**Currency Change**

1. Currency cannot be used to make wagers on Roulette. It must be converted to gaming cheques to be wagered.

2. The patron will set the currency on the layout. Dealers are not permitted to take or give anything, including currency, from or to a patron’s hand.

3. The Dealer will complete all other work from the previous hand prior to beginning the currency change process.

4. Under no circumstances is more than one buy-in to be transacted at a time. When making change, use the proper procedure and deploy cheques one transaction at a time. Each buy-in should have the cash or cheques dropped at the completion of each transaction.

5. All currency will be separated by denomination and counted in the transaction area in front of the Roulette main chip bank.

6. Single bill transactions will be placed horizontally on the layout.

7. The Dealer will mark all currency (except $1 and $5 bills) with a currency pen prior to the completion of the transaction.

8. Multiple Bill Transactions

All currency except for $50 bills will be placed overlapping in rows of (5) down and up to five (5) rows across. $50 bills will be placed in rows of four (4) down and up to five (5) across. \*NOTE – The word “down” describes toward the Dealer, starting at the top of the transaction area and working towards the dealer, overlapping left to show a portion of each separate bill. Across means to the Dealer’s left.

1. Bills are to be organized in the Dealers hand in a fashion that they are bank faced with the top of the bill facing right and upside down, so that when they are placed on the layout, they are flipped over, largest bill to smallest, exposing the back of the bill during placement and the front of the bill when they are placed.

If the bills are folded and will not lie flat, the bill(s) will be held vertically with two hands and “Crunched” in an accordion method until the bills lay flat prior to placing them on the layout.

b. Currency shall remain spread until after change has been delivered to the patron.

c. For large buy-ins where the number of bills (of the same denomination) exceeds five (5) rows, the Dealer shall stop once they get to five (5) rows and call the Floor Supervisor to verify.

d. The Dealer will remove the paddle, stack the bills neatly and place them horizontally on the drop slot, without dropping them in the box, and lay the paddle flat on top of the bills.

e. Additional stacks of counted currency will be placed face down at an opposite angle of the previous stack, under the paddle, if necessary.

f. Each stack under the paddle represents a definite amount of currency, and if there are not enough bills to create a stack, they will remain spread on the layout.

g. Once counting is concluded, a total will be determined, based on full stacks and remaining bills.

9. The Dealer will call out “change” and announce the total amount in a clear loud voice.

10. The Dealer will bring out an identical amount in non-value cheques in the dealer’s transaction area. The Floor Supervisor is required to approve currency change in excess of $100 in order to proceed.

11. Only US currency is accepted. Gaming tickets, traveler’s checks, personal check, etc are not accepted.

12. Change other than quarters will not be accepted. No more than $1 in quarters will accepted from any one (1) patron. Patrons who wish to exchange other types of change will be directed to the cashier’s cage.

**Currency**

1. Currency is never allowed to “play” at Roulette.

2. If a player tosses currency onto the layout while the ball is spinning, the Dealer should call out "Change Only" or "No wager this round," bring the currency in, and wait until the hand is over before completing the transaction.

3. A Dealer may not change currency while in the process of taking and paying wagers.

4. If a player is wagering casino value cheques, and another player wishes to play the same value checks, the second player is required to buy and use Non-Value Roulette Chips.

**Table Minimums and Maximums**

The minimum and maximum wagers will be posted on each table. Surveillance will be notified prior to change.

1. Outside wagers will be a minimum of $3 and a maximum of $500.

2. Inside wagers will be a minimum of $3 and a maximum of $50.

3. Operations can operate anywhere within this range, but they are not to exceed or go below the minimums and maximums as set forth in this policy.

**Marking Up Chip Values**

1. When a player buys in for non-value, colored Roulette chips other than table minimum chips, one chip of that color will be placed on the chip value rack. A lammer will be placed on top of that chip, "marking it up" and indicating how much a stack (20 chips) of that chip color is worth.

2. The value of the chips will be 1/20 the number indicated on the lammer. The following denominations may be assigned to Roulette chips: a lammer reading "20," indicating $1 chips; a lammer reading "100," indicating $5 chips; a lammer reading "500," indicating $25 chips; a lammer reading "2000," indicating $100 chips (used outside unless prior approval of management).

3. When a color is surrendered or the player using the color discontinues play, the lammer is to be taken down immediately.

4. The Dealer must notify and have approval of the Floor Supervisor before changing the value of Roulette chips.

**Ante/Hand Accumulation (Tally Counter)**

A tally counter will be placed on each table to accurately account for “Free Ante”. The counter will be used to track the number of hands played on any game.

1. The counter will be clicked one time per person on Roulette regardless of the number of wagers made each hand.

2. Dealers will push the button on the tally counter once for each spin played per wagering round prior to the beginning of each spin.

Example:

(1) Push = 1 hand

(2) Push = 2 hands Etc.

3. In the case of a dealer error pushing the button for an accurate count, the dealer will

notify a Supervisor immediately to make any necessary correction for accuracy.

4. At the end of each shift the Pit Supervisor will record the number of hands played and

multiply it times $0.50 cents to record the monetary value for each table’s “Free Ante”.

5. A “Free Ante” form will be completed by a Pit Supervisor. The “Free Ante” form will contain the following:

a. Pit Supervisors signature & badge number

b. Table number

c. Date

d. Time

e. Shift

f. Monetary Value of Antes

6. The white copy of the “Free Ante” form will be dropped into the cash box; the yellow copy will be sent to OMDA daily for accounting purposes and the pink copy will be retained by the Table Games Department.

7. The Pit Supervisor will reset the counter to (0) zero after recording all information to begin the next shift.

**Making Wagers**

1. Even if the Dealer assists the player, each player shall be responsible for the positioning of his/her own wagers, and players requesting assistance should be informed as such.

2. Players who require assistance placing wagers are not permitted to place chips for those wagers near, around, or in front of the bankroll.

3. All transactions must be made over the table layout, no exceptions. Politely inform such a customer to reposition themselves in front of the table.

4. Wagers may be placed until the Dealer calls "No More Wagers" and waves off players’ wagering. The "wave off" is done with the Dealer's left hand, going from right to left across the layout.

5. The best effort should be made not to allow guests to touch any wagers after “No more Wagers” has been called. Guests will receive a warning from the dealer for the first offense. A supervisor will be called if the guest persists to touching the wagers. If the guests refuse to comply, they will be asked to leave the game.

6. From the time no more bets is called the dealer will have his/her full attention on the layout with no other work being performed.

7. When placing bets for a guest, always repeat the bet aloud to avoid any misunderstanding.

8. Guests are not allowed to make side wagers between themselves.

**Wheel and Ball Spin**

1. The Dealer will reach over and give the wheel a counterclockwise spin. The ball must complete at least 4 full clockwise cycles, or a mis-spin will be declared, and another spin will be made.

a. In the event that the wheel and the ball were spun in the same direction, or a foreign object enters the roulette wheel, or the roulette ball leaves the wheel the dealer will announce “no spin” and retrieve the ball. A new spin will then be started in the proper direction.

b. Once the ball has been retrieved it will be inspected for any damages before being placed back on the game.

2. While the apparatus is in the spinning mode, the Mucker will keep their eyes on the layout to assure that no past posting is allowed, or wagers pinched.

3. When the ball comes to rest in a compartment, the dealer shall announce the number of the compartment and shall place a point marker on that number on the Roulette layout.

4. The take and pay sequence will be followed.

5. The Dealer will remove the marker (marker), and announce, "Please place your wagers”.

6. When placing wagers for a guest, always repeat the wager aloud to avoid any misunderstanding.

7. The Dealer shall keep both hands over the table and not at their sides.

8. The Dealer and the Mucker shall face the game at all times.

9. Neither the Dealer nor the Mucker may be relieved until all wagers and transaction from the last spin is completed.

**Handling Irregularities**

1. Floor Supervisor must be called if any irregularities occur.

a. Wagers placed after the Dealer announces "No More Wagers" shall be handed back to the player, off the layout. The Dealer shall announce, "No Wager This Round." Wagers that are not understood, is placed incorrectly or questionably, or that is below the table minimum should be corrected. If there is no time, the Dealer shall return the wager to the player and announce, "No Wager This Round."

b. Wagers coming in from over the shield or between the shield and the first player are unacceptable. The Dealer shall announce, "No Wager."

c. The Floor Supervisor must be called on all claims by a guest of a short pay.

2. Table games management has the authority to handle unspecified irregularities and disputes at their discretion; provided any decision made is in accordance with Gaming facility dispute resolution procedures approved by the Commission.

**Take and Pay Sequence**

All wagers are paid from the outside in, and in two separate sequences. First, all outside payouts are made. The Dealer shall use only the left hand when paying anything further than the second dozen (Red and Black and the second dozen may be paid with either hand). The Dealer shall use the right hand when paying the area above the second dozen (toward the shuffling apparatus).

Both hands may be extended when paying the outside. Each area must be paid in full and in order before moving on to the next area. Dealers will not slide or throw chips.

1. The dealer shall take all outside losing wagers per the sequence on Diagram 1. (see attachment)

2. The dealer shall clean all losing streets on both sides of the winning wagers. Then using a sweeping motion, using both hands the dealer shall clean the left side of the winning wagers, then the right side of the winning wagers.

3. The dealer will pay all winning outside wagers per the sequence on Diagram 1. (see attachment)

a. No partial payouts, the entire payout must be brought back. Obtain more checks and start over.

b. All wagers will be paid inside their respective wagering areas.

c. All outside wagers are considered “self-serving” wagers, meaning it will be the patron’s responsibility to collect payouts after the dealer has called “Place Your Wagers” for the next hand.

4. The dealer will then pay all winning inside wagers per the sequence on Diagram 2. (see attachment)

a. All inside wagers of the same color will be combined into one payout. For very large wagers, each wager may be paid separately.

i. In such cases, all of the payouts should be assembled next to each other in the transaction area and the Floor Supervisor notified. With Floor Supervisor approval, each payout is handed off to the player.

ii. Pay all wagers of that color before starting another color.

b. Numbers with multiple wagers will be paid from the top color down.

c. If more than one color is stacked up on a winner, they must be staggered.

d. If more than five checks of the same color are stacked, they must be staggered in units of five.

e. A stack of 20 chips may be left straight up after being proven to a supervisor. Any odd chips over 20 will be offset on top of the stack.

f. When 0 or 00 is the winning number, the courtesy line is to be paid first.

5. A supervisor must verify all payouts of $100 or more.

6. No player shall make or remove a wager until the Dealer removes the marker from the winning number. Upon removing the marker, the Dealer shall call, “Place your wagers, please.” The marker shall be removed with the palm up.

**Chip Mucker Procedures**

1. The Mucker shall stand near the end of the chip area, furthest right.

2. The Mucker shall stop Mucking chips when the Dealer announces, "No More Wagers."

3. The Mucker shall watch the layout while the Dealer calls and marks the winning number and then checks to make sure the winning number is correct

4. The Mucker shall watch the layout until swept clean of all losing wagers, paying attention to the bottom of the layout.

5. Only after the layout has been swept clean will the Mucker begin to prepare payouts.

6. The Mucker may prepare exact payouts for the Dealer, but the Dealer will verify them before handing off.

7. The payouts shall be lined up in order, beginning with the first color from top to bottom. Payouts will not be set up in front of the bank.

8. The Mucker will not make any transactions in the ROULETTE bank.

a. When mucking, value cheques shall be pushed over to the Dealer near the bank.

b. The Mucker will never stack value cheques in the bankroll or remove them from the bankroll.

9. The Mucker will not "mark-up" a color or bring a color down.

10. The Mucker will inform the Dealer when all the chips of a given color are in, so the Dealer is aware of its availability.

11. The Mucker will assist the Dealer in checking the layout for wagers under the table minimum and over the table maximum limits.

12. always Keep the table neat.

13. The Mucker shall not leave the game while the cards are in the mix mode and the wagers are set for the next round.

14. The Mucker shall not leave a game even if relieved until all payouts have been made and the Dealer removes the marker from the number.

**Cutting ROULETTE Chips for Payouts**

1. Non-value chips shall be cut in five’s when ten or more are needed.

2. Nine (9) chips shall be cut 4 + 4 + 1.

3. Eight (8) chips shall be cut 4 + 4.

4. Seven (7) chips shall be cut 3 + 3 + 1.

5. Six (6) chips shall be cut 3 + 3.

6. The dealer will not pick or swipe more than five (5) chips off a stack.

**Bankroll Verification**

All chips on the bankroll will be verified as a full stack (20 chips) by breaking down one stack of the highest denomination and then sizing across the remaining stacks in the chip bank. In the event that a color has been depleted, a full stack of that color will be verified per standard chip cutting procedure before going back to the bankroll. Only full stacks will be considered part of the bankroll. Anything less than a full stack will be kept in the mucking apron.

**Winning Value Cheques on the Layout**

1. If the winning wager on the table is a value cheque, the payout should be made in color cheques "marked up" at the same or a different value, whenever a color is available.

a. When the payout is made, a color will be marked up.

b. Pay off per procedure.

2. A Floor Supervisor must supervise any such mark-up and exchange of value cheques for non-value color.

3. With a floor supervisor approval, guests may be allowed to play value cheques. In all such cases, the value cheques shall be calculated and paid in the same manner as a color.

4. Example: A player has a $25 value cheque wager straight up.

a. The Dealer gets two stacks of green $25 cheques and first demonstrates that they are the same height.

i. The Dealer shall run down a stack in units of four

ii. Five cheques from one stack shall be set aside.

iii. The wager shall be paid as thirty-five quarters and announced as such.

5. When a winning wager consists of more than one denomination, each denomination shall be figured and paid separately.

**Partial Payouts with Value Cheques**

1. When there are an insufficient number of color chips to complete a payout, the Dealer shall use value cheques as necessary.

2. Even amounts shall be paid with value cheques. Even amounts mean, 100 cheques if the payout is 100 or greater, and it means 50 cheques if the payout is less than 100.

3. Odd amounts shall be paid in non-value color chips. Example: Payout is $175. The even amount ($100) shall be paid in value cheques. The odd amount ($75) shall be paid in non-value color chips.

4. If a player has a large number of cheques wagered on the outside and sufficient color is not available to complete the payout, the wager will be cut down into even units and paid with value cheques.

5. The dealer will pay in non-value chips as long as it is available.

**Conversions**

1. When it becomes necessary to total or convert, verbalize all such transactions to the Supervisors and to the player. Supervisor must approve conversion.

a. **Color Conversion:** Converting lower value cheques to higher value cheques.

b. **Partial Conversion:** Paying part of a player's wager with non-value chips and part with value cheques.

**Cashing Out Non-Value Chips**

1. When a player wishes to cash out, loudly announce, "Color coming in."

2. Floor supervisor must approve all value cheques going out.

3. Using both hands, bring the cheques across the layout into the transaction area.

4. Place chips in stacks of twenty, where applicable, and arrange in push formation.

5. Prove a stack of twenty and break down any odd chips.

6. Check the value of the color against its appropriate lammer and bring out the corresponding amount of value cheques.

7. Cut out the value cheques and confirm the amount with your supervisor and the player. Do not hand out the conversion without first proving it on the layout.

8. Upon the supervisor's approval, place the cheques in front of the player.

9. Return the chips to the rack, ensuring that all chips have been returned.

10. Colored non-value chips are not allowed to leave the table.

a. Any non-value chip leaving the table will be considered the lowest denomination conversion ($1). In the event this happens the floor supervisor shall be called immediately.

11. Once all non-value chips are accounted for, take down the lammer and the non-value chip from the chip value tree.

a. In the instance that all non-value chips are not accounted for,

i. Surveillance will be notified and an investigation will be performed to determine the cause of the non-value chip variance.

ii. Anytime a non-value chip is short, they may only be used for the table minimum.

iii. When a non-value chip stack is 3 chips or less short, the Pit Supervisor may fill it up back to its original amount from the non-value chip reserves.

iv. If a non-value chip stack is more than 3 chips short, it will remain short and play the table minimum for 30 days before filling it back up.

v. In the instance of an excess of non-value chips on the table, Surveillance will be notified and perform an investigation. The results will be forwarded to the Gaming Commission.

vi. At Table Games management discretion, the color of the non-value chip in question may be removed from play until an investigation is completed and it is determined the non-value chips are safe to return to play.

**Gratuities**

1. Non-value chips and value cheques that are "tokes" for the Dealer shall be placed on the rim or rack above the value chips.

2. All $25 cheques wagered for a Dealer will be immediately dropped as each wager is won.

3. When the $.50 & $1 cheques behind the discard rack are colored up to $5 red checks

and deposited in the tip box, the transaction is to be performed as any other color up.

4. A Dealer is not to drop $100 cheques (black) in the tip box without Floor approval.

**Paying Toke Wagers**

1. Toke wagers must be indicated as such by offsetting the dealer toke wager from the patron’s wager. For example, patron’s wagers and toke wagers will be stacked on top of each other but the toke wager will be offset from the rest of the chips.

2. Toke wagers must be verbalized to the patron.

3. All payouts shall remain in proper sequence. When a Dealer and player both have winning wagers, both payouts will be cut out on the layout at the same time, then after receiving Supervisor’s approval, the player's wager will be handed off first and the Dealers toke will be put in the toke box.

4. Never go from the bankroll to the toke box, always show the amount on the layout first and wait for the Supervisor’s approval.

5. Tokes for the Cocktail Server: Non-value roulette cheques will be presented to the Dealer for conversion, this transaction must have supervisor approval. They will be placed on the rim and changed up only when the all other transactions on the game have been completed.

**Wheel and Ball Inspection**

On an at least once per day basis, a visual inspection will be performed on the Roulette Wheel and Balls. Surveillance must be notified prior to the inspection. An inspection log will be kept in the pit requiring 2 (two) signatures from pit personnel verifying the inspection. A supervisor will inspect for:

1. Inspect the roulette ball by passing it over a magnet or compass to assure its non-magnetic quality.

2. Inspect the Roulette table and wheel for any magnet or device that would affect the fair operation of the Roulette wheel.

3. Inspect the Roulette wheel to assure that the wheel is level and rotating freely and evenly.

4. Inspect the wheel to assure all parts are secure and free from movement.

5. A spin test of the wheel will be done.

a. The wheel will be spun and a visual inspection will be done to check for any unusual slowness or unusual sounds of the wheel.

6. Any irregularities that are found during the inspection process will be documented and Surveillance and the Gaming Commission will be notified immediately. The game will be out of service until all repairs are made and the wheel passes inspection.

7. The wheel will be wiped clean as needed.

**GAME PROTECTION**

1. Always keep your eyes on the layout.

2. Never turn your back on the bankroll, even if you have a dead game.

3. If you have any doubts or suspicions on any moves that are being made by a player, bring it to the attention of a supervisor immediately.

4. Watch any player handling money or chips or putting their hands near or over their chips in the betting area.

5. If two players claim the same bet, call a Floor Supervisor.

6. Dealer should be alert to the possibility of a player attempting to walk away with non-value chips. Recall the player immediately. If the Dealer is unable to recall the player, notify the Floor Supervisor and give the color value, amount of the chips, and a brief description of the player.

7. Everything is on tape in Surveillance. If ever in doubt about anything, it's better to have your Supervisor call for a review to be safe.

8. Value cheques may play inside only with the approval of a Floor Supervisor.

9. All value cheques must be placed on the layout in the transaction area before being delivered to a player.

Never attempt to correct a mistake yourself, even if you know the proper procedure. Always call a Floor Supervisor first.