



**BLACKJACK TABLE GAMES**

**Training Manual**

**established 1985**

## TABLE OF CONTENTS (In sequence)

INTRODUCTION .....
GAME PROTECTION.....
STANDARD SHUFFLE.....
HOLDING THE DECK, PITCHING, HOLE CARD DELIVERY .....
DEALING THE GAME.....
MAKING CHANGE, PAYING BETS .....
CONVERSIONS.....
BLACKJACK PAYOFFS .....
TIME AND ONE HALF CHART .....
INSURANCE, MARKERS .....
OTHER BETS, SHOE.....

### TAKE NOTES

Here is a list of a few more *"things to do"*.

- #1...(OBTAIN SILVER DOLLARS AT ANY CASINO) *Great for building your hand skills!*
- #2...OBTAIN CLAY CHIPS, [REDACTED]
- #3...SET UP IRONING BOARD, OR ANY FLAT SURFACE, TO PRACTICE YOUR EXERCISES ON AT HOME.
- #4...MEMORIZE BLACKJACK PAYOFFS; \$5.00, \$15.00, \$25.00, etc.....bets that end in "5", to 95.
- #5...CASINO OBSERVATIONS ON YOUR OWN TIME!!!!

REMEMBER ....

YOU WILL GET OUT OF THIS PROGRAM WHAT YOU PUT INTO IT!

## BLACKJACK INTRODUCTION

There is one dealer and from one to seven players. The object of the game is for the players to hold a hand, higher than the dealer, without going over 21 or "busting".

Kings, Queens, and Jacks count as ten (10) points; the other cards count as face value except the Ace counts as 1 or 11 as desired. The suits are of no significance. Players place their bets in the box corresponding to the position at which they are seated.

The cards are shuffled together by the dealer and offered to any player at the table to "cut". The first card of each new shuffle is automatically "burnt", which means taking the card from the top of the deck or decks and placing it face down in the discard holder without dealing it to a player. A card will also be burnt when there is a change of dealer or upon request from a table supervisor.

After all bets have been placed, two cards are dealt to each player face up (shoe game) or pitched face down (single or double deck games). Dealer's first card faces up, the second card is placed face down under the first. The dealer's second card is known as the "hole card".

The player has the option to draw additional cards to improve the value of their hand. This is called "hitting" and the players are required to signify their wish to hit by making a scratching motion with their hand, if the game is face up. Or by a scratching motion with their first two cards if the game is face down. A player may take as many hits as they wish as long as the total count of the hand does not exceed 21. When a player goes over 21, the hand is "broken" or "bust" and loses automatically. When players are satisfied with their hands they will "stand" (take no more cards).

**Shoe Game:** This is indicated by a slight horizontal motion from the player with his hand, palm down from left to right.

**Hand held Game:** Players will place their cards under their wager.

Once the players have completed their hands, the dealer's hand will be played. Whether the dealer must hit or stand depends upon the count of the hand. There are no optional situations for the dealer. The dealer turns the hole card face up and either stands or draws more cards as necessary. The dealer must draw to any count up to and including 16 and stand on 17. Some casinos hit a "soft" 17. (A soft hand is one which includes an ace that can be counted as 1 or 11. Example 6-Ace, 3-3-Ace, 5-Ace-Ace, 4-2-Ace).

#### Blackjack Introduction (Continued)

Should the dealer "break", all remaining hands which have not broken will win and be paid even money. If the dealer hits to a point count of 17 or better, those players' hands which are closer to 21 than the dealer's will win and those which total less than the dealer's will lose.

If the dealer and player both have the same point count, then there is a push except that the player's wager shall be lost when the dealer has a blackjack and the player has a simple 21 which is not a blackjack. Once all bets have been taken or paid and the cards picked up by the dealer, new hands will be dealt and the play begins again.

#### **BLACKJACK**

Blackjack is the first two natural cards to a player or dealer being an "Ace" with a

"10" count card. If both the player and dealer have Blackjack it is a "push". Blackjack beats any 21 (21 is the total of three or more cards or a "10" count card that is dealt to a split Ace). Blackjack pays odds of 3 to 2...or time and 1/2.  
Example \$4 BJ=\$6

### **DOUBLING DOWN**

A player may "double down" on any two cards. They do this by placing an amount up to, but not in excess of their original bet, beside their original bet thus signifying the intent to "double down". They may only receive one card. Face up on a Face up game, or face down on a face down game.

### **SPLITTING PAIRS**

If a player's first two cards are a pair, or any two ten valued cards, the player has the option of "splitting" the hand. When splitting a hand, the original bet **MUST** be matched. A player may not split for less. Each of the split hands will be hit by the dealer at least once. After hitting the first of the split hands, player will be given the option to hit or stand on the hand before the dealer will move on to the second split hand. After hitting this hand, the player will again have the option to draw or stand before the dealer moves on to the next hand.

The only exception to this will be if the player has a pair of "Aces", in which case the player only receives one card to each Ace.

A player also has the option to "double down" after a split on any two cards (except Aces), or split again if the hit card pairs the card again.

Depending on the casino's house rules: A maximum of four hands will be allowed as a result of splitting or re-splitting a pair....or no maximum amount of re-splitting pair.

### **GAME PROTECTION**

In order to become a proficient blackjack dealer, the Student must understand basic rules, practice the mechanics of the game and concentrate on procedures for protecting as well as dealing the game.

- 1... Check layout for all bets prior to the deal.
- 2... Always call out when making change or dealing to *large* bets.
- 3... Be courteous and polite... do not give advice... keep the game moving.
- 4... Know the house rules that apply to the bet limits.
- 5... Spread cards neatly. Do not expose the cards.
- 6... Call the floor person to settle **ANY** disputes.
- 7... Watch the layout at all times. Watch how the players handle the cards.
- 8... Do not allow the players to touch or change bets after the first card is dealt.
- 9... Make sure the players use appropriate card or hand signals.
- 10... Pay in front or next to the bets... **.NEVER PAY BEHIND THE BET.**
- 11... Discard immediately after bets are paid/taken.
- 12... Clap out when leaving the table.

It is always advisable to go directly to your break room, in lieu of stopping to converse with the players or co-workers.

## SHUFFLE

All clubs have different procedures when it comes to the shuffle. The following is a "standardized" shuffle

First, the mechanics of the shuffle...

- 1...Cut the deck in half.
- 2... Hold the two halves with the narrow ends facing each other.
- 3... Place your hands flat on top of the cards, with the thumbs and forefingers of one hand touching those of the other.
- 4... Reach down with the thumbs and catch the bottom of the deck halves.
- 5... Lift with the thumbs and roll the palms toward each other.. the cards will mix(shuffle).
- 6... Put the thumbs and forefingers on the side of the deck and the ring and little fingers on the back.
- 7... Using the fingers on the side as a guide, push together with the ring and little fingers.
- 8... Square off deck with index fingers by running them down the sides of the deck.
- 9... Shuffle sequence must now be learned that applies to your casino..
- 10..Now, you will offer the "cut".
- 11..Finally, "burn" one card into the discard rack and proceed with the deal.

Break the double deck in half, one deck to the right, one to the left. Do not pass the insurance line. Also, do not spread out the decks any wider than your shoulders. **Shuffle twice, strip, shuffle** Repeat. Finish with the double deck shuffle, then cut.

## HOLDING THE DECK

In the beginning, you will experience some discomfort while attempting to hold the deck. This is typical, and normally, only lasts for a few days. It is recommended to practice holding 2 \*/2 decks at home, just to get the feel. The proper technique for holding the deck is as follows;

- 1... Holding the deck lengthwise in front of you, place the upper left-hand corner of the deck into the "soft" area between the thumb and forefinger of your hand
- 2... Close around the side of the deck the last three fingers of that hand



- 3... With your empty hand bevel the cards from the bottom to the top, pushing the top card flush with the index finger.
- 4... Relax the thumb over the forefinger.

The deck should be at least chest height in a relaxed manner. From the Customer's standpoint, there should be NO EXPOSURE of cards in the front.

The deck is usually held in the "hitting" position. The mechanics of this position are:

- 1...Chest high
- 2...Parallel to
- 3... And from two to six inches away from your body.

### **PITCHING**

The pitch is the process in which each player's hand is dealt. In order to do so, the deck hand may be dropped so that it is parallel to and just above the table.(do not drop too low).With the thumb of the deck hand feed the cards individually from the top of the deck to the dealing hand Pressing the card between the thumb and the middle finger, & "flick" the middle finger OUT. This will propel the card away from your body. As this is practiced try to vary the direction the card goes and the intensity of the pitch.

### **HOLE CARD**

After practicing the basic game, you can start to refine some of your skills. One of the most crucial moves is the delivery of the hole card Hole card is the term used to refer to the second card of the dealer's hand, the one that IS NOT TO BE SEEN.

For game security, the hole card must be COMPLETELY CONCEALED FROM PLAYER'S VIEW! Utilize the following procedure when placing:

- 1... Remove the top card from the deck by placing the thumb of the dealing hand on the right side of the card and sliding it off.
- 2... Turn the deck hand over and rest it on the lower left of the "up card". This will raise the upper right corner of the deck hand ....

continued on next page .....

3—using the thumb and index fingers of the deck hand as guides, slide the hole card under the up-card

4—After this is done, run the index finger of the deck hand down the right side of the two cards to be sure that no edge or corners show.

If the up-card is an ace, the dealer must look to determine as to whether or not there is a blackjack. The technique for doing this is as follows;

1—Push down on the upper right hand corner of the up-card with the ring finger of the dealing hand

2—Slide the deck under lower left hand corner of up-card and the hole card

3 —Raise it just enough to see if it is the complement to your up-card using the thumb of your free hand. Keep the heel of your hand on the layout.

4—Drop the corner and square the two cards. So that the down card again may not be seen.

5—If the dealer has a blackjack, turn it over immediately.

### **STOP HERE**

*Read accordingly*

**DEALING THE GAME** (prior to student involvement)

## LAY AND PAY

This procedure is the most common one utilized at present. Once the dealer exposes their hand, begin at the right side of the game and turn over the first hand. Handle the transaction properly. Proceed to the next hand by using the right hand again to turn over the cards, and handle the transaction. In some clubs, it is permitted to turn over both hands with the right hand, FIRST, then you may take or pay. It is important to turn over the remaining hands with your left hand, and handle the transactions after each hand is exposed. The discard procedure is also going to change from club to club. REMEMBER!!!! When one gets hired, you should receive the *house rules and procedures*. Don't sweat it. In school, you can discard the players dead hands, then come back for the dealer's hand

## MAKING CHANGE & HANDLING MONEY

**Remember to practice at home...every night...get those cards, silver dollars and chips out!!!**

After understanding how to handle the cheques, use these steps in making change;

- 1—Take the bill(s) to be changed and place it on the left side of the rack.
- 2—Examine the currency for authenticity by looking at both sides. 3—Count the change out with the dealing hand
- 4—Prove out the change amount, stack it up and hand it off... no hand to hand contact with the player!
- 5—If the change was made for chips, they are now placed in the appropriate position in the tray; if for currency, place in the drop box.

## PAYING THE BETS

When paying a bet of multiple colors, the dealer must first break down the bet into each denomination of chips. Then you may size into each stack **individually**.

When one must convert, the dealer must break down the bet by showing stacks of 5 chips each.

**EXAMPLE;** A \$62.00 bet... 11 chips valued at \$5.00 ea., and? chips worth \$1.00 ea.

To convert this example, use this procedure;

**MAKE FIVE STACKS.**

- Two stacks of 5 .... \$5.00 chips
- One stack of 1 ..... \$5.00 chip
- One stack of 5 ..... \$1.00 chips
- One stack of 2 ..... \$1.00 chips

2. Pay separately.

- a. One stack of 2 – \$25 chips.
- b. One stack of 2 - \$5 chips.
- c. One stack of 2 - \$1 chips

In order to convert to smaller quantity chips, the process is reversed. A dealer can save time by thinking ahead and converting to smaller units. One exception to the above is what \$25 chips are cut in stacks of 4.

When a customer stacks chips of different colors (barber pole) or the dealer has a payoff to stack, the chips should be placed in descending value, from the bottom up.

When converting, be sure to leave the customer enough chips of the value he is betting so that he may continue to do so without asking for change.

The dealer will also be required to convert customers' chips into ones of larger value when a player leaves the game. This is called changing color. All color changes are done immediately in front of the dealer.

As you know, bets should be paid, taken or pushed individually and before the cards have been picked up.

When paying winning hands, size into the bet in the same fashion as is used when counting out change. Losing bets should be placed neatly into the money tray. Dealers should make every effort to keep their trays orderly, so that a supervisor can quickly estimate the amount of the bankroll. Work from the outside tubes.

A dealer will often see a bet of multiple — denomination chips (barber poles) and the player, if necessary, may be instructed to stack the bet with the larger denominations to the bottom. When playing these bets, they must be broken down into denominations and each sized into separately.

## Converting

It may sometimes become necessary to convert denominations while paying bets. These circumstances are:

1. You are running short of a particular denomination of chip.
2. The player requests it.
3. The player has more than enough chips to continue playing the same denomination.

In order to convert, the dealer must show the exact amount of the bet. This must be done by first breaking down the bets into stacks of five and proving them and then be spreading all stacks of less than five. Once the total amount of the bet is shown, the payoff may be made.

### INSURANCE

Insurance is a side bet which may be made by a player when the dealer has an ace up. The insurance is won if the dealer has a blackjack. The insurance paid on can not exceed 1/2 of the original bet. Insurance will be paid 2 to 1. After the cards are dealt, & before anyone draws, the dealer offers insurance both verbally & also by running your finger across the insurance line. Anyone wishing insurance must place their bet on the line in front of the original bet. The dealer then "peeks". If the hole card is a non-ten, the insurance is lost & immediately picked up from right to left. If the dealer has blackjack, he turns over the cards immediately. The players expose their hands, & also from right to left, the dealer exposes the hands, (& handles the insurance hand to hand), & the insurance is to paid 2-1, providing the insurance is not over 1/2 the original bet. If both the dealer/player have blackjack, the original bet PUSHES, & pay the equal or under insurance 2-1. Always make sure that you give the players ample time to put up insurance.

### MARKERS

If a customer requests a marker:

Always **CALL THE FLOORMAN FIRST!** This is for marker approval. Upon approval, take from the bank the amount requested. Place it in front of the bank, corresponding to where the player is at. Place an identical amount on the players betting spot. If the bet wins, pay it with the amount that you set in front of the bank. If it loses, sweep up the full amount in front of the player, then, after you discard, slide the marker just right before the insurance line, & in front of the player. Ask the player to please settle your marker. In all cases, when the markers are paid, always announce, **MARKER DOWN.**

**REMEMBER .....** all casinos have their own slight variations on markers, & everything, for that matter, Therefore, make sure the floor man is always fully aware of the transaction before you begin!!!

### OTHER TYPES OF BETS

Double down. A player may bet any amount of money, **NO MORE** than the original bet, that his hand will beat the dealers. This bet **MUST BE MADE BEFORE** that particular player takes any hit cards & only one card may be drawn. In order to double down, a player must lay out his hand face up on the table & place the additional amount he wishes to bet in the spot, alongside the original bet. The dealer will arrange the 2 cards as if they are hit cards & deal one card face down & tucked under the bet. If the 3 card total beats the dealers cards, the dealer is to pay the total amount in the spot. In most casinos, one may double on any 2 cards. Also, many will also allow the player to double for **LESS**. Splitting.

A player may split **ANY PAIR OR ANY 2 FACE CARDS**, double his bet & have 2 separate hands. Each hand except aces, may be hit just as if it was a regular hand. On aces, most clubs have the dealer place the 2 cards face down, sideways on top of the aces. Some casinos **WILL** allow resplitting on aces, but, in School,



We refrain from resplits. Resplits on all other cards are permitted, BUT ONLY UP TO A TOTAL OF 4 HANDS. Remember that if a player wants to split 5's, always ask the player "are you doubling or splitting".  
 Shoe. The shoes are designed to handle several decks of cards, sometimes up to 6. After you shuffle/cut, square the decks against the shoe & place in the shoe. In most cases, the casinos deal face up. Push out the card with the left hand, turn it over & place it down...repeat with the next spot. On the remaining spots, push out with the left hand, slide the card to right before the up card area, & transfer the card to your right hand, & place the card down with the right hand. When you give 3<sup>rd</sup> base their first card, slide the next card out in front of the dealer. Repeat the above steps, & when you get to the dealer, slide out the final card,(hole card), & turn over the first card on top of the hole card. All cards, except the hole card, are dealt face up. On face down shoe, which is not too common, the cards are slid out to the players, & the game is played out similar to the regular hand held game.

## BLACKJACK PAYOFFS

Blackjacks are paid at a rate of 1&1/2 to 1, or 3 to 2. This is also known as "time & a half. When a customer has a blackjack, (a two card combination equaling 21), the customer is obligated to turn his two cards over immediately. The casino that you are hired at will instruct you as to when you are to pay the blackjack. This will be in your new "house rules".

After the blackjack is paid, you must burn the cards so the customer doesn't attempt to say that it was not paid...

There are several ways to correctly pay your blackjack pay offs..

- 1... For less than 5 units, size into the bet and drop half, either off to the side of the bet, or "bridge" the half. Some casinos do not permit "bridging". You will determine this by way of their "House Rules".
- 2... For more than 5 units, break the single colored bet in half, and size three times... this is a lifesaver when you are having a "bad" day!
- 3... If you are allowed to pay in the next unit up, break the bet down as usual and pay the bet it's normal time and half.

On the following page, you will find blackjack payoffs, 10 of which must be memorized prior to any job placement assistance.

\$1.00	1.50	2.00	3.00	3.00	4.50	4.00	6.00	5.00	7.50
\$6.00	9.00	7.00	10.50	8.00	12.00	9.00	13.50	10.00	15.00
15.00	22.50								
25.00	37.50								
35.00	52.50								
45.00	67.50								
55.00	82.50								
65.00	97.50								
75.00	112.50								
85.00	127.50								
95.00	142.50								

We could easily list thousand's of payoff's here, but, once you understand the basic ones, the rest are fairly simple...for example:

If you know that \$1.00 pays \$1.50, then you should know that 10 pays 15.00, and 100 pays 150...so on and so forth!

*Memorize ALL BETS that end in \$5.00 up to \$95.00*

The material included in this PDF document constitutes a 'fair use' of any copyrighted material as provided for in Section 107 of the U.S. Copyright law which allows for education, teaching (including multiple copies for classroom use), scholarship, or research and is not deemed an infringement of copyright in the eyes of the law.

**§ 107 . Limitations on exclusive rights: Fair use<sup>40</sup>**

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include—

- (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.