



**POLICIES AND PROCEDURES**

**3 CARD POKER**

**EFFECTIVE DATE: 03/06**

### GENERAL POLICIES

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

#### MEN'S PANTS and WOMEN'S SLACKS:

Must be black in color and made of dress material.  
Tailored skirts no shorter than 3 inches above the knee.  
NO ruffles, leather, denim, stretch knit, or corduroy. NO stirrup pants.

#### MEN'S SHIRTS and WOMEN'S BLOUSES:

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

#### SHOES:

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

#### SOCKS and HOSIERY:

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

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

5. Fraternalization of an employee with a customer outside of the Company is not permitted without Shift Manager approval.
6. In order to prevent customer complaints and suspicions, dealers must spend their relief periods in the dealer's lounge or [REDACTED] and not loiter in any public areas of the hotel.
7. When a hand is raised to the mouth to cover or stifle a cough or yawn, only the back of the hand is to be placed over the mouth.
8. Leaving the hotel premises while on shift is prohibited without authorization of a Pit Manager.

9. Conduct self always in a manner that reflects credit on the [REDACTED] and encourages others to do the same.
10. When a drink is spilled at a table, cleanup will be the responsibility of the dealer. This cleanup should be accomplished in as efficient a manner as possible while at the same time maintaining surveillance of the entire game and of the players insofar as this is possible.
11. For any additional policies not covered here, refer to your [REDACTED] Employee Handbook.

#### OPENING THE GAME

##### BANKROLL:

Same as Blackjack Procedures.

##### SHUFFLER:

Power is turned on by Floor Supervisor. Ensure shuffler is on Three Card Poker Setting.

##### CARDS:

The decks are opened at the table by the Floor Supervisor.  
The dealer will inspect both sides of deck #1, wash and load into shuffler.  
While deck #1 is shuffling, inspect and wash deck #2, place in discard rack.  
If there are no players, assume Dead Game Mode.

***\*Decks will be changed every two hours or at the pit manager's discretion.***

#### DEAD GAME

1. Spread the deck that was in play.
2. Deck #2 should be in shuffler.
3. Never stand with arms folded.

- ***To resume play, place the deck that is spread on the layout in shuffler.***

## DEALING PROCEDURES

### SCAN THE LAYOUT

Ensure all bets are placed. At this point, the customer should have a PAIR PLUS bet, or an ANTE bet, or both. The PAIR PLUS and ANTE Bets do not need to be the same amount.

### DEALING THE CARDS

1. NO wagers may be made, increased or withdrawn after the first three cards have come out of the shuffler.
2. The shuffler will deal out three cards at a time. Working from left to right, deliver a three-card hand to each player, face down. *(One hand per player only.)* Spread the cards as they are placed to the left of each ANTE bet ensuring each player has received three cards. Players MAY touch the cards before all the cards have left the shuffler. The dealer's three-card hand will remain on the shuffler until all players have either folded or bet.
3. After examining their cards, the player has the option to either make a PLAY wager equal to the ANTE wager, or forfeit the ANTE wager by folding. If a player has placed an ANTE wager and a PAIR PLUS wager but does not make a PLAY wager, the player forfeits both the ANTE wager and the PAIR PLUS wager. The dealer will instruct the players to place the folded hands to the dealer's right of the PAIR PLUS betting area.
4. When the player folds, the dealer may retrieve the cards and the player's wager(s) immediately. If the player chooses to play, they will lay the cards in the square marked PLAY and place their wager on top of the cards.
5. After all decisions have been made, the dealer will place the last three-card hand in the designated area on the layout. The dealer's hand should be spread lightly to prove there are three cards. At this time, the dealer's hand will be exposed by turning the cards over in one motion and rank them in order from left to right high to low.
6. The players' poker hands are revealed by the dealer from right to left. The Player's cards will be spread in the center of the table near the PAIR PLUS circle of that player. The cards will be spread so the entire card can be seen. Pay winning bets and take losing bets in order starting from the outside moving toward the dealer. Pick up the cards and place in the discard rack before proceeding to the next hand.
7. Upon completion of the round, the dealer will remove all cards from the discard rack shuffle, strip, shuffle and place in shuffler to begin the next round.

MISDEAL

1. An exposed card is not a misdeal – turn card over and continue.
2. If any player or the dealer is dealt an incorrect number of cards, it is a total misdeal. All hands are void and cards are reshuffled.
3. If the dealer did not take the last three cards, it is **not** a misdeal. The dealer will notify the floor supervisor of the error and in the supervisor's presence, lift the deck from the discard rack and take the bottom three cards without exposing them. The Floor Supervisor may allow players to chose to play or back out of the hand.

SURVEILLANCE

The Floor Supervisor will call to Surveillance when:

1. Player bets \$50 or more on the PAIR PLUS continuously.
2. Player bets \$250 on any bet.
3. Any payout is \$2,500 or greater.
4. Anything looks suspicious.

PAYOUT SCHEDULE

**ALWAYS TAKE WAGERS OR MAKE PAYOUTS IN THE FOLLOWING ORDER:**

Take or pay PLAY  
Pay the ANTE BONUS  
Take or pay ANTE  
Take or pay PAIR PLUS

**RANKING OF HANDS FROM HIGHEST TO LOWEST:**

Straight Flush  
Three-of-a-kind  
Straight  
Flush  
Pair  
High Card – Ace is high except in 3-2-Ace Straight.

**ANTE BONUS PAYOUTS:**

When wagering against the dealer, the following bonuses will be paid:

Straight	1 to 1
Three-of-a-kind	4 to 1
Straight Flush	5 to 1

**PAIR PLUS PAYOUTS:**

Pair	1 to 1
Flush	3 to 1
Straight	6 to 1
Three-of-a-kind	30 to 1
Straight Flush	40 to 1

WHEN DEALER HAS LESS THAN QUEEN HIGH, IT IS A NON-QUALIFYING HAND AND **DOES NOT PLAY.**

NO action on PLAY	Is a push.
ANTE BONUS	Paid for Straight or better.
ALL ANTE BETS	Are paid.
PAIR PLUS	Paid for Pair or better.

WHEN DEALER HAS QUEEN HIGH OR BETTER, IT IS A QUALIFYING HAND AND **PLAYS.**

PLAY	Paid or taken as applies.
ANTE BONUS	Paid for Straight or better.
ALL ANTE BETS	Paid or taken as applies.
PAIR PLUS	Paid for Pair or better.

If the dealer qualifies with a queen or better and the Player's hand beats the dealer's hand and includes a pair or better, the player wins the PLAY wager and the ANTE wager and the PAIR PLUS wager.

If the dealer qualifies and the player's hand beats the dealer's hand but does not include a pair or better, the player wins the PLAY wager and the ANTE wager and loses the PAIR PLUS wager.

If the dealer qualifies and the dealer's hand beats the player's hand, but the player has a pair or better, the player loses the PLAY wager and the ANTE wager but wins the PAIR PLUS wager.

If the dealer qualifies and the dealer's hand beats the player's hand which does not contain a pair or better, the player loses all three wagers.

If the dealer does not qualify and the player has a pair or better, the player wins the ANTE wager and the PAIR PLUS wager, and the PLAY wager is a push.

WHEN THE DEALER **PLAYS**

The player and Dealer's hands are the same, it is a tie. ANTE and PLAY push, but ANTE BONUS is paid if applies and PAIR PLUS is paid or taken.

ANTE BONUS payoff is paid separately to ANTE

ANTE BONUS is paid before ANTE and heeled off to the rear of Ante Diamond.

ANTE BONUS is paid even when ANTE loses.

Always inform the Floor Supervisor of **ANY** Three-of-a-Kind and Straight Flush payout on PAIR PLUS.

CALLING THE GAME

<b>CALLS</b>	<b>ACTIONS</b>
<b>1. When the dealer does not have Queen high or better.</b>	
"DEALER DOES NOT PLAY"	
"PUSH"	Tap layout next to PLAY
"PLAY"	Pay ANTE
<b>2. When the dealer plays</b>	
<b>Example</b> Player – Ace high Dealer King high	
"DEALER PLAYS – ACE OVER KING"	Pay PLAY and ANTE
Bets paid same time as call, in one motion.	
<b>Example</b> Dealer – Ace high Player King high	
"DEALER PLAYS – ACE OVER KING"	Take PLAY and ANTE
<u>CALLING THE GAME CONTINUED</u>	
Call is the same regardless of the result. Key word is <b>OVER.</b>	
<b>3. When the player with ANTE has a Straight or better</b>	
<b>Example</b> Player – Three 5s Dealer – 10 high	
"DEALER DOES NOT PLAY – PUSH"	Tap layout by PLAY
"WINS ANTE BONUS 4 TO 1"	Pay rear ANTE diamond
"ANTE PAYS"	Pay ANTE bet
<b>Example</b> player – Three 5s Dealer - pair 10s	
"FIVES OVER PAIR"	Pay PLAY
"WINS ANTE BONUS 4 to 1"	Pay rear ANTE diamond
"ANTE PAYS"	Pay ANTE bet
<b>Example</b> player – Three 5s Dealer – Three 10s	
"TENS OVER FIVES"	Take PLAY
"THREE FIVES WINS ANTE BONUS 4 TO 1"	Pay rear ANTE diamond
"TENS OVER FIVES"	Take ANTE bet

<b>4. When the player does not have a pair or better</b>	
<b>"NO PAIR PLUS"</b>	Take PAIR PLUS
Never call <b>LOSE</b>	
<b>5. WHEN THE PLAYER HAS A PAIR OR BETTER</b>	
<b>Example</b> Three 5s	
<b>"FIVES WINS 30 TO 1"</b>	Pay PAIR PLUS
Call <b>WIN</b> for player	
<b>6. ADD PAIR PLUS CALLS AFTER PLAY AND ANTE CALLS</b>	
<b>Example</b> Player – Ace high Dealer – King high	
<b>"ACE OVER KING – NO PAIR PLUS"</b>	Pay PLAY & ANTE take PAIR PLUS
<b>Example</b> Player – Pair 5s Dealer – Pair 10s	
<b>"TENS OVER FIVES – PAIR WINS EVEN"</b>	Take PLAY & ANTE pay PAIR PLUS

#### TOKES

- Take bets should be placed to dealers left of players bets.
- Take bet may be placed on ANTE or PAIR PLUS or both.
- PLAY toke may be placed with PLAY bet but **does not** need to be placed for dealer.
- Full odds and payoffs to be paid to all toke bets. Includes ANTE BONUS for Straight or better even if player loses.
- The maximum "total payoff on dealer's bet is \$1,000
- Both bet and payoff on all winning toke bets must be taken down. Take bets **may not** be parlayed.
- Always pay the player's bet first and then the toke bet.
- Always thank the player for the bet regardless or win or lose.

#### GAME PROTECTION

- Always keep your eyes on the layout.
- Make sure the cards are dealt correctly and kept in proper order.
- Closely observe the way the customers handle the cards .
- Players must be seated in order to handle cards.
- The cards must stay within the railing and in full view of the dealer at all times.
- Make sure to complete all transactions before going on break.
- Watch the player's hands and listen to conversations. Be alert to irregular play. If you are suspicious, call the Floor Supervisor.
- Be especially aware of betting amounts on first base and third base.
- Place the cards in the shuffler machine with right hand only.
- On payoffs of \$2,500 or greater, Surveillance must be called.



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