above.
5. The Dealer, when bringing in any amount of mixed denominations of color, must adhere to the following guidelines:
 - a. The Dealer will start with the highest denomination of color when counting cheques;
 - b. The Dealer will place other cheques of the next highest denomination of color to form a row equaling an even unit such as \$500, \$100, or \$25.
 - c. The Dealer, unless instructed otherwise by a Floor Supervisor or above or requested by a Player, will color up a Player's cheques **only** to the next highest denomination (For example: red cheques to green, green cheques to black, black cheques to purple, etc.)
6. The Dealer, when bringing in a large amount of the same color cheques, must adhere to the following guidelines:
 - a. The Dealer will "Prove" one stack of twenty of the Player's cheques and then stack them on the left.
 - b. The Dealer will size into that proven stack with any additional cheques brought in until all of that Player's cheques are counted.

- c. The Dealer will re-cut a full stack of cheques when the last stack of twenty high has been counted and leave it cut out for all of those present to see.
 - d. The Dealer will cut out any remaining cheques to the right of the full rows of twenty.
 - e. The Dealer will cut out those cheques to be delivered to the Player on the right side of the working area, to the right of the color which was just brought in.
 - f. The Dealer must announce the total of the color change for a Floor Supervisor or above's verification. If there is a full stack which was cut out after being "proven", the Dealer will stack it before delivering any cheques to the Player.
7. The Dealer must receive approval from a Floor Supervisor or above before delivering "colored up" cheques to a Player.
 8. The Dealer should make eye contact with the Player and repeat the total amount as the Dealer delivers the cheques to that Player which helps ensure good game protection and prevents any arguments regarding the amount received by the Player.

CONVERSIONS

1. The Dealer will pay color for color unless a Floor Supervisor or above authorizes a total conversion in which a Player's entire original wager is taken and replaced with the next highest denomination of cheques.
 - a. EXCEPTION: The Dealer will pay a \$2.50 cheque by placing a \$5 cheque directly next to the \$2.50 cheque and remove the \$2.50 cheque.
2. Types of Conversions:
 - a. **COLOR CONVERSION** (totaling)
 - i. Paying lower value cheques with higher value cheques of one color difference is a color conversion and usually does not need Floor Supervisor or above approval. However, some Players enjoy wagering all red and may ask to be paid color for color because they believe it is lucky for them.
 - ii. EXAMPLE: A Player wins a seventy five dollar bet consisting of one green cheque and ten red cheques. If the Player has numerous red cheques and has been placing wagers of \$25 or more, the Dealer should pay with three green cheques.

- iii. EXAMPLE: The Dealer when paying red with green, pay a \$25 wager (consisting of five \$5 cheques) with \$25 (consisting of one \$25 cheque).

b. PARTIAL CONVERSIONS

- i. Taking part of a Player's wager to arrive at the payoff.
- ii. One cheque snatch
 - 1. EXAMPLE: The Dealer will pay a \$45 wager with \$50 and take one \$5 cheque.
- iii. Multiple cheque snatch
 - 1. EXAMPLE: The Dealer will pay a \$15 wager with \$25 and take two \$5 cheques.

c. TOTAL CONVERSIONS

- i. Taking a Player's entire wager on the payoff. The Dealer will cut down the Player's cheques and leave the stack cut down until the entire transaction is complete.
 - 1. EXAMPLE: The Dealer will pay a \$50 bet (consisting of all \$5 cheques) with \$100 (consisting of four \$25 cheques) and take the Player's original \$50.
 - ii. The Dealer must explain to the Player a total conversion while performing the transaction.
 - 1. EXAMPLE: The Dealer will announce, "Paying \$50 with \$100; taking \$50."
- 3. The Dealer must not convert Blackjacks except in the case of a \$2.50 (pink) cheque or when instructed to do so by a Floor Supervisor or above.
 - 4. The Dealer must keep the payoff separate from the original bet.
 - 5. The Dealer should not convert a Player completely so as to void that Player of the color he is wagering unless specifically told to do so by a Floor Supervisor or above.
 - 6. The Dealer must not convert a Player to \$100 cheques or higher without the approval of a Floor Supervisor or above.

7. The Dealer must not take cheques from a Player's wager for conversion while the Dealer has any other cheques in hand.

TOKES

1. The soliciting of tokens is strictly prohibited.
2. The Dealer must drop both the wager and the payoff on all of the winning token wagers. The Dealer may not parlay token wagers.
3. If a Player splits a hand, the original token wager will be placed with the original wager (the wager to left of the Dealer).
4. If a Player is betting less than the table maximum, the Player may wager any amount for the Dealer as long as the combined amount does not exceed the table maximum.
5. If a Player is betting the table maximum, the token wager must not exceed 10% of that amount. Unless approval has been given by the Table Game Shift Manager or above to exceed the amount.
6. The Dealer always must drop a token wager after all of the Players wagers have been paid and the cards have been picked up and placed in the discard rack.
7. The Dealer must not drop \$100 cheques or higher unless authorized by the Pit Manager. Any token wager requiring color change also requires the approval of a Floor Supervisor or above.
8. The Dealer using their right hand will deposit tokens in the locked box reserved for that purpose.
9. Token bets may be insured by a Player.
10. When a Player's wager loses, so too does the token wager.
11. The Dealer will pay a Player's winning wager prior to paying the token wager.
12. When the Dealer is given the choice of dropping a token or having it wagered on a Player's hand, the Dealer **must** accept the token and drop it.
13. The Dealer must thank the Player and acknowledge that Player's generosity.

TABLE MINIMUM AND MAXIMUM BETS

1. The Dealer must be responsible for knowing the minimum and the maximum table limits of their table.
2. The Dealer who does not notice that a Player has wagered less than the table minimum **before** he deals the cards, will pay or take the amount wagered and **politely** inform that Player of the table minimum for future hands.
3. The Dealer will announce in a loud clear voice, "TABLE MAX" when a Player wagers the table maximum.
4. If the Dealer is unsure of whether or not a wager exceeds the table maximum, the Dealer must announce in a loud and clear voice, "PAY OR TAKE TO THE TABLE MAX". A Floor Supervisor or above should ensure that the Player fully understands that any overage will not be paid or taken. The Dealer will then proceed to deal.
 - a. The Dealer will remove a losing wager from the betting area and cut it down in the Dealer's working area to determine that the wager does not exceed the table maximum. The Dealer will return any cheques over the table maximum to the Player.
 - b. The Dealer will pay any winning wager by first cutting out the table max amount in the Dealer's work area and size into the Player's wager. If the Player's wager is **MORE** than the table max, the Dealer will remove the excess amount and return it to the Player. If the Player's wager is **LESS** than the table max, return the excess amount to the rack.
 - c. If the Dealer does not announce "PAY OR TAKE TO THE TABLE LIMIT" and the Player's wager exceeds the table maximums, the Dealer will still take or pay that wager to the table maximum.
5. Casino Management at their discretion may allow a Player to bet over the table maximum. The Dealer will be informed of any authorized betting arrangements.

IRREGULARITIES

1. The Dealer must notify a Floor Supervisor or above immediately when any irregularity occurs.
2. A card found **face up** in the shoe will not be used in that hand and must be placed in the discard rack.

3. A card drawn in error without exposing its face will be used as though it were the next card from the shoe. It will not be used as the first card of the next hand (burn it.)
4. After the initial two cards have been dealt to each Player and a card is drawn in error and exposed to the Players, that card **will** be used for the Players or Dealer as though it were the next card from the shoe. Any Player refusing to accept such card will **not** have any additional cards dealt to him during that round. If the card is refused by all Players and the Dealer cannot use the card, that card must be burned.
5. If the Dealer has 17 or more and accidentally draws a card, that card must be burned.
6. If the Dealer misses dealing the first or second card to self, the Dealer must complete dealing the first two cards to each Player and then deal the appropriate number of cards to self.
7. If there are insufficient cards remaining in the shoe to complete a round of play, all of the cards in the discard rack are shuffled and cut according to procedure. The first card is drawn face downwards and burned, and the Dealer will complete the round of play.
8. If no cards are dealt to a Player's hand, the hand is dead and the Player will be included in the next round. If only one card is dealt to a Player's hand at that Player's option, the Dealer will deal the second card to the Player after all other Players have received a second card.
9. If a Player misses being hit, a Floor Supervisor or above will offer the Player the option of calling the hand "dead" or playing the hand out only after all other Players have completed hitting their hands. Should that Player elect to call their hand dead, that Player's original wager will be returned.

21 + 3 Procedure Manual

INTRODUCTION

3 card poker side bet on a 6 and 8-deck Blackjack

BETS

21 the regular blackjack bet

3 the 3-card poker bet

TOKES

Token bets may be placed by at either 21 or 3 or both

Token 3bet may not be more than player 3 bet

Winning token bets paid same odds as player bet

RULES

Player first 2 cards and dealer up card form that player 3 hand

HAND RANKS OF WINNING HANDS

Flush three of the same suit

Straight three in sequence (includes 2 Ace)

Three of a Kind three of the same rank

Straight Flush three in sequence suited (includes 3 2 Ace)

Note Flush may also include Pair or Three of a Kind

Procedure

21 bets and optional 3 bets placed

Deal as in standard multi-deck Blackjack

Resolve each 3 bet from dealer right to left

Settle each 3 bet in order

Take losing 3 bet

Pay winning 3 bet 9 to 1

Cut out payoff in work area

Push stack and bet toward player beyond bet areas

Walk the game

Use right hand to at least the center spot and left hand for last spots

Pay token payoffs separately and take immediately

After all 3 bets are resolved standard Blackjack procedure applies

Insurance and hole-card peek after 3 bets resolved

Quapaw Tribal Gaming Agency



Date Received	4/25/12
Comments	
Reviewed By	BM 4-27-12 JB 4-26-12 BMC 4/30/12
Approved	Tentative
Not Approved	Final

Policy and Procedure Submission

Policy Name and Number: Crazy 4 Card Poker Policy #1100.32.02	Department: Table Games	Submission Date: 4/19/2012
Narrative Description: To establish policy and procedures for the conduct of Crazy 4 Card Poker. This is a revision to #1100.32.01 and the revision is to include a Progressive Side Bet which is included on pages 9-11. Note: This policy has been re-numbered to more accurately reflect the Department it pertains to. The existing number was 1105.01.01. That number has been deleted and will no longer be used.		DCR/QTGA /Tracking: POLICIES & PROCEDURES DDA APPROVED MAY 23 2012

DCR Compliance Authorization

Signature: Stephanie Hardy 2551

Date: 4/18/12

Department Director Authorization

Signature: Robert E. Moun 621

Date: 4/19/12

General Manager Authorization

Signature: Steve June

Date: 4/20/12

QTGA Authorization

Signature: Barbara Colmi

Date: 4/30/12

Crazy 4 Card Poker	Policy No: 1100.32.02	Issue Date: 11/13/2009 Revised Date: 4/30/2012
PURPOSE: Establishment of procedures for the conduct of Crazy 4 Card Poker.		

DCR Compliance – ITEM Tracking	Date
Issue Date	11/13/2009
Compliance Review	4/1/2009
QTGA Final Approval	5/6/2009
DDA Final Approval	5/6/2009
Revision to Final	11/11/2009
GM Approval to Revised Final	11/12/2009
QTGA Submission on Revised Final	11/12/2009
QTGA Approval to Revised Final	11/13/2009
DDA Approval to Revised Final	11/16/2009
Revisions to policy #1100.32.01	2/2/2012
QTGA Submission	3/1/2012
QTGA Return	3/8/2012
Compliance Review	3/20/2012
QTGA Return	4/18/2012
Compliance Review	4/18/2012
QTGA Submission	4/19/2012
GM Approval	4/20/2012
QTGA Approval	4/30/2012
DDA Approval	5/23/2012

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DEFINITIONS

1. "Ante wager" means the wager that a player is required to make prior to any cards being dealt in order to compete against the Dealer's hand in a round of play.
2. "Hand" means the best four card poker hand that can be formed by each player and the Dealer from the cards they are dealt.
3. "Play wager" means an additional wager, in an amount equal to the amount or three times the player's ante wager, which a player is required to make if the player opts to remain in competition against the Dealer.
4. "Queens Up" means an optional wager that a player may make prior to any cards being dealt that the player's best four card poker hand will be a pair of Queens or better. A winning Queens up wager will be paid in accordance with a posted pay table regardless of the outcome of the player's hand against the Dealer's hand.
5. "Round of play" means one complete cycle of play during which all wagers have been placed, all cards have been dealt and all remaining wagers have been settled in accordance with this section.
6. "Stub" means the remaining portion of the deck after all cards in the round of play have been dealt or delivered.
7. "Suit" means one of the four categories of cards: club, diamond, heart or spade.
8. "Super Bonus wager" means the wager that a player is required to make prior to any cards being dealt in order to compete against the Dealer's hand in a round of play. This wager must match the Ante wager.

WAGERS

1. The following wagers may be placed in the game of Crazy 4 Poker:
 - a. A player may compete solely against the Dealer by placing an Ante wager and Super Bonus wager in an amount within the posted minimum and maximum wagers and then placing a play wager in an amount from one to three times the amount of the ante wager; or
 - b. A player may compete against both the Dealer and the posted payout table by placing wagers by placing a wager on the Ante, Super Bonus, and Queens Up.

2. All wagers on Crazy 4 Poker shall be made by placing gaming chips or cheques and, if applicable, a match play coupon on the appropriate betting areas of the table layout. An oral wager accompanied by cash shall not be accepted.
3. Only players who are seated at Crazy 4 Poker table may wager at the game. Once a player has placed a wager and received cards, that player must remain seated until the completion of the round of play.
4. All Ante, Super Bonus and Queens Up wagers shall be placed prior to the Dealer announcing "No more bets." No wager shall be made, increased, or withdrawn after the Dealer has announced "No more bets."
5. Management may, in its discretion, permit a player to place wagers at two betting positions during a round of play provided that the two betting positions are adjacent to each other.

OVERVIEW OF THE RULES

1. INTRODUCTION

- a. Crazy 4 Poker uses a standard 52 card deck. The game features head-to-head play against the Dealer and two bonus bets (one mandatory, the other optional). Since only four cards are used to make poker hands, a four card straight is a straight; a four card flush is a flush; and a four card straight flush is a straight flush.

2. RANKING OF HANDS

- a. Hands are ranked from highest to lowest as follows:
 - i. FOUR OF A KIND
 - ii. STRAIGHT FLUSH (four suited and sequential cards)
 - iii. THREE OF A KIND
 - iv. FLUSH (four suited cards)
 - v. STRAIGHT (four sequential cards)
 - vi. TWO PAIR
 - vii. PAIR
 - viii. HIGH CARD

- b. Note: Ace is high except in 4-3-2-Ace sequence.

3. MANDATORY BETS: ANTE AND SUPER BONUS

- a. The mandatory Ante and Super Bonus bets facilitate head-to-head play against the Dealer. To begin the game, players place two equal wagers: an Ante wager and a Super Bonus wager. After looking at their hands, players may either fold (and lose both wagers) or they may stay in the game by making a Play wager. The Play wager must equal the Ante wager, unless the player has a pair of Aces or better. With a pair of Aces or better, the Player may bet up to three times the Ante.

4. **PLAYER VS. DEALER**

a. ACTION:	RESULT:
b. Player folds	Ante and Super Bonus lose
c. Dealer does not qualify*	Play wins 1 to 1; Ante pushes
d. Player beats Dealer's qualifying hand	Play and Ante win 1 to 1
e. Player loses to Dealer's qualifying hand	Play and Ante lose
f. Player ties Dealer's qualifying hand	Play and Ante push

** The Dealer qualifies with King high or better.

5. **SUPER BONUS**

- a. The Super Bonus wins when the player gets a straight or better. However, failure to get at least a straight does not result in an automatic loss of the Super Bonus. This pushes when the player gets less than a straight, but beats the Dealer's hand. Hands of a straight or better always receive a Super Bonus payout. When the Player has a straight or better, but loses to the Dealer's qualifying hand, he still receives the Super Bonus payout and the original wager stays on the layout.

6. **OPTIONAL QUEENS UP SIDE BET**

- a. While the Ante and Super bonus wagers are mandatory, the Queens Up bet is optional. However, Players may make the Queens Up wager for any amount within the posted table limits. Players may bet more on the Queens Up bet on the Ante and Super Bonus. The Queens Up side bet wins when the Player receives a pair of Queens or Better. Odds are printed on layout. The bet loses when the player fails to get at least a pair of Queens.

OPENING THE TABLE

1. After the Dealer arrives on their assigned game, the Pit Manager will retrieve the Lid Key and Shoe Box Key from the Pit Manager podium. The Pit Manager will unlock both the rack lid and the shoe box for the unopened game.
2. The Table Games Floor Supervisor or above will instruct the Dealer to pull the lid up from the chip rack. The Dealer will place the lid in the holder under the game.
3. The Table Games Floor Supervisor or above will take the opening count sheet from the tray and along with the Dealer verify that the number of chips in the rack confirm what is on the opening slip.
4. When both the Supervisor and Dealer are satisfied that the count matches, they will both sign the opening slip with their name and badge number and the Dealer will drop the slip into the drop box. If the opening slip does not match the table rack, the Table Games Floor Supervisor or above will inform the Pit Manager.

CLOSING THE TABLE

1. After management makes a decision that a game is no longer needed for business purposes, the Pit Manager will inform the Dealer to “bring up their lid”. The Dealer then will retrieve the lid from underneath the table and place it in the middle of the table. The Dealer will drop in the drop box any ante amounts collected that are still in the rack.
2. The Table Games Floor Supervisor or above and Dealer will prepare a closing slip by counting all the chips in the table. The Table Games Floor Supervisor or above will mark on the closing slip the value amount of each denomination of chips. The Table Games Floor Supervisor or above and the Dealer then will sign the closing slip with name and badge number. Once the closing slip is complete, a Pit Manager will verify the closing slip to the table chip tray.
3. The Pit Manager will top sign the closing slip by placing his initials and badge number on the slip.
4. The Dealer will drop one copy of the closing slip into the drop box and a second copy will be placed into the chip tray.

PROCEDURES FOR DEALING CARDS FROM HAND

1. The shuffle for dealing by hand consists of the Dealer riffling the cards twice, then the Dealer will strip the cards and there will be one final riffle.
2. After performing the shuffle and cut, the Dealer shall place the stacked deck of cards in either hand.
 - a. Once the Dealer has chosen the hand in which he or she will hold the cards, the Dealer shall use that hand while holding the cards during that round of play.
 - b. The cards held by the Dealer shall at all times be kept in front of the Dealer and over the table inventory container.
3. The Dealer shall then announce "No more bets" prior to dealing any cards. The Dealer shall deal each card by holding the deck of cards in the chosen hand and using the other hand to remove the top card of the deck and place it face down on the appropriate area of the layout.
4. The Dealer shall, starting with the player farthest to his or her left and continuing around the table in a clockwise manner, deal one card at a time in order to each player who has placed an ante wager and to the Dealer until each player who placed a wager has five cards and the Dealer has five cards. All cards dealt to the players and Dealer shall be dealt face down.
5. After five cards have been dealt to each player and the Dealer, the Dealer shall place the stub in the discard rack without exposing the cards.
6. The Dealer shall be required to count the stub at least once every 15 rounds of play in order to determine that the correct number of cards is still present in the deck.

PROCEDURES FOR DEALING CARDS FROM AN AUTOMATIC SHUFFLER

1. The cards shall be rifflled once then striped 3 or 4 times prior to being placed in the automated shuffler.
2. The Dealer shall then announce "No more bets" prior to the shuffler dispensing any stack of cards.

3. The Dealer shall deliver the first stack of cards dispensed by the automated shuffler face down to the player farthest to his or her left who has placed a wager. As the remaining stacks are dispensed to the Dealer by the automated shuffler, the Dealer shall, moving clockwise around the table, deliver a stack of cards face down to each of the other players who has placed a wager. The Dealer shall then deliver a stack of five cards face down to himself or herself.
4. After each stack of five cards has been dispensed and delivered, the Dealer shall remove the stub from the automated dealing shoe and, place the cards in the discard rack without exposing the cards.

PROCEDURES FOR COMPLETION OF EACH ROUND

1. The Dealer will count the number of players who have made a wager for that round of play. Each bet will be considered a hand played for the coming round. The Dealer will then multiply the number of hands that will be played by the ante amount designated by the Authority.
2. The Dealer will take out of the rack the appropriate amount of cheques to satisfy the ante amount above. The Dealer will then place these cheques into the left most tube of the chip tray. Once the ante amounts equal \$25 or more in the left most tray, the Dealer will announce "CHANGE ANTE" in a clear and loud voice. The Dealer will then take out one \$25 chip from the tray and place the chip in front of the chip tray to the right side of the cheques that made up the ante amount. The Dealer will drop the \$25 dollar chip into the drop box and then place the ante amount of cheques back into the chip tray accordingly. The only cheques allowed to be dropped into the drop box will be for accumulated antes.
3. After the cards have been dealt, each player shall examine his or her cards. Each player who wagers at Crazy 4 Poker shall be responsible for his or her own hand and no person other than the Dealer and the player to whom the cards were dealt may touch the cards of that player.
4. The Dealer shall, starting with the player farthest to his or her left and continuing clockwise around the table, offer each player who has placed an ante wager the option to either make a play wager or forfeit his or her ante wager. A play wager shall be made in an equal amount or up to three times the amount of the player's ante wager. If a player has placed an ante wager and a Queens up wager but does not make a play wager, the player shall forfeit the Ante wager and Super Bonus wager but shall not forfeit the Queens Up wager.

PAYOUTS

1. A player in competition against the Dealer shall be paid 1 to 1 on the Play wager if the player's hand is either ranked higher than the Dealer's hand or the Dealer does not qualify.
2. A player in competition against the Dealer shall be paid 1 to 1 on the Ante wager and Play wager if the player's hand is ranked higher than the Dealer's hand and the Dealer has a qualifying hand.
3. A player shall be paid on the Super Bonus wager if the player's hand is a straight or better; regardless of whether the player's hand outranks the Dealer's hand, at no less than the following odds in appendix (A).
4. A player shall be paid for a Queens Up wager if the player's best four card poker hand is a qualifying hand type below, regardless of whether the player's hand outranks the Dealer's hand, at no less than the following odds in appendix (A).

PROGRESSIVE SIDE BET

1. Four Card Poker Progressive and Crazy 4 Poker Progressive are optional progressive side bets.
2. The bet considers the best hand possible among all the player's 4 cards in play.
3. Paytable below:

Hand	Pays 1*	Envy	Pays 2*	Envy
Four Aces	100%	\$100	100%	\$100
Four of a Kind	300 for 1	\$10	300 for 1	\$25
Straight Flush	100 for 1	\$5	100 for 1	
Three of a Kind	9 for 1		15 for 1	
*Original Wager is NOT Returned				

Seed amount**	\$5,000		\$1,000	
House advantage	22.8%		20.98%	
Hit frequency	2.36%		2.36%	
Probability of top payout	54,145 to 1		54,145 to 1	
Top payout average**	\$22,000		\$14,536	
**Reflects a \$1 wager. All numbers multiply up for a larger wager.				

4. The meter will be reseeded when the 100% award hits. The cost of the reseed has been factored in to the casino's mathematical advantage.
5. To begin each round, players must make their regular game's wager. They may optionally place any side bet wagers and the progressive wager. Players must place the progressive wagers on the sensor in front of their betting position. The sensor will light up.
6. Once all players place their bets, the Dealer will press "COIN IN" on the keypad. The sensors will then light up, indicating a progressive wager. The Dealer will then remove all progressive bets from the table.
7. The Dealer then follows house procedures for dealing the regular game.
8. The Dealer reconciles the standard wager, side bet wager, and progressive wagers at the same time. Follow the procedure in the next section for reconciling percentage pays from the progressive meter.
9. Progressive winners:
 - a. The percentage pays are paid from the progressive jackpot shown on the progressive meter.
 - b. Other hands are paid from the tray; they do not come off the meter.

- c. When a player has a progressive winner, the Dealer shall press the appropriate hand button on the keypad. (If the hand button is pressed by accident, pressing it again will turn it off.)
- d. The Dealer shall then contact a Table Games Floor Supervisor or above.
- e. The Table Games Floor Supervisor or above or above will contact Surveillance to verify the progressive win. Once the progressive win is verified, the Pit Manager or above shall insert the key and rotate it to "JPH" and then press "J-pot" button. This records the win onto the Game Manager. Policy #1100.30, "Progressive Jackpot Payouts" shall be followed for paying the progressive win. (Reviewing the monitor connected to the Game Manager will show the prize amount to be paid, and pressing the "money bag" icon will print a win page, which can be used to help record the payout for accounting.)
- f. Returning the key to the "Run" position will restore normal operation of the table, and adjust the meter appropriately for the prize won.
- g. When the Dealer reconciles all action, he presses "Game Over." This resets the system to begin the next hand.
- h. Once the "J-pot" button is pressed, the prize is logged into Game Manager. If the progressive pay needs to be backed out at this point, the award will need to be manually backed out using the Game Manager manual adjustment feature.

10. Envy Bonus:

- a. A player making the progressive side wager also qualifies to win an envy payout. If another player at the table hits a hand associated with an envy pay, all other players who made the progressive side bet win the envy pay. The player hitting the hand receives the normal prize pay only, but does NOT receive the envy pay.
Rule of thumb: You can't win an envy bonus pay from yourself, or the Dealer.
- b. If a player's hand triggers an envy payout, the Dealer will leave the hand face-up on the layout; otherwise, the Dealer will lock place the hand in the discard rack. The Dealer will then move on to the next player.
- c. The Dealer pays any Envy Bonuses at the end of the round. In the event that more than one player is involved in a qualifying envy pay, then all players win multiple envy payouts.

IRREGULARITIES

1. A card that is found face up in the shoe or the deck while the cards are being dealt shall not be used in the game and shall be placed in the discard rack. If more than one card is found face up in the shoe or the deck during the dealing of the cards, all hands shall be void and the cards shall be reshuffled.
2. A card drawn in error without its face being exposed shall be used as though it was the next card from the shoe or the deck.
3. If any player or the Dealer is dealt an incorrect number of cards, all hands shall be void and the cards shall be reshuffled.
4. If one or more of the Dealer's cards is inadvertently exposed prior to the Dealer revealing his or her cards, all hands shall be void and the cards shall be reshuffled.
5. If an automated shuffler is being used and the device jams, stops shuffling during a shuffle, or fails to complete a shuffle cycle, the round of play shall be void, and the cards shall be reshuffled.
6. If an automated dealing shoe is being used and the device jams, stops dealing cards, or fails to deal all cards during a round of play, the round of play shall be void and the cards shall be removed from the device and reshuffled with any cards already dealt.
7. Any automated shuffler or automated dealing shoe shall be removed from a gaming table before any other method of shuffling or dealing may be utilized at that table.
8. Management's decision is final.

APPENDIX (A)

CRAZY 4 POKER BONUS PAYOUTS

	Paytable-9		Paytable-10		Paytable-11		Paytable-12	
	Super Bonus	Queens Up	Super Bonus	Queens Up	Super Bonus	Queens Up	Super Bonus	Queens Up
4 Aces	200 to 1		200 to 1		200 to 1		200 to 1	
4-of-a-Kind	30 to 1	50 to 1	30 to 1	50 to 1	30 to 1	50 to 1	30 to 1	50 to 1
Straight Flush	15 to 1	30 to 1	15 to 1	40 to 1	15 to 1	30 to 1	15 to 1	40 to 1
3-of-a-Kind	2 to 1	9 to 1	2 to 1	8 to 1	2 to 1	8 to 1	2 to 1	7 to 1
Flush	3 to 2	4 to 1	3 to 2	4 to 1	3 to 2	4 to 1	3 to 2	4 to 1
Straight	1 to 1	3 to 1	1 to 1	3 to 1	1 to 1	3 to 1	1 to 1	3 to 1
Two Pair		2 to 1		2 to 1		2 to 1		2 to 1
Queens or Better		1 to 1		1 to 1		1 to 1		1 to 1
House Edge	3.42%	3.07%	3.42%	4.53%	3.42%	5.33%	3.42%	6.79%

Quapaw Tribal Gaming Agency



Date Received	4/25/12
Comments	
Reviewed By	BM 4.26.12 JB 4.26.12 BKE 4/30/12
Approved	Tentative
Not Approved	Final

Policy and Procedure Submission

Policy Name and Number: Progressive Jackpot Payouts for Table Games Policy #1100.30.01	Department: Table Games	Submission Date: 4/19/2012
Narrative Description: Establish policy and procedures for paying out Progressive Jackpot wins.		DCR/QTGA Tracking: POLICIES & PROCEDURES DDA APPROVED MAY 23 2012

DCR Compliance Authorization

Signature: Stephanie Hardy 2551

Date: 4/13/12

Department Director Authorization

Signature: Robert S. Mowbray 621

Date: 4/18/12

General Manager Authorization

Signature: [Signature]

Date: 4/20/12

QTGA Authorization

Signature: Sabrina Allen

Date: 4/30/12

PROGRESSIVE JACKPOT PAYOUTS for Table Games	Policy No: 1100.30.01	Issue Date: 4/30/2012
PURPOSE: To establish policy and procedures for paying out Progressive Jackpot wins.		

DCR Compliance – ITEM Tracking	Date
Issue Date	4/30/2012
Compliance Review	2/7/2012
QTGA Submission	3/1/2012
QTGA Return	3/8/2012
Compliance Review	3/20/2012
QTGA Submission	4/19/2012
GM Approval	4/20/2012
QTGA Final Approval	4/30/2012
DDA Final Approval	5/23/2012

POLICY

It is the policy of the Downstream Casino Resort to mandate that Table Game Team Members utilize and properly follow the procedures for the Progressive Jackpot Payouts of cash or check.

Jackpot Wins

1. When a player is a possible progressive winner, the Dealer shall press the appropriate hand button on the keypad. (If the hand button is pressed by accident, pressing it again will turn it off.) The Dealer shall then contact the Table Games Floor Supervisor or above. The Table Games Floor Supervisor or above will stop play and report the win to the Pit Manager.
2. The Pit Manager will verify the hand held on the table. The Pit Manager will call the Table Games Shift Manager and report the win and table number. The Table Games Shift Manager will contact Surveillance so that they, along with QTGA can go and verify the win. Once the win has been verified, the Table Games Shift Manager will approve the payout of the Progressive Jackpot.

Jackpot Payouts

1. Once the Table Games Shift Manager verifies the progressive win with Surveillance, the following steps will occur:
 - a. The Pit Manager shall insert the Supervisor key and rotate it to “JPH” and then press “J-pot” button. This records the win onto the Game Manager.

- b. Review the monitor connected to the Game Manager, it will show the prize amount to be paid.
 - c. The Pit Manager will press the “money bag” icon which will print a win page.
 - d. Return the Supervisor key to the “Run” position to restore normal operation of the table. This will adjust the meter appropriately for the prize won.
 - e. When the Dealer reconciles all action, they will press “Game Over.” This resets the system to begin the next hand.
 - f. Once the “j-pot” button is pressed, the prize is logged into Game Manager. If the progressive pay needs to be backed out at this point, the award will need to be manually backed out using the Game Manager Adjustment feature.
2. Once the system is reset and the next hand begins the Table Games Floor Supervisor or above will do the following:
- a. Complete a Jackpot Request Form (pg. 6) including the following information:
 - I. Date/Time
 - II. Game Type
 - III. Shift
 - IV. Table location
 - V. Amount of Bet
 - VI. Winning Hand
 - VII. Amount of Payout (both alpha and numeric)
 - VIII. Signature and Badge number of Slot Booth Cashier
 - IX. Signature and Badge number of Table Games Dealer
 - X. Signature and Badge number of Table Games Pit Manager
 - XI. Signature and Badge number of Verifier (for \$25,000 or more)
 - b. Verify that the government issued photo identification provided by the winner is valid by inspecting the following:

- I. It is current (expiration date has not passed).
 - II. When a Social Security card is provided, the name on the Social Security card matches the identification provided.
- c. If an ID provided by a winner has expired, appears not valid, or there is suspicion that it is fake or for the wrong person, the Table Games Floor Supervisor or above must contact the Pit Manager or above immediately.
- d. When a Social Security card is not provided, the winning player must complete the back of the Jackpot Request Form (pg. 7), which constitutes a W-9. The player must complete the form themselves. By signing the W-9 form, the player is attesting the Social Security number and included information is correct. The W-9 substitutes as the second form of identification required to alleviate taxation on a jackpot win. The winner can elect to have zero (0) taxes to the entire win amount withheld. Standard withholding amount is 28 percent of the total jackpot amount. The W-9 form is located on the reverse side of the Jackpot Request form and includes the following information:
 - I. Social Security number
 - II. Winning player's name (last, first, middle)
 - III. Correct address (no PO boxes allowed)(include street, city, state, and zip code)
 - IV. Status and percent of withholding if applicable
 - V. Signature
 - VI. Current date
- e. If the guest provides an ID that is foreign to the United States of America, the Table Games Floor Supervisor or above must call the Pit Manager. The Pit Manager will explain that a 1042-S (pg. 8) will be required and 30 percent taxes must be deducted from the Jackpot amount. The Pit Manager will then fill out the 1042-S. The 1042-S is only to be used if a foreign ID is given for valid ID purposes.
- f. Input the following winning player's information for the W-2G (pg. 10) processing:
 - I. Name
 - II. Address

- III. Social Security number
- IV. Government issued ID number and expiration
- V. Tax withholding amount (if applicable)
- g. After completing the W-2G, proceed to the Main Bank window with the winner ID, Jackpot Request and W-2G. If the winner is requesting a check for all or any amount, an announcement of this information will be declared to the Main Bank Cashier at this time. The Main Bank Cashier will provide the "Handpay Voucher" (pg. 9). The initiating Pit Manager or above signs on the appropriate line for receipt of the currency. The Main Bank Cashier will count the currency to the Pit Manager. The Pit Manager will verify by counting the currency again prior to leaving the cashier window. If there is a discrepancy, the Pit Manager will place the currency back on the counter and notify the Main Bank Cashier. The Main Bank Cashier will retain the Main Bank Cashier copy portion of the Handpay voucher with all necessary signatures.
- h. The following signatures are required on the Jackpot Request form and/or Handpay Voucher for the jackpot amount level:
 - I. \$1,200 to \$4,999- The Main Bank Cashier or above upon issuing funds, Pit Manager or above at receipt of payment, and a second verifier at the receipt of payment to the winner at the Table Game.
 - II. \$5,000-\$24,999- The Main Bank Cashier or above upon issuing funds, a Pit Manager or above at receipt of payment, and a second verifier at the receipt of payment to the winner at the Table Game.
 - III. \$25,000 or above- The Main Bank Cashier or above upon issuing funds, a Pit Manager or above at receipt of payment, a second verifier at receipt of payment to the winner at the Table Game, an Electronic Gaming Machine (EGM) Manager, and Security Shift Manager or another supervisory or management Team Member independent of the Table Games Department.
- i. For all jackpots of \$5,000 or more, you must contact Security for an escort to the Table Game prior to leaving the Main Bank area. When Security arrives, proceed with the payout to the winner at the Table Game with the Security escort.
- j. With the payout, W-2G, and the accounting copy portion of the Handpay voucher; proceed to Table Game.
- k. Return the winner ID, social security card (if applicable), and the winner copy of the W-2G to the winner. Have winner sign and date the audit copy of the W-2G.

- l. The Dealer will pay out the Jackpot to the winning player with a witness present. The witness must be the Pit Manager or above that retrieved the payout from the Main Bank.
- m. The Dealer will sign and date the Handpay voucher on the appropriate line.
- n. The Pit Manager will verify all documents are complete prior to leaving the winner. Staple the completed documents together plus the “win page” and place them in the Table Game drop box at the winning table.
- o. If a tip is given, place the tip token in the token box at the table. (See policy # 1100.01-Dealer Tokens for additional information on Dealer tips.)

Jackpot Request Form



Table Games Progressive Jackpot Request

Date:	Time:
Game Type:	Shift <input type="checkbox"/> Days <input type="checkbox"/> Swing <input type="checkbox"/> Grave
Table Location:	
Amount Bet:	Winning Hand:
Amount of Payout:	
(PRINT AMOUNT - ALPHA)	
Slot Booth Cashier	License Number
Table Games Dealer	License Number
Table Games Pit Manager	License Number
Verifier (for \$25,000 or more)	License Number

Jackpot Form which constitutes W-9 for Progressive Jackpot Payouts

[illegible]

1042S

Form 1042-S		Foreign Person's U.S. Source Income Subject to Withholding			2008		OMB No. 1545-0096	
Department of the Treasury Internal Revenue Service		<input type="checkbox"/> AMENDED			<input type="checkbox"/> PRO-RATA BASIS REPORTING		Copy A for Internal Revenue Service	
1 Income code	2 Gross income	3 Withholding allowances	4 Net income	5 Tax rate	6 Exemption code	7 Federal tax withheld		
						8 Withholding by other agents		
						9 Total withholding credit		
10 Amount repaid to recipient				14 Recipient's U.S. TIN, if any ▶ <input type="checkbox"/> SSN or ITIN <input type="checkbox"/> EIN <input type="checkbox"/> QI-EIN				
11 Withholding agent's EIN ▶ <input type="checkbox"/> EIN <input type="checkbox"/> QI-EIN				15 Recipient's foreign tax identifying number, if any			16 Country code	
12a WITHHOLDING AGENT'S name				17 NQI's/FLOW-THROUGH ENTITY'S name			18 Country code	
12b Address (number and street)				19a NQI's/Entity's address (number and street)				
12c Additional address line (room or suite no.)				19b Additional address line (room or suite no.)				
12d City or town, province or state, country, ZIP or foreign postal code				19c City or town, province or state, country, ZIP or foreign postal code				
13a RECIPIENT'S name			13b Recipient code	20 NQI's/Entity's U.S. TIN, if any ▶				
13c Address (number and street)				21 PAYER'S name and TIN (if different from withholding agent's)				
13d Additional address line (room or suite no.)				22 Recipient account number (optional)				
13e City or town, province or state, country, ZIP or foreign postal code				23 State income tax withheld	24 Payer's state tax no.	25 Name of state		

For Privacy Act and Paperwork Reduction Act Notice, see page 16 of the separate instructions. Cat. No. 11386R Form **1042-S** (2008)

Form 1042-S		Foreign Person's U.S. Source Income Subject to Withholding			2008		OMB No. 1545-0096	
Department of the Treasury Internal Revenue Service		<input type="checkbox"/> AMENDED			<input type="checkbox"/> PRO-RATA BASIS REPORTING		Copy A for Internal Revenue Service	
1 Income code	2 Gross income	3 Withholding allowances	4 Net income	5 Tax rate	6 Exemption code	7 Federal tax withheld		
						8 Withholding by other agents		
						9 Total withholding credit		
10 Amount repaid to recipient				14 Recipient's U.S. TIN, if any ▶ <input type="checkbox"/> SSN or ITIN <input type="checkbox"/> EIN <input type="checkbox"/> QI-EIN				
11 Withholding agent's EIN ▶ <input type="checkbox"/> EIN <input type="checkbox"/> QI-EIN				15 Recipient's foreign tax identifying number, if any			16 Country code	
12a WITHHOLDING AGENT'S name				17 NQI's/FLOW-THROUGH ENTITY'S name			18 Country code	
12b Address (number and street)				19a NQI's/Entity's address (number and street)				
12c Additional address line (room or suite no.)				19b Additional address line (room or suite no.)				
12d City or town, province or state, country, ZIP or foreign postal code				19c City or town, province or state, country, ZIP or foreign postal code				
13a RECIPIENT'S name			13b Recipient code	20 NQI's/Entity's U.S. TIN, if any ▶				
13c Address (number and street)				21 PAYER'S name and TIN (if different from withholding agent's)				
13d Additional address line (room or suite no.)				22 Recipient account number (optional)				
13e City or town, province or state, country, ZIP or foreign postal code				23 State income tax withheld	24 Payer's state tax no.	25 Name of state		

For Privacy Act and Paperwork Reduction Act Notice, see page 16 of the separate instructions. Cat. No. 11386R Form **1042-S** (2008)

HANDPAY VOUCHER

Hand Pay Voucher



Date _____

Time _____

W2-G ☐

1042S ☐

Type _____

Amount _____

☐ W/H's \$ _____

Location _____

☐ Pay \$ _____

Table _____

Patron _____

Payment \$ _____

Pit Supervisor

#

Pit Manager

#

Cashier

#

Witness

#

Witnessing Pit Supervisor

#

Patron

#

1 Gross winnings	2 Federal income tax withheld
3 Type of wager	4 Date won
5 Transaction	6 Slots
7 Winnings from identical wagers	8 Cashier
PAYER's name, address and zip code	
Federal identification number Telephone number	
9 Winner's taxpayer I.D. Number	10 Window
11 First I.D.	12 Second I.D.
13 State-Payer's state ID number	14 State income tax withheld
WINNER's name and address	15 City income tax withheld
<p>Under penalties of perjury, I declare that, to the best of my knowledge and belief, the name, address, and taxpayer identification number that I have furnished correctly identify me as the recipient of this payment and any payments from identical wagers, and that no other person is entitled to any part of these payments.</p> <p>Signature Date</p>	

Form W-2G Certain Gambling Winnings 2012
Copy B

This information is being furnished to the Internal Revenue Service. Report this income on your FEDERAL tax return. If the form shows Federal Income Tax withheld in box 2, attach this copy to your return.

1 Gross winnings	2 Federal income tax withheld
3 Type of wager	4 Date won
5 Transaction	6 Slots
7 Winnings from identical wagers	8 Cashier
PAYER's name, address and zip code	
Federal identification number Telephone number	
9 Winner's taxpayer I.D. Number	10 Window
11 First I.D.	12 Second I.D.
13 State-Payer's state ID number	14 State income tax withheld
WINNER's name and address	15 City income tax withheld
<p>Under penalties of perjury, I declare that, to the best of my knowledge and belief, the name, address, and taxpayer identification number that I have furnished correctly identify me as the recipient of this payment and any payments from identical wagers, and that no other person is entitled to any part of these payments.</p> <p>Signature Date</p>	

Form W-2G Certain Gambling Winnings 2012
Copy C For Winner's Records

This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

W-2G 2012

Instructions to Winner

Box 1. The Payer must furnish the Form W-2G to you if you receive:

- \$600 or more in gambling winnings and the payout is at least 300 times the amount of the wager (except winnings from bingo, keno and slot machines);
- \$1,200 or more in gambling winnings from bingo or slot machines;
- \$1,500 or more in proceeds (the amount of winnings less the amount of the wager) from keno; or
- Any gambling winnings subject to Federal income tax withholding.

Generally, report all gambling winnings on the "Other income" line of Form 1040. You can deduct gambling losses as an itemized deduction, but you cannot deduct more than your winnings. Keep an accurate record of your winnings and losses, and be able to prove those amounts with receipts, tickets, statements, or similar items that you have saved.

Box 2. Any Federal income tax withheld on these winnings is shown in this box. Federal income tax must be withheld at the rate of 25% on certain winnings less the wager.

If you did not provide your social security number to the payer, the amount in this box may be backup withholding at a 28% rate.

Include the amount shown in box 2 on your tax return as Federal Income Tax withheld.

Signature. You must sign Form W-2G if you are the only person entitled to the winnings and the winnings are subject to regular gambling withholding.

Other winners. Prepare Form 5754, Statement by person(s) Receiving Gambling Winnings, if another person is entitled to any part of these winnings.

1 Gross winnings	2 Federal income tax withheld
3 Type of wager	4 Date won
5 Transaction	6 Slots
7 Winnings from identical wagers	8 Cashier
PAYER's name, address and zip code	
Federal identification number Telephone number	
9 Winner's taxpayer I.D. Number	10 Window
11 First I.D.	12 Second I.D.
13 State-Payer's state ID number	14 State income tax withheld
WINNER's name and address	15 City income tax withheld
<p>Under penalties of perjury, I declare that, to the best of my knowledge and belief, the name, address, and taxpayer identification number that I have furnished correctly identify me as the recipient of this payment and any payments from identical wagers, and that no other person is entitled to any part of these payments.</p> <p>Signature Date</p>	

Form W-2G Certain Gambling Winnings 2012
Copy A For Internal Revenue Service Center

For privacy and paperwork reduction Act Notice and instructions for completing this form, see the 2004 instructions for Forms 1099, 1098, 5498 and W-2G. File with form 1040.

1 Gross winnings	2 Federal income tax withheld
3 Type of wager	4 Date won
5 Transaction	6 Slots
7 Winnings from identical wagers	8 Cashier
PAYER's name, address and zip code	
Federal identification number Telephone number	
9 Winner's taxpayer I.D. Number	10 Window
11 First I.D.	12 Second I.D.
13 State-Payer's state ID number	14 State income tax withheld
WINNER's name and address	15 City income tax withheld
<p>Under penalties of perjury, I declare that, to the best of my knowledge and belief, the name, address, and taxpayer identification number that I have furnished correctly identify me as the recipient of this payment and any payments from identical wagers, and that no other person is entitled to any part of these payments.</p> <p>Signature Date</p>	

Form W-2G Certain Gambling Winnings 2012
Copy D For Payer

For Privacy and Paperwork Reduction Act Notice and instructions for completing this form, see the 2004 instructions for Forms 1099, 1098, 5498, and W-2G.

Quapaw Tribal Gaming Agency



Date Received	4/25/12
Comments	
Reviewed By	Bm 4-27-12 JB 4.26.12
Approved	Tentative
Not Approved	Final

Policy and Procedure Submission

Policy Name and Number: Six Card Poker Policy #1100.31.01	Department: Table Games	Submission Date: 4/19/2012
Narrative Description: To establish policy and procedures for the conduct of Six Card Poker.		DCR/QTGA /Tracking: POLICIES & PROCEDURES DDA APPROVED MAY 23 2012

DCR Compliance Authorization

Signature: Stephanie Hardy 2551

Date: 4/18/12

Department Director Authorization

Signature: Robert S. Moe 621

Date: 4/19/12

General Manager Authorization

Signature: [Signature]

Date: 4/20/12

QTGA Authorization

Signature: [Signature]

Date: 4/30/12

Six Card Poker	Policy No: 1100.31.01	Issue Date: 4/30/2012
PURPOSE: To establish policy and procedures for the conduct of Six Card Poker.		

DCR Compliance – ITEM Tracking	Date
Issue Date	4/30/2012
Compliance Review	2/17/2012
QTGA Submission	3/1/2012
QTGA Return	3/8/2012
Compliance Review	3/19/2012
QTGA Submission	3/21/2012
QTGA Return	4/10/2012
Compliance Review	4/12/2012
QTGA Submission	4/12/2012
QTGA Return	4/18/2012
Compliance Review	4/18/2012
QTGA Submission	4/19/2012
GM Approval	4/20/2012
QTGA Approval	4/30/2012
DDA Approval	5/23/2012

Six Card Poker

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OPENING THE TABLE

1. After the Dealer arrives on their assigned game, the Pit Manager will retrieve the Lid Key and Shoe Box Key from the Pit Manager podium. The Pit Manager will unlock both the rack lid and the shoe box for the unopened game.
2. The Table Games Floor Supervisor or above will instruct the Dealer to pull the lid up from the chip rack. The Dealer will place the lid in the holder under the game.
3. The Table Games Floor Supervisor or above will take the opening count sheet from the tray and along with the Dealer verify that the number of chips in the rack confirm what is on the opening slip.
4. When both the Table Games Floor Supervisor or above and Dealer are satisfied that the count matches, they will both sign the opening slip with their name and badge number and the Dealer will drop the slip into the drop box. If the opening slip does not match the table rack, the Table Games Floor Supervisor or above will inform the Pit Manager.

CLOSING THE TABLE

1. After management makes a decision that a game is no longer needed for business purposes, the Pit Manager will inform the Dealer to “bring up their lid”. The Dealer then will retrieve the lid from underneath the table and place it in the middle of the table. The Dealer will drop in the drop box any ante amounts collected that are still in the rack.
2. The Table Games Floor Supervisor or above and Dealer will prepare a closing slip by counting all the chips in the table. The Table Games Floor Supervisor or above will mark on the closing slip the value amount of each denomination of chips. The Table Games Floor Supervisor or above and the Dealer then will sign the closing slip with name and badge number. Once the closing slip is complete, a Pit Manager will verify the closing slip to the table chip tray.
3. The Pit Manager will top sign the closing slip by placing their initials and badge number on the slip.
4. The Dealer will drop one copy of the closing slip into the drop box and a second copy will be placed into the chip tray.

CARDS: NUMBER OF DECKS

1. Six Card Poker shall be played with one 52 card deck of cards with backs of the same color, design, and one additional deck of cards of a different color in accordance with the procedures set forth in "*Shuffle of the Cards*" section below. Exception is provided in #2 below.
2. An automated card-shuffling device will be used at all Six Card Poker Tables. A second deck of cards will be used to play the game provided that:
 - a. Each deck of cards complies with the requirements of #1 above.
 - b. The backs of the cards in the two decks are of different color.
 - i. One deck is to be shuffled by the automated card shuffling device while the other deck is in use.
 - ii. Both decks are continuously alternated in and out of play, with each deck being used for every other round of play; and
 - iii. The cards from only one deck shall be placed in the discard rack at any given time.

OPENING OF THE TABLE FOR GAMING

1. After receiving a new deck of cards at the table in accordance with house procedures, the Table Games Floor Supervisor or above shall inspect the deck to insure that all cards are accounted for and then the Dealer shall inspect the cards.
2. The cards shall be turned face down on the table, mixed thoroughly by a "washing" of the cards and stacked. Once the cards have been stacked, they shall be shuffled in accordance with "*Shuffle of the Cards*" section described below.
3. All cards opened for use shall be changed at least once every four hours.

SHUFFLE OF THE CARDS – AUTOMATIC SHUFFLER

1. Immediately prior to the commencement of play and after each round of play has been completed, the Dealer shall riffle the cards once then strip the cards three or four times prior to being placed in the automated card shuffling device so that the cards are randomly intermixed. Upon completion of the shuffle, the Dealer or device shall place the deck of cards in a single stack; provided, however, that nothing in this section shall be deemed to prohibit the use of an automated card shuffling device which, upon completion of the shuffling of the cards, inserts the stack of cards directly into a dealing shoe.
2. After the cards have been shuffled and stacked, the Dealer shall deal or deliver the cards in accordance with the procedures set forth in *"Procedures for Dealing the Cards from any Automated Dealing Shoe"* as described below.

DEAD GAME

1. On open tables which have gone dead, the Dealer will spread the last deck in play and leave one in the discard rack.
2. When play resumes on the table, the Dealer will pick up the deck on the table, riffle once, and insert the deck in the shuffler. Then, take the deck that is in the discard rack, riffle it once, and insert it into the shuffler.

PROCEDURES FOR DEALING THE CARDS FROM AN AUTOMATED DEALING SHOE

1. The cards to be used to play Six Card Poker will be dealt from an automated dealing shoe which dispenses cards in stacks of six cards.
2. When dealing the cards from the shuffler, the following requirements shall be observed:
 - a. Once the *"Opening"* procedures have been completed, the cards shall be placed into the automated dealing shoe.
 - b. The Dealer shall then announce *"no more bets"* prior to the shoe dispensing any stacks of cards.
3. The Dealer shall deliver the first stack of cards dispensed by the automated dealing shoe face down to the player farthest to their left who has placed a wager. As the remaining

stacks are dispensed to the Dealer by the automated dealing shoe, the Dealer shall, move clockwise around the table, deliver a stack face down to each player who has placed a wager. The Dealer shall then deliver a stack of six cards face down to the designated spot for the placement of the Dealer's cards.

4. After each stack of six cards has been dispensed and delivered in accordance with this subsection, the Dealer shall remove the stub from the automated dealing shoe and place the cards in the discard rack without exposing the cards. Exception provided in #5 (irregularities) below.
5. NOTE: When the Dealer is delivering the stack of cards to the eligible player, the stack should be even with the "Aces Up" betting circle. Once the Dealer has dealt a stack to all eligible players and to the Dealer, the stub should be removed from the automated dealing shoe and placed in the discard rack without exposing the cards. Once the stub has been placed in the discard rack, the Dealer shall push each eligible player's stack back to the "Play" betting circle. Then, and only then, the player may look at their cards and act accordingly.
6. The shuffler contains a feature which counts each card in the deck and indicates whether or not fifty-two (52) cards are contained therein. The Dealer shall observe the device to ensure there is an accurate count.

RULES AND DEALING PROCEDURES

1. Six Card Poker is a table game with head-to-head play against the Dealer and also features an optional bonus and Bad Beat side bets. Players and the Dealer get six cards to make their best five-card poker hands.
2. To play against the Dealer, players make an Ante bet.
3. To play against the bonus paytables, players must make an Aces Up bet and/or a Bad Beat bet.
4. The Dealer, working clockwise from their left to right, gives each player and themselves a packet of six cards. The Dealer will turn his top three cards face-up.
5. Players look at their cards and must decide:
 - a. Fold and lose their Ante and Aces Up (if less than a pair of Aces) bets; or
 - b. Stay in the game by making a Play bet of 1x (times) their Ante.

6. When players fold, the Dealer will immediately collect their Antes and, if the player has less than a pair of Aces, he will take the Aces Up bet as well.
 - a. If players fold with a pair of Aces or better, the Dealer will pay that bet.
7. The Dealer then reveals their six cards and announces their best five card hand.
8. The Dealer qualifies with an Ace and a King. If the Dealer has less than an Ace and a King, they will refund each player's Ante bet. All other bets receive full action.
9. The Dealer then, working counter-clockwise from right to left, reconciles the action.
 - a. If the player beats the Dealer, the Ante (if Dealer qualifies) and Play bets pay 1 to 1.
 - b. If the Dealer beats the player, the Ante (if Dealer qualifies) and Play bets lose.
 - c. If the Dealer and the player tie, the Ante (if Dealer qualifies) and Play push.
10. A player wins the Aces Up bonus bet if they have a pair of Aces or better. The Dealer's hand has no effect on this bet.
11. A player wins the Bad Beat bonus if they and the Dealer get at least a pair of Aces and they do not tie each other. The Bad Beat is paid on the strength of the losing hand.
12. Note: Players win the Aces Up and Bad Beat bonus bets even if they fold.

RANKING OF HANDS

1. Hands are ranked from highest to lowest as follows:
 - a. ROYAL FLUSH
 - b. STRAIGHT FLUSH
 - c. FOUR OF A KIND
 - d. FULL HOUSE
 - e. THREE OF A KIND
 - f. FLUSH
 - g. STRAIGHT
 - h. TWO PAIR
 - i. PAIR
 - j. HIGH CARD
 - k. Note: Ace is high except in 4-3-2-Ace sequence.

PAYTABLES

Aces Up Paytables				
Hand	SCP-01	SCP-02	SCP-03	SCP-04
Royal Flush	500 to 1	500 to 1	500 to 1	500 to 1
Straight Flush	100 to 1	100 to 1	100 to 1	100 to 1
Four of a Kind	30 to 1	30 to 1	30 to 1	30 to 1
Full House	9 to 1	10 to 1	9 to 1	9 to 1
Flush	8 to 1	8 to 1	8 to 1	7 to 1
Straight	7 to 1	6 to 1	6 to 1	6 to 1
Three of a Kind	4 to 1	4 to 1	4 to 1	4 to 1
Two Pair	2 to 1	2 to 1	2 to 1	2 to 1
Pair of Aces	1 to 1	1 to 1	1 to 1	1 to 1
Expected hold:	20%	25%	28%	30%

Bad Beat Bonus

Hand	Pays
Straight Flush	10,000 to 1
Four of a Kind	5,000 to 1
Full House	500 to 1
Flush	200 to 1
Straight	100 to 1
Three of a Kind	35 to 1
Two Pair	10 to 1
Pair of Aces	9 to 1
House edge	18.36%

BAD BEAT BONUS

For any Bad Beat Bonus that would result in a payout of \$2,500 or more, Surveillance will be notified prior to the payout. The Table Games Shift Manager or above shall go to Surveillance to review the qualifying hand. Upon consensus that the qualifying hand is a legitimate Bad Beat, the cards are verified at the table and removed from the game and provided to QTGA for inspection.

IRREGULARITIES

1. A card that is found face up in the shoe or the deck while the cards are being dealt shall not be used in the game and shall be placed in the discard rack. If more than one card is found face up in the shoe or the deck during the dealing of the cards, all hands shall be void and the cards shall be reshuffled.
2. A card drawn in error without its face being exposed shall be used as though it was the next card from the shoe or the deck.
3. If any player or the Dealer is dealt an incorrect number of cards, all hands shall be void and the cards shall be reshuffled.
4. If one or more of the Dealer's cards is inadvertently exposed prior to the Dealer revealing their cards, all hands shall be void and the cards shall be reshuffled.
5. When an automated shuffler is being used and the device jams, stops shuffling during a shuffle, or fails to complete a shuffle cycle, the round of play shall be void, and the cards shall be reshuffled.
6. If an automated dealing shoe is being used and the device jams, stops dealing cards, or fails to deal all cards during a round of play, the round of play shall be void and the cards shall be removed from the device and reshuffled with any cards already dealt.
7. If the automated shuffler or automated dealing shoe is not working, it will be removed from the table and replaced with a new one. If a backup is not available, then the game is closed until a new automated shuffler or automated dealing shoe is available.
8. Management's decision is final.

Quapaw Tribal Gaming Agency



Date Received	5/14/12
Comments	
Reviewed By	MK 5/10/12 JB 5/15/12 DM 5/16/12 AKL
Approved	Tentative
Not Approved	Final

Policy and Procedure Submission

Policy Name and Number: <i>Table Games Activity Request Authorization Forms</i> <i>Policy #1100.33.01</i>	Department: Table Games	Submission Date: 5/10/2012
Narrative Description: To establish a policy and procedures to insure proper notification and authorization of gaming activity changes on the Casino floor related to Table Games.		DCR/QTGA /Tracking: POLICIES & PROCEDURES DDA APPROVED MAY 23 2012

DCR Compliance Authorization

Signature: Stephanie Hardy 2551

Date: 5/8/12

Department Director Authorization

Signature: Robert S. Moring 621

Date: 5/10/12

General Manager Authorization

Signature: [Signature]

Date: 5/14/12

QTGA Authorization

Signature: Barbara Cellini

Date: 5/15/12

Table Games Activity Request Authorization Forms	Policy No: 1100.33.01	Issue Date: 5/15/2012
PURPOSE: To establish a policy and procedures to insure proper notification and authorization of gaming activity changes on the Casino floor related to Table Games.		

DCR Compliance – ITEM Tracking	Date
Issue Date	5/15/2012
Compliance Review	4/12/2012
QTGA Submission	4/24/2012
QTGA Return	4/30/2012
Compliance Review	5/8/2012
QTGA Submission	5/10/2012
GM Approval	5/14/2012
QTGA Approval	5/15/2012
DDA Approval	5/23/2012

POLICY

It is Downstream Casino Resort (DCR) policy to obtain authorization and approval for changes to gaming activities on the casino floor by the Quapaw Tribal Gaming Agency (QTGA).

PROCEDURES

1. Game changes and table moves shall be approved by the QTGA ten days in advance of the planned activity.
2. The following activities would require a Table Games Activity Request Authorization (TGARA):
 - a. Table movement that affects camera coverage.
 - b. Table install, removal, or swap.
 - c. Table game change, including actual game change or different layout change.
3. The Table Games Department shall submit a TGARA (Pg.3) via e-mail or paper form to the (QTGA) Compliance Supervisor or designee for final approval ten days prior to the activity.
 - a. TGARA is PDF packaged and submitted to the following individuals via e-mail or paper form for pre-approval:

- i. Table Games Manager
- ii. Surveillance Director (required for the following):
 - a. Table movement that effects cameras
 - b. Table install, removal, or swap
 - c. Table Game change (actual game and layout changes)
- b. TGARA shall be submitted with a brief description of the activity.
- c. TGARA package is returned to the Table Games Manager via e-mail.
 - i. An approved TGARA with QTGA signatures continues the process.
 - ii. Unapproved TGARA's by QTGA are either re-evaluated and resubmitted or retired with no further action taken.
- d. Approved TGARA packages are distributed via e-mail or paper form to the following:
 - i. QTGA Compliance Supervisor
 - ii. Table Games Manager
 - iii. Table Games Shift Managers
 - iv. Security Director
 - v. Surveillance Director
 - vi. Income Audit Department
 - vii. DCR Compliance Department
 - viii. Facilities Department



Quapaw Tribal Gaming Agency Table Games Activity Request Authorization



TGARA shall be received by the QTGA 10 days prior to activity.

This is submitted to insure proper notification and to seek the authorization and/or approval for the described gaming activity. It is understood that the facility must obtain the approval of the QTGA prior to any activity and that this form shall be completed in a timely manner.

Incomplete forms will be sent back and the activity will be rescheduled.

(Please Print)

Requested by: _____ Title: _____

Proposed Activity Date & Time: _____ Facility: _____

Expected Completion Date: _____ Vendor: _____

Activity Performed By: _____

Description of Activity: (table number, game name, etc.)

Approval Routing and Initials of the following must be obtained before submission to QTGA

Action:

Comments

- ☐ Removal
- ☐ Relocation
- ☐ Installation
- ☐ Other as described

Approval:

☐ Table Games Manager _____

Notification:

Initials Date

☐ Surveillance

Initials Date

☐ Facilities

Initials Date

☐ Casino Compliance

Initials Date

Final Approval:

☐ Gaming Commission

Initials Date

Commission Action

Note: The TGARA shall be retained by the Compliance Department at the Gaming Agency
Copies may be distributed to the following parties for record retention upon request.

FINAL approval must be signed prior to activities taking place.

(1) Compliance Manager (2) General Manager (3) Table Games Department

Quapaw Tribal Gaming Agency



Date Received	4/25/12
Comments	
Reviewed By	Bm 4-27-12 JB 4/26/12 BKC 4/30/12
Approved	Tentative
Not Approved	Final

Policy and Procedure Submission

Policy Name and Number: <i>Three Card Poker</i> <i>Policy #1100.28.02</i>	Department: <i>Table Games</i>	Submission Date: <i>4/19/2012</i>
Narrative Description: <p>To establish policy and procedures for the conduct of Three Card Poker.</p> <p>This is a revision to policy #1100.28.01 and the revision is to include a Progressive Side Bet which is included on pages 11-14.</p>		DCR/QTGA /Tracking: <p>POLICIES & PROCEDURES DDA APPROVED MAY 23 2012</p>

DCR Compliance Authorization

Signature: Stephanie Hardy 2551

Date: 4/13/12

Department Director Authorization

Signature: Paul S. Moore 621

Date: 4/18/12

General Manager Authorization

Signature: [Signature]

Date: 4/20/12

QTGA Authorization

Signature: [Signature]

Date: 4/30/12

Three Card Poker	Policy No: 1100.28.02	Issue Date: 7/26/2010 Revised Date: 4/30/2012
PURPOSE: Establishment of procedures for the conduct of Three Card Poker.		

DCR Compliance – ITEM Tracking	Date
Issue Date	7/26/2010
Compliance Revisions Made	11/11/2009
QTGA Submission	11/12/2009
QTGA Final Approval	11/13/2009
GM Approval	11/12/2009
Compliance Revisions to Final	7/23/2010
QTGA Submission	7/23/2010
QTGA Approval	7/26/2010
GM Approval of Revisions to Final	7/23/2010
DDA Final Approval	8/12/2010
Compliance Revisions to policy #1100.28.01	2/2/2012
QTGA Submission	3/1/2012
QTGA Return	3/8/2012
Compliance Review	3/19/2012
QTGA Submission	4/19/2012
GM Approval	4/20/2012
QTGA Approval	4/30/2012
DDA Approval	5/23/2012

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OPENING AND CLOSING TABLE PROCEDURE

OPENING THE TABLE

1. After the Dealer arrives on their assigned game, the Pit Manager will retrieve the Lid Key and Shoe Box Key from the Pit Manager podium. The Pit Manager will unlock both the rack lid and the shoe box for the unopened game.
2. The Table Games Floor Supervisor or above will instruct the Dealer to pull the lid up from the chip rack. The Dealer will place the lid in the holder under the game.
3. The Table Games Floor Supervisor or above will take the opening count sheet from the tray and along with the Dealer verify that the number of chips in the rack match what is on the opening slip.
4. When both the Table Games Floor Supervisor or above and Dealer are satisfied that the count matches, they will both sign the opening slip with their name and badge number and the Dealer will drop the slip into the drop box. If the opening slip does not match the table rack, the Table Games Floor Supervisor or above will inform the Pit Manager.

CLOSING THE TABLE

1. After management makes a decision that a game is no longer needed for business purposes, the Pit Manager will inform the Dealer to “bring up their lid”. The Dealer then will retrieve the lid from underneath the table and place it in the middle of the table. The Dealer will drop in the drop box any ante amounts collected that are still in the rack.
2. The Table Games Floor Supervisor or above and Dealer will prepare a closing slip by counting all the chips in the table. The Table Games Floor Supervisor or above will mark on the closing slip the value amount of each denomination of chips. The Table Games Floor Supervisor or above and the Dealer then will sign the closing slip with name and badge number. Once the closing slip is complete, a Pit Manager will verify the closing slip to the table chip tray.
3. The Pit Manager will top sign the closing slip by placing his initials and badge number on the slip.
4. The Dealer will drop one copy of the closing slip into the drop box and a second copy will be placed into the chip tray.

DEFINITIONS

The following words and terms, when used shall have the following meanings unless the context clearly indicates otherwise:

1. "Ante wager" means the bet that a player may make prior to any cards being dealt in order to compete against the Dealer's hand in a round of play.
2. "Hand" means the three-card poker hand that is held by each player and the Dealer after the cards are dealt.
3. "Pair- plus" wager means the wager that a player is required to make prior to any cards being dealt in order to compete against a posted scale of payouts, regardless of the outcome of the player's hand against the Dealer.
4. "Play wager" means an additional wager, equal in value to his or her ante that a player must make if the player opts to remain in competition against the Dealer after the player reviews his or her hand.
5. "Round of play" means one complete cycle of play during which all wagers have been placed, all cards have been dealt and all remaining wagers have been paid off or collected in accordance with this subchapter.
6. "Stub" means the remaining portion of the deck after all cards in the round of play have been dealt or delivered.
7. "Suit" means one of the four categories of cards: clubs, diamonds, hearts, or spades.

CARDS: NUMBER OF DECKS

1. Except as provided in (2) below, Three Card Poker shall be played with one 52 card deck of cards with backs of the same color and design and one additional solid yellow or green card to be used in accordance with the procedures set forth in "*Shuffle of the Cards*".
2. An automated card-shuffling device will be used at all Three Card Poker Tables. A second deck of cards will be used to play the game provided that:
 - a. Each deck of cards complies with the requirements of (1) above.
 - b. The backs of the cards in the two decks are of different color.

- i. One deck is being shuffled by the automated card shuffling device while the other deck is being dealt or used to play the game.
- ii. Both decks are continuously alternated in and out of play, with each deck being used for every other round of play; and
- iii. The cards from only one deck shall be placed in the discard rack at any given time.

OPENING OF THE TABLE FOR GAMING

1. After receiving a new deck of cards at the table in accordance with house procedures, the Table Games Floor Supervisor or above shall inspect the deck to insure that all cards are accounted for, then the Dealer shall inspect the cards.
2. The cards shall be turned face down on the table, mixed thoroughly by a "washing" of the cards and stacked. Once the cards have been stacked, they shall be shuffled in accordance with "*Shuffle of the Cards*" section described below.
3. All cards opened for use shall be changed at least once every four hours.

SHUFFLE OF THE CARDS – HAND SHUFFLE

1. When breaking in a new deck, the cards must be washed thoroughly. Bets must be taken off the betting areas to allow room to do this. If a deck is ever sorted, or partially sorted (i.e., when making premium payout to verify the deck), then same procedure must apply. In the event of a malfunction of the automatic shuffler, the Dealer may be required to manually shuffle the cards until the shuffler can be repaired or replaced. To insure consistency of how we shuffle the cards, as well as a good random mix, the following procedures will be adhered to:
2. As the Dealer is shuffling the deck every hand, it may not be necessary to call "*shuffle*" before shuffling each deck.
3. The shuffle is as follows:
 - a. The deck will be riffled twice
 - b. The deck will be stripped once (3 strips)
 - c. The cards will be riffled once more
 - d. The Dealer cuts the deck once, in a forward motion, onto the cut card

4. Players NEVER cut the cards.
5. The Dealer will always attempt to cut the deck as close to the middle as possible.

SHUFFLE OF THE CARDS – AUTOMATIC SHUFFLER

1. Immediately prior to the commencement of play and after each round of play has been completed, the Dealer shall riffle the cards once then strip the cards three or four times prior to being placed in the automated card shuffling device so that the cards are randomly intermixed. Upon completion of the shuffle, the Dealer or device shall place the deck of cards in a single stack; provided, however, that nothing in this section shall be deemed to prohibit the use of an automated card shuffling device which, upon completion of the shuffling of the cards, inserts the stack of cards directly into a dealing shoe.
2. After the cards have been shuffled and stacked, the Dealer shall deal or deliver the cards in accordance with the procedures set forth in *"Procedures for Dealing the Cards from any Automated Dealing Shoe"* as described below.

DEAD GAME

1. On open tables which have gone dead, the Dealer will spread the last deck in play and leave one in the discard rack.
2. When play resumes on the table, the Dealer will pick up the deck on the table, riffle once, and insert the deck in the shuffler. Then, take the deck that is in the discard rack, riffle it once, and insert it into the shuffler.

PROCEDURES FOR DEALING THE CARDS FROM AN AUTOMATED DEALING SHOE

1. The cards to be used to play Three Card Poker will be dealt from an automated dealing shoe which dispenses cards in stacks of three cards.
2. When dealing the cards from the shuffler, the following requirements shall be observed:
 - a. Once the *"Opening"* procedures have been completed, the cards shall be placed into the automated dealing shoe.
 - b. The Dealer shall then announce *"no more bets"* prior to the shoe dispensing any stacks of cards.

3. The Dealer shall deliver the first stack of cards dispensed by the automated dealing shoe face down to the player farthest to his or her left who has placed a wager. As the remaining stacks are dispensed to the Dealer by the automated dealing shoe, the Dealer shall, moving clockwise around the table, deliver a stack face down to each player who has placed a wager. The Dealer shall then deliver a stack of three cards face down to the designated spot for the placement of the Dealer's cards.
4. After each stack of three cards has been dispensed and delivered in accordance with this subsection, the Dealer shall remove the stub from the automated dealing shoe and except as provided in #5 (irregularities) below, place the cards in the discard rack without exposing the cards.
5. NOTE: When the Dealer is delivering the stack of cards to the eligible player, the stack should be even with the "Pair Plus" betting circle. Once the Dealer has dealt a stack to all eligible players and to the Dealer, the stub should be removed from the automated dealing shoe and placed in the discard rack without exposing the cards. Once the stub has been placed in the discard rack, the Dealer shall push each eligible player's stack back to the "Play" betting circle. Then, and only then, the player may look at their cards and act accordingly.
6. The shuffler contains a feature which counts each card in the deck and indicates whether or not fifty-two (52) cards are contained therein. The Dealer shall observe the device to ensure there is an accurate count.

WAGERS

1. The following wagers may be placed in the game of Three Card Poker:
 - a. A player may compete solely against the Dealer by placing an "Ante" wager in an amount within the posted minimum and maximum wagers and then placing a "Play" wager in an equal amount; call bets are not allowed.
 - b. A player may compete solely against a posted payout ledger, placing a "Pair Plus" wager which may be in any amount within the posted minimum and maximum wagers.
 - c. A player may compete against both the Dealer and the posted pay out ledger by placing wagers in accordance with the requirements of (a) and (b) above. The "Pair Plus" wager may not exceed the "Ante" wager, however it may be smaller than the "Ante" wager as long as it meets the table minimum.

2. All wagers at Three Card Poker shall be made by placing gaming chips or cheques on the appropriate betting areas of the table layout. A verbal wager accompanied by cash shall not be accepted.
3. The Dealer will count the number of bets placed in the circles. Each bet will be considered a hand played for the upcoming round. The Dealer will then multiply the number of hands that will be played by the ante amount designated by the Authority.
4. The Dealer will take out of the rack the appropriate amount of cheques to satisfy the ante amount above. The Dealer will then place these checks into the left most tube of the chip tray. Once the ante amounts equal \$25 or more in the left most chip tray, the Dealer will announce "CHANGE ANTE" in a clear and loud voice. The Dealer will take the chips from the ante tube and place and run down the cheques in front of the chip tray. The Dealer will then take out one \$25 chip from the chip tray and place the chip in front of the chip tray to the right side of the chips that made up the ante amount. The Dealer will drop the \$25 chip into the drop box and then place the ante amount of chips back into the chip tray accordingly. The only cheques allowed to be dropped into the drop box will be for accumulated ante.
5. Only players who are seated at a Three Card Poker table may wager at the game. Once a player has placed a wager and received cards, that player shall remain seated until the completion of the round of play.
6. All ante wagers and pair plus wagers shall be placed prior to the Dealer announcing "No more bets" in accordance with the dealing procedures described in these procedures. No wager shall be made, increased or withdrawn after the Dealer has announced "No more bets". All play wagers shall be placed in accordance with the *"Procedures for Completion each Round of Play"* described below.

PROCEDURES FOR COMPLETION OF EACH ROUND OF PLAY

1. After the dealing procedures have been completed, each player shall examine his or her cards. Each player who wagers at Three Card Poker shall be responsible for his or her own hand and no person other than the Dealer and the player to whom the cards were dealt may touch the cards of that player.
2. NOTE: It is acceptable for a player to look at their cards with two hands, as long as the player doesn't cover over half of the cards and the player keeps their cards in the playing area of the table.
3. After examination of his or her cards, each player who has placed an ante wager shall have the option to either make a play wager in an amount equal to the player's ante wager or forfeit the ante wager and end his or her participation in the round of play.

The Dealer shall offer this option to each player, starting with the player farthest to the left of the Dealer and moving clockwise around the table in order. If a player has placed an ante wager and a pair plus wager but does not make a play wager, the player shall forfeit the ante wager and the pair plus wager. After each player has either placed a wager on the table in the play wager area or forfeited his or her wager and hand, the Dealer shall collect all forfeited wagers and associated cards, placing the cards face up on the layout. Once the cards are verified, the Dealer will place the cards in the discard rack. The Dealer shall then reveal the Dealer's cards and place the cards so as to form the highest possible ranking hand. The Dealer shall then, starting with the player farthest to the Dealer's right whose hand is still active, reveal the three-card hand of each player.

4. NOTE: The Dealer shall reveal the player's hand by spreading the cards starting from the player and back to the Dealer with at least 2/3 of each card showing. After exposing the hand, the Dealer shall arrange the hand in order from highest to lowest starting from the player and back to the Dealer. The hand should be revealed just to the Dealer's right of the betting circles of the hand being revealed.
5. Each hand will be settled by the Dealer starting from his right by taking or paying or pushing each bet. After the bet has been settled, the Dealer will pick up the cards for the hand just settled and place the cards in the discard rack.
6. All cards collected by the Dealer shall be picked up in order and placed in the discard rack in such a way that they can be readily arranged to reconstruct each hand in the event of a question or dispute.

THREE CARD POKER RANKINGS

1. The rank of the cards used in Three Card Poker, in order of highest to the lowest rank, shall be: ace, king, queen, jack, 10, 9, 8, 7, 6, 5, 4, 3, and 2. All suits shall be considered equal in rank. Notwithstanding the foregoing, an ace may be used to complete a "straight flush" or a "straight" with a two and three.
2. The permissible poker hands in the game of Three Card Poker, in order of highest to lowest rank, shall be:
 - a. "Straight flush" is a hand consisting of three cards of the same suit consecutive ranking; with ace, king, and queen being the highest straight flush and three, two, and ace being the lowest ranking straight flush.
 - b. "Three-of-a-kind" is a hand consisting of three cards of the same rank, regardless of suit, with three aces being the highest ranking three-of-a-kind and three twos being the lowest ranking three-of-a-kind.

- c. "Straight" is a hand consisting of three cards of consecutive rank, regardless of suit, with ace, king, and queen being the highest ranking straight and three, two, and ace being the lowest ranking straight.
 - d. "Flush" is a hand consisting of three cards of the same suit, regardless of rank.
 - e. "Pair" is a hand consisting of two cards of the same rank, regardless of suit, with aces being the highest ranking pair and two two's being the lowest ranking pair.
3. When comparing two hands that are of identical hand rank, the hand that contains the best ranking card, as provided above, shall be considered the higher ranking hand. If the hands are of identical rank, the hands shall be considered a push.

PAYOUT ODDS

1. The payout odds are as follows:
- a. A player in competition against the Dealer shall be paid 1 to 1 on both the ante wager and the play wager if the player's hand is ranked higher than the Dealer's hand. If the Dealer does not hold a hand with a "*queen high or better*" rank, the ante wager shall automatically be paid 1 to 1 and the play wager shall be returned to the player.
 - b. A player placing a pair plus wager shall be paid in accordance with the following payout ledger.

PAY-TABLE

	<i>ANTE</i>	<i>PLAY*</i>	<i>ANTE BONUS</i>	<i>PAIR PLUS</i>
QUEEN OR BETTER	1 to 1	1 to 1		
PAIR	1 to 1	1 to 1	-----	1 to 1
FLUSH**	1 to 1	1 to 1	-----	3 to 1
STRAIGHT	1 to 1	1 to 1	1 to 1	6 to 1
THREE OF A KIND	1 to 1	1 to 1	4 to 1	30 to 1
STRAIGHT FLUSH	1 to 1	1 to 1	5 to 1	40 to 1

ALTERNATE PAY-TABLE

	ANTE	PLAY*	ANTE BONUS	PAIR PLUS
QUEEN OR BETTER	1 to 1	1 to 1		
PAIR	1 to 1	1 to 1	-----	1 to 1
FLUSH**	1 to 1	1 to 1	-----	3 to 1
STRAIGHT	1 to 1	1 to 1	1 to 1	6 to 1
THREE OF A KIND	1 to 1	1 to 1	5 to 1	33 to 1
STRAIGHT FLUSH	1 to 1	1 to 1	6 to 1	35 to 1

2. "Play" bet is paid only if Dealer qualifies with a Queen or better and the player's hand ranks higher than the Dealer's.
3. ** Unlike five card poker, a straight is a higher hand than a flush due to the mathematic combinations.

PROGRESSIVE SIDE BET

1. Three Card Poker Progressive is an optional progressive side bet.
2. The bet considers the best hand possible among all the player's cards.
3. Sample Paytable below:

Hand	Paytable 1*	Paytable 2*	Envy (both paytables)
AKQ Spades	100%	100%	\$100
AKQ Hearts/Diamonds/Clubs	500 for 1	500 for 1	\$25
Straight Flush	70 for 1	100 for 1	
Three of a Kind	60 for 1	90 for 1	
Straight	6 for 1	n/a	
*Original Wager is NOT Returned			
Seed amount**	\$1,000	\$1,000	
House advantage	22.33%	22.85%	
Hit frequency	3.72%	0.45%	
Probability of top payout	22,100 to 1	22,100 to 1	
Top payout average**	\$4,000	\$5,000	
**Reflects a \$1 wager. All numbers multiply up for a larger wager.			

4. The meter will be reseeded when the 100% award hits. The cost of the reseed has been factored in to Downstream Casino Resort's mathematical advantage.

5. To begin each round, players must make their regular game's wager. They may optionally place any side bet wagers and the progressive wager. Players must place the progressive wagers on the sensor in front of their betting position. The sensor will light up.
6. Once all players place their bets, the Dealer will press "COIN IN" on the keypad. The sensors will then light up, indicating a progressive wager. The Dealer will then remove all progressive bets from the table and place them in the chip rack.
7. The Dealer then follows house procedures for dealing the regular game.
8. The Dealer reconciles the standard wager, side bet wager, and progressive wagers at the same time. Follow the procedure in the next section for reconciling percentage pays from the progressive meter.
9. Progressive winners:
 - a. The percentage pays are paid from the progressive jackpot shown on the progressive meter.
 - b. Other hands are paid from the tray; they do not come off the meter.
 - c. In the event more than one progressive meter pay hits during the same round, see Appendix A attached for resolution of the progressive hands.
 - d. When a player has a progressive winner, the Dealer shall press the appropriate hand button on the keypad. (If the hand button is pressed by accident, pressing it again will turn it off.)
 - e. The Dealer shall then contact a Table Games Floor Supervisor or above.
 - f. The Table Games Floor Supervisor or above shall contact Surveillance to verify the progressive win. Once the progressive win is verified, the Pit Manager or above shall insert the key and rotate it to "JPH" and then press "J-pot" button. This records the win onto the Game Manager. Policy #1100.30.01 "Progressive Jackpot Payouts" is then followed for paying the progressive win. (Reviewing the monitor connected to the Game Manager will show the prize amount to be paid, and pressing the "money bag" icon will print a win page, which can be used to help record the payout for accounting.)
 - g. Returning the key to the "Run" position will restore normal operation of the table and adjust the meter appropriately for the prize won.

- h. When the Dealer reconciles all action, he presses "Game Over." This resets the system to begin the next hand.
- i. Once the "J-pot" button is pressed, the prize is logged into Game Manager. If the progressive pay needs to be backed out at this point, the award will need to be manually backed out using the Game Manager manual adjustment feature.

10. Envy Bonus:

- a. A player making the progressive side wager also qualifies to win an envy payout. If another player at the table hits a hand associated with an envy pay, all other players who made the progressive side bet win the envy pay. The player hitting the hand receives the normal prize pay only, but does NOT receive the envy pay.
Rule of thumb: You can't win an envy bonus pay from yourself or the Dealer.
- b. If a player's hand triggers an envy payout, the Dealer will leave the hand face-up on the layout; otherwise, the Dealer will lock up the cards. The Dealer will then move on to the next player.
- c. The Dealer pays any Envy Bonuses at the end of the round. In the event that more than one player is involved in a qualifying envy pay, then all players win multiple envy payouts.

IRREGULARITIES

- 1. A card that is found face up in the shoe or the deck while the cards are being dealt shall not be used in the game and shall be placed in the discard rack. If more than one card is found face up in the shoe or the deck during the dealing of the cards, all hands shall be void and the cards shall be reshuffled.
- 2. A card drawn in error without its face being exposed shall be used as though it was the next card from the shoe or the deck.
- 3. If any player or the Dealer is dealt an incorrect number of cards, all hands shall be void and the cards shall be reshuffled.
- 4. An exposed card does not constitute a misdeal. The Dealer will turn the card over and continue to deal.
- 5. EXCEPTION: If one or more of the Dealer's cards is inadvertently exposed prior to the Dealer revealing his or her cards as described above, all hands shall be void and the cards shall be reshuffled.

6. If an automated dealing shoe is being used and the device jams, stops dealing cards, or fails to deal all cards during a round of play, the round of play shall be void and the cards shall be removed from the device and reshuffled with any cards already dealt.
7. Management's decision is final.

Quapaw Tribal Gaming Agency



Date Received	4/25/12
Comments	
Reviewed By	BM 4-27-12 JB 4.26.12
Approved	Tentative
Not Approved	Final

Policy and Procedure Submission

Policy Name and Number: <i>Ultimate Texas Holdem</i> <i>Policy #1100.02.03</i>	Department: <i>Table Games</i>	Submission Date: 4/19/2012
Narrative Description: <p>Establish policy and procedures for the conduct of the Ultimate Texas Holdem.</p> <p>This is a revision to #1100.02.02 and the revision is to include a Progressive Side Bet which is included on pages 8-9.</p>		DCR/QTGA Tracking: <p>POLICIES & PROCEDURES DDA APPROVED MAY 23 2012</p>

DCR Compliance Authorization

Signature: Stephanie Hardy 2551

Date: 4/13/12

Department Director Authorization

Signature: Ruth S. Mandy 621

Date: 4/18/12

General Manager Authorization

Signature: Steve Jones

Date: 4/20/12

QTGA Authorization

Signature: Barbara Collins

Date: 4/30/12

Ultimate Texas Holdem	Policy No: 1100.02.03	Issue Date: 10/21/2011 Revised Date: 4/30/2012
PURPOSE: Establish policy and procedures for the conduct of the Ultimate Texas Holdem.		

DCR Compliance – ITEM Tracking	Date
Issue Date	10/21/2011
Revisions to #1100.02.01	8/24/2011
QTGA Submission	8/26/2011
QTGA Return	9/8/2011
Compliance Review	9/13/2011
QTGA Submission	9/22/2011
QTGA Final Approval	10/21/2011
GM Approval	9/22/2011
DDA Approval	11/1/2011
Revisions to policy #1100.02.02	2/2/2012
QTGA Submission	3/1/2012
QTGA Return	3/8/2012
Compliance Review	3/19/2012
QTGA Submission	4/19/2012
GM Approval	4/20/2012
QTGA Approval	4/30/2012
DDA Approval	5/23/2012

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OPENING TABLE PROCEDURE

OPENING THE TABLE

1. After the Dealer arrives on their assigned game, the Pit Manager will retrieve the Lid Key from the Pit Manager podium. The Pit Manager will unlock the rack lid for the unopened game.
2. The Table Games Floor Supervisor or above will instruct the Dealer to pull the lid up from the chip rack. The Dealer will place the lid in the holder under the game.
3. The Table Games Floor Supervisor or above will take the opening count sheet from the tray and along with the Dealer verify that the number of chips in the rack match what is on the opening slip.
4. When both the Table Games Floor Supervisor or above and Dealer are satisfied that the count matches, they will both sign the opening slip with their name and badge number and the Dealer will drop the slip into the drop box. If the opening slip does not match the table rack, the Table Games Floor Supervisor or above will inform the Pit Manager.

CLOSING THE TABLE

1. After management makes a decision that a game is no longer needed for business purposes, the Pit Manager will inform the Dealer to “bring up their lid”. The Dealer will retrieve the lid from underneath the table and place it in the middle of the table. The Dealer will drop in the drop box any ante amounts collected that are still in the rack.
2. The Table Games Floor Supervisor or above and Dealer will prepare a closing slip by counting all the chips in the table. The Table Games Floor Supervisor or above will mark on the closing slip the value amount of each denomination of chips. The Table Games Floor Supervisor or above and the Dealer will sign the closing slip with name and badge number. Once the closing slip is complete, a Pit Manager will verify the closing slip to the table chip tray.
3. The Pit Manager will then sign the top of the closing slip by placing his/her initials and badge number on the slip to indicate the verification took place.
4. The Dealer will drop one copy of the closing slip into the drop box and a second copy will be placed into the chip tray.

OPENING SHUFFLE AND WASH

1. The Dealer and Table Games Floor Supervisor or above will visually inspect all the cards front and back and then the Dealer will begin the opening shuffle in accordance to the following procedure:
 - a. The Dealer must announce "SHUFFLE" in a loud and clear voice and wait for acknowledgement from a Table Games Floor Supervisor or above before proceeding.
 - b. A Table Games Floor Supervisor or above will authorize the Dealer to begin by repeating "SHUFFLE." If possible, that Table Games Floor Supervisor or above should observe the Dealer's shuffle in its entirety.
 - c. The Dealer will pick up each deck individually and place that deck face down in the center of the layout. The Dealer will then divide the deck in half and riffle once and place that just riffled deck in the discard holder face down. The Dealer will take the second deck and repeat same process again. This process will continue until both decks have been riffled and placed in the discard rack.
 - d. If the shuffle machine is malfunctioning or not available, then only one deck will be used for play and the Dealer will follow the same procedure above except only one deck will be prepared.
 - e. The Dealer will then remove one deck from the discard holder and spread the deck face down in a horizontal fan-shape and mix thoroughly by "washing" the cards to ensure a good mix. The Dealer will re-stack those "washed" cards and place the deck on the Dealer's right between the drop slot and the discard rack.
 - f. The Dealer will repeat the process with the remaining deck. However, the Dealer will now place the first deck which has already been washed in the discard rack before he begins the wash on the remaining deck.
 - g. The Dealer will return all cards to the discard rack once the full wash (both decks) has been completed. The Dealer will now be ready to begin the regular shuffle.
 - h. The Dealer will shuffle the cards according to the house shuffle.
 - i. The manual shuffle consists of the Dealer riffling the cards twice, then the Dealer will strip the cards and then there will be one final riffle. Then the deck will be cut in half by the Dealer. The remaining portion of the deck will be placed on top of the cut half of the cards.

- j. Once all cards have been shuffled, one deck will be placed in shuffler machine for play to commence.
- k. If a shuffle machine is not available or on the table, the Dealer will use the house shuffle to commence play.

PROCEDURES FOR DEALING CARDS FROM AN AUTOMATIC SHUFFLER

1. The cards shall be riffled once then stripped 3 times prior to being placed in the automated shuffler.
2. The Dealer shall deliver the first stack of cards (which will consist of 5 cards) dispensed by the automated shuffler face down to the middle of the table. The Dealer will spread these cards verifying that there are 5 cards, and then the Dealer will stack and square up these cards in the middle of the table. These 5 cards are the community cards. The Dealer will now deal each player their two cards starting from the Dealer's left working towards the right. The player's cards will be dealt face down, next to the trips bet and spread so it can be verified that they have two cards. After each player is delivered their 2 cards, the Dealer will then be dealt his/her two cards, which will be spread to verify, then stacked and squared up in front of the Dealer. After all of the above has been completed, the Dealer will then push the players' cards back to the players, at which time they may now pick up their cards.

DEAD GAME

1. On open tables which have gone dead, the Dealer will spread the last deck in play and leave the already shuffled deck in the shuffler. If no shuffle machine is available, the deck will be spread on the table. When play resumes on the table, the Dealer will pick up the deck on the table and insert the deck in the shuffler. Play starts with shuffled deck in shuffler.

OVERVIEW

1. Ultimate Texas Hold'em features head-to-head play against the Dealer and an optional bonus bet. A hand Ante will be collected prior to the start of each and every hand. Players and the Dealer each receive two cards. They combine them with five community cards to make their best five-card hand.
2. Ultimate Texas Hold'em lets players bet aggressively. The earlier they bet, the more they can risk-and win. If players bet pre-flop, they may risk 3x or 4x their Ante. If they bet on the flop, they may bet 2x their ante. And if they wait until the river, when all community cards are out, they may only bet 1x their Ante.

3. This game also features an optional bet, the Trips Bonus. Players win the Trips Bonus if their final five-card hand is three of a kind or higher. Odds are printed on the layout.

DEALING PROCEDURES

1. The Dealer will count the number of bets placed in the circles. Each bet will be considered a hand played for the upcoming round. The Dealer will then multiply the number of hands that will be played by the ante amount designated by the Authority.
2. The Dealer will take out of the rack the appropriate amount of cheques to satisfy the ante amount above. The Dealer will then place these checks onto the layout to provide to Surveillance the amount and then moved to the left most tube of the chip tray. Once the ante amounts equal \$25 or more in the left most chip tray, the Dealer will announce "CHANGE ANTE" in a clear and loud voice. The Dealer will take the chips from the ante tube and place and run down the cheques in front of the chip tray. The Dealer will then take out one \$25 chip from the chip tray and place the chip in front of the chip tray to the right side of the chips that made up the ante amount. The Dealer will drop the \$25 chip into the drop box and then place the ante amount of chips back into the chip tray accordingly. The only cheques allowed to be dropped into the drop box will be for accumulated antes.
3. To begin the game, player must make equal bets on Ante and Blind. They may also make a Trips bet.
4. Working from left to right, the Dealer gives each player and themselves two starting cards face-down.
5. Players now have a choice: Check (do nothing) or make a play bet of 3x or 4x their Ante. Once players bet, they cannot bet again and they cannot change their bet.
6. The Dealer will then place the first three community cards (the flop) face-up on the layout.
7. Players that have not yet made a play bet have a choice: Check or make a play bet of 2x their Ante.
8. The Dealer then places the final two community cards (the turn and river) face-up on the layout.
9. Players that have not yet made a play bet have a choice: Fold or make a play bet of 1x their Ante. All folded hands will be collected by the Dealer and placed in the discard rack.

10. The Dealer then reveals their two hole cards and announces their five-card hand.
11. The Dealer needs a pair to qualify.
12. **CAUTION:** Ultimate Texas Hold'em handles qualifying differently than other games. When the Dealer doesn't qualify, it is not an automatic win for the player. The Dealer, working from right to left, refunds each player's Ante bet. He does this before looking at any of the player's hands. Then, again working right to left, resolves the action normally (see above).
 - a. Note: If the player has three of a kind or better, they always win the trips bet even if they fold.

WHEN THE DEALER QUALIFIES

1. Working from right to left, the Dealer combines each player's hole cards with community cards to make the best five-card hand.
2. If the player's hand beats the Dealer's hand, the Play and Ante bets win even money. If the player's hand loses to the Dealer, the Play, Ante and Blind bets lose. When the hands tie, the Play, Ante and Blind bets push.
3. The Blind bet wins when the player wins with a straight or higher. See pay table for odds. If the player wins with less than a straight, the Blind pushes. The trips bet wins if the player has three of a kind or better. See pay table for odds.

WHEN THE DEALER DOES NOT QUALIFY

1. The Dealer will push back the player's Ante and continue with the hand.
2. Working from right to left, the Dealer combines each player's hole cards with community cards to make the best five-card hand.
3. If the player's hand beats the Dealers, the Play bet wins even money. If the player's hand loses to the Dealer, the Play and Blind bets lose. When the hands tie, the Play and Blind bets push.
4. The Blind bet wins when the player wins with a straight or higher. See pay table for odds. If the player wins with less than a straight, the Blind pushes. The trips bet wins if the player has three of a kind or better. See pay table for odds.

PAYTABLES

	UTH-01		UTH-02		UTH-03		UTH-04	
Hand	Trips Bonus	Blind	Trips Bonus	Blind	Trips Bonus	Blind	Trips Bonus	Blind
Royal flush	50 to 1	500 to 1	50 to 1	500 to 1	50 to 1	500 to 1	50 to 1	500 to 1
Straight flush	40 to 1	50 to 1	40 to 1	50 to 1	40 to 1	50 to 1	40 to 1	50 to 1
Four of a kind	30 to 1	10 to 1	30 to 1	10 to 1	30 to 1	10 to 1	20 to 1	10 to 1
Full house	9 to 1	3 to 1	8 to 1	3 to 1	8 to 1	3 to 1	7 to 1	3 to 1
Flush	7 to 1	3 to 2	6 to 1	3 to 2	7 to 1	3 to 2	6 to 1	3 to 2
Straight	4 to 1	1 to 1	5 to 1	1 to 1	4 to 1	1 to 1	5 to 1	1 to 1
Three of a kind	3 to 1		3 to 1		3 to 1		3 to 1	
	0.90%	0.84% *	1.90%	0.84% *	3.50%	0.84% *	6.18%	0.84% *

	UTH-05 (WA card rooms)		UTH-06 (WA card rooms)		UTH-07 (WA card rooms)		UTH-08 (WA card rooms)	
Hand	Trips Bonus	Blind	Trips Bonus	Blind	Trips Bonus	Blind	Trips Bonus	Blind
Royal flush	50 to 1	1 to 1	50 to 1	1 to 1	500 to 1	1 to 1	500 to 1	1 to 1
Straight flush	40 to 1	1 to 1	40 to 1	1 to 1	100 to 1	1 to 1	100 to 1	1 to 1
Four of a kind	30 to 1	1 to 1	30 to 1	1 to 1	50 to 1	1 to 1	40 to 1	1 to 1
Full house	8 to 1	1 to 1	8 to 1	1 to 1	7 to 1	1 to 1	7 to 1	1 to 1
Flush	6 to 1	1 to 1	7 to 1	1 to 1	6 to 1	1 to 1	6 to 1	1 to 1
Straight	5 to 1	1 to 1	4 to 1	1 to 1	4 to 1	1 to 1	4 to 1	1 to 1
Three of a kind	3 to 1	1 to 1	3 to 1	1 to 1	3 to 1	1 to 1	3 to 1	1 to 1
	1.90%	0.84% *	3.50%	0.84% *	2.63%	0.84% *	4.31%	0.84% *

PROGRESSIVE SIDE BET

1. Ultimate Texas Hold 'Em Progressive is an optional progressive side bet.
2. The bet considers the best hand possible among all the player's cards.
3. Sample Paytable below:

Hand	Pays*
Royal Flush – First 5 Cards	100%
Royal Flush – First 7 Cards	5%
Community Royal Flush	3,000 for 1
Straight Flush	250 for 1
4 of a Kind	100 for 1
Full House	10 for 1
*Original Wager is NOT Returned	
Seed amount**	\$5,000
House advantage	23%
Hit frequency	2.80%
Probability of top payout	650,000 to 1
Top payout average**	\$92,000
**Reflects a \$1 wager. All numbers multiply up for a larger wager.	

4. The top two percentage pays from the paytable require that at least one card from the player's two hole cards make up the royal flush. The Community Royal Flush is comprised only of the 5 community up-cards. All other winning hands can be comprised of any 5 cards, either all community or including the player's cards.
5. The meter will be reseeded when the 100% award hits. The cost of the reseed has been factored in to Downstream Casino Resort's mathematical advantage.

6. To begin each round, players must make their regular game's wager. They may optionally place any side bet wagers and the progressive wager. Players must place the progressive wagers on the sensor in front of their betting position. The sensor will light up.
7. Once all players place their bets, the Dealer will press "COIN IN" on the keypad. The sensors will then light up, indicating a progressive wager. The Dealer will then remove all progressive bets from the table and place them back in the chip rack.
8. The Dealer then follows house procedures for dealing the regular game.
9. The Dealer reconciles the standard wager, side bet wager, and progressive wagers at the same time. Follow the procedure in the next section for reconciling percentage pays from the progressive meter.
10. Progressive winners:
 - a. The percentage pays are paid from the progressive jackpot shown on the progressive meter.
 - b. Other hands are paid from the tray; they do not come off the meter.
 - c. When a player has a progressive winner, the Dealer shall press the appropriate hand button on the keypad. (If the hand button is pressed by accident, pressing it again will turn it off.)
 - d. The Dealer shall then contact a Table Games Floor Supervisor or above.
 - e. The Table Games Floor Supervisor or above shall call Surveillance to verify the progressive win. Once the progressive win is verified, the Pit Manager or above shall insert the key and rotate it to "JPH" and then press "J-pot" button. This records the win onto the Game Manager. Policy #1100.30.01, Progressive Jackpot Payouts must be followed when paying the progressive win. (Reviewing the monitor connected to the Game Manager will show the prize amount to be paid, and pressing the "money bag" icon will print a win page, which can be used to help record the payout for accounting.)
 - f. Returning the key to the "Run" position will restore normal operation of the table and adjust the meter appropriately for the prize won.
 - g. When the Dealer reconciles all action, they will press "Game Over." This resets the system to begin the next hand.
 - h. Once the "J-pot" button is pressed, the prize is logged into Game Manager. If the progressive pay needs to be backed out at this point, the award will need to be manually backed out using the Game Manager manual adjustment feature.