

PART 5323

Table Game Standards

Section	
5323.1	Definitions
5323.2	Approval of table games layouts, signage, equipment and other matters
5323.3	Table games training standards
5323.4	Table inventories
5323.5	Opening table for gaming
5323.6	Shift changes at table games
5323.7	Closing table games
5323.8	Distributing chips and coins to table games
5323.9	Removing chips and coins from table games
5323.10	Acceptance of cash and coupons in exchange of chips or plaques
5323.11	Minimum and maximum wagers, additional wagering requirements
5323.12	Payout odds
5323.13	Rules of the games notice
5323.14	Patron access to the rules of the game; gaming guides
5323.15	Progressive table game system
5323.16	Payment of progressive wagers at table
5323.17	Table games tournaments
5323.18	Request to offer a new table game or new feature for an existing table game
5323.19	Temporary permission to operate table games or table game features

§ 5323.1. Definitions.

(a) Unless the context clearly indicates otherwise, the following definitions are applicable throughout this Part.

(1) *Boxperson* means the first-level supervisor who is responsible for directly participating in and supervising the operation and conduct of the game of craps.

(2) *Jackpot drop box* means a box secured with a lock used for the placement of cash or cash equivalents for contribution to the jackpot prizes.

(3) *Layout* means the table game cover containing designated areas for patrons to place the various wagers of the game and such rules of the game, payoff odds and other information or graphics as the commission may require.

(4) *Payout* means the winnings that result from a wager.

(5) *Progressive wager coupon* means non-cashable instruments that may be used for progressive play.

(6) *Tip box* means a clear box secured by a lock that is used for the collection of gratuities.

(7) *Vigorish* means the amount that may be charged by the gaming facility on a winning wager as provided in this Subchapter.

(b) A gaming facility shall submit to the commission for its review and approval procedures to be established pursuant to this Part. The commission shall approve any such procedures only in writing. Subsequent modifications to such procedures shall be submitted by the gaming facility to the commission for its approval, in writing. Any modification shall not take effect unless first approved by the commission in writing.

§ 5323.2. Approval of table games layouts, signage, equipment and other matters.

(a) The commission may require a gaming facility to submit table game staffing plans, tournament schedules, dealer training programs and schematics of gaming guides, table game layouts, signage and equipment.

(b) For purposes of this section, schematics or physical samples of table game equipment that shall be submitted to the commission for review and approval include:

- (1) cards;
- (2) dice;
- (3) pai gow tiles;
- (4) chips;
- (5) plaques;
- (6) commemorative chips;
- (7) manual and automated shakers;
- (8) big wheels and roulette wheels;
- (9) envelopes and containers used to hold or transport table game equipment; and
- (10) other table game devices that are not otherwise required to be submitted to a licensed independent testing laboratory for approval.

(c) Within 30 calendar days following the filing of a table game staffing plan, tournament schedule, dealer training program or a prototype of gaming guides, table game layouts, signage or equipment, commission staff will review the submission.

(d) The gaming facility licensee may implement the table game staffing plan, tournament schedule, dealer training program or a prototype of gaming guides, table

game layouts, signage or equipment on the 30th calendar day following the filing of such with the commission, unless the commission provides notice pursuant to subdivision (e) of this section objecting to such filing.

(e) If during the 30-day review period set forth in subdivision (c) of this section, the commission determines that a table game staffing plan, tournament schedule, dealer training program, prototype of a gaming guide, table game layout, signage or equipment is deficient or inconsistent with this Subchapter, the commission, by written notice to the gaming facility, shall specify the nature of the deficiency or inconsistency and, when possible, an acceptable alternative. The gaming facility then shall submit a revised plan, schedule, program or prototype.

(f) Prior to gaming facility use, the commission shall conduct an onsite inspection and approve the location and physical characteristics of equipment storage and destruction areas.

(g) The commission may periodically inspect the equipment storage and destruction areas approved in subdivision (f) of this section.

(h) A gaming facility shall obtain approval from the commission for:

(1) alternative locations for:

(i) equipment that is required to be on the table game, including drop boxes, shakers, shufflers, discard racks and tip boxes, prior to the commencement of operations at such table game; and

(ii) the complete text of the rules of all authorized games;

(2) amendments to such gaming facility's plan for the distribution and collection of drop boxes or jackpot drop boxes;

(3) sample sets of chips, plaques and promotional chips manufactured in accordance with approved design specifications; and

(4) the collection times for dice, cards, tiles and other table game equipment from the gaming floor.

§ 5323.3. Table games training standards.

In addition to the requirements set forth in section 5313.1 of this Subchapter, a gaming facility licensee shall, as part of its system of internal controls, establish a dealer training program.

§ 5323.4. Table inventories.

(a) Whenever a table game in a gaming facility is opened for gaming, operations shall commence with an amount of chips and coins to be known as the table inventory. A gaming facility shall not cause or permit chips or coins to be added to, or removed from, such table inventory during the gaming day except:

(1) in exchange for cash, table-game coupons or issuance copies of counter checks presented by patrons in accordance with section 5323.10 of this Part;

(2) in payment of winning wagers and collection of losing wagers made at such table game;

(3) in exchange for chips received from a patron having an equal aggregate face value;

(4) in conformity with the fill and credit slip procedures set forth in such gaming facility's system of internal controls;

(5) coin may be used for the purpose of marking vigorish and/or paying an amount won minus the vigorish; and

(6) chips placed on or in the wagering devices used for optional bonus wagers authorized by the commission always shall be placed in the table inventory container.

(b) Whenever a table game is not open for gaming activity, the table inventory including key controls and appropriate documentation prepared in conformity with the procedures set forth in this Part shall comply with standards set forth in the gaming facility's system of internal controls.

§ 5323.5. Opening table for gaming.

(a) Immediately prior to opening the table game for gaming, employees assigned to such table shall unlock the container after verifying that such container is the proper one for such table game by matching the table number affixed to such container with the table number affixed to such table game.

(b) The dealer or boxperson assigned to a table game shall count the contents of the container in the presence of a supervisor assigned to such table game and shall reconcile the count with the amount that is supposed to be inside the container.

(c) Signatures attesting to the accuracy of the information recorded on the opener shall be placed on such opener by the dealer or boxperson assigned to the table and the supervisor that observed the dealer or boxperson count the contents of the container.

(d) Any discrepancy between the amount of chips and/or coins counted and the amount of chips and/or coins recorded on the opener shall be reported immediately to management and on-site commission staff at such gaming facility. The pit personnel shall fill out a table discrepancy form, put one copy in the drop box and one copy shall be provided to the on-site commission staff. The gaming facility's security department then shall complete a report and immediately shall forward a copy of the report to the on-site commission staff.

(e) After the count of the contents of the container and the signing of the opener, such slip shall be deposited immediately in the drop box attached to the table game by the dealer or boxperson after the opening of such table.

§ 5323.6. Shift changes at table games.

(a) Whenever table games are to remain open for gaming activity at the conclusion of a shift, the chips and coins remaining at such table games at the time of the shift change shall be counted by either the dealer, boxperson or supervisor assigned to the outgoing shift and the dealer or boxperson assigned to the incoming shift or the dealer or boxperson assigned to the table game at the time of a drop box shift change that does not necessarily coincide with an employee shift change. The count shall be observed by a supervisor assigned to the table game of the outgoing shift or a supervisor assigned to the table game at the time of the drop box shift change.

(b) The chips and coins counted shall be recorded by the supervisor assigned to the table game of the outgoing shift or the supervisor assigned to the table game at the time of a drop box shift change.

(c) The supervisor shall record the following:

(1) the date and identification of the shift ended;

(2) the game and table number;

(3) the total value of each denomination of chips and coins remaining at the table game; and

(4) the total value of all denominations of chips and coins remaining at the table game.

(d) Signatures attesting to the accuracy of the information recorded shall be of either

(1) the dealer or boxperson and the supervisor assigned to the incoming and the outgoing shifts; or

(2) the dealer or boxperson and the supervisor assigned to the table games at the time of a drop box shift change.

(e) Upon meeting the signature requirements described in subdivision (d) of this section, the closer shall be deposited in the drop box that is attached to the table game immediately prior to the change of shift or the drop box shift change and the opener shall be deposited in drop box that is attached to the table game immediately following the change of shift or drop box shift change.

§ 5323.7. Closing table games.

(a) Whenever gaming activity at a table game is concluded, the chips and coins remaining at the table game shall be counted by the dealer or boxperson assigned to the table game and observed by the supervisor assigned to the table game.

(b) The chips and coins counted shall be recorded by the supervisor assigned to the table game.

(c) The supervisor shall record the following:

(1) the date and identification of the shift ended;

(2) the game and table number;

(3) the total value of each denomination of chips and coins remaining at the table game; and

(4) the total value of all denominations of chips and coins remaining at the table game.

(d) Signatures attesting to the accuracy of the information recorded at the time of closing table games shall be by the dealer or boxperson and the supervisor assigned to the table game who observed the dealer or boxperson count the contents of the table inventory.

(e) Upon meeting the signature requirements described in subdivision (d) of this section, all containers shall be locked.

§ 5323.8. Distributing chips and coins to table games.

(a) A fill request shall be prepared to authorize the preparation of a fill for the distribution of chips and coins to table games.

(b) The following information, at a minimum, shall be recorded:

(1) the date, time and shift of preparation;

(2) the denomination of chips and/or coins to be distributed to the table games;

(3) the total amount of each denomination of chips and/or coins to be distributed to the table games;

- (4) the game and table number to which the chips and/or coins are to be distributed;
- (5) the signature of the table games supervisor; and
- (6) signatures of every employee involved in the distribution, attesting to the accuracy of the information contained on the fills.

(c) Every distribution shall be performed in accordance with the standards set forth in the gaming facility's system of internal controls as set forth in section 5313.1 of this Subchapter.

§ 5323.9. Removing chips and coins from table games.

(a) A credit slip shall be prepared to authorize the removal of chips and/or coins from table games to the cashier's cage. The following information, at a minimum, shall be recorded:

- (1) the date, time and shift during which the removal of chips and/or coins occurs;
- (2) the denomination of chips and/or coins to be removed from the table game;
- (3) the total amount of each denomination of chips and/or coins to be removed from the table game;
- (4) the game and table number from which the chips and/or coins are to be removed;
- (5) the signature of the dealer or boxperson and supervisor assigned to the table game from which the chips and/or coins are to be removed;
- (6) time of preparation of the credit slip;
- (7) the signature of the preparer or, if computer prepared, the identification code of the preparer; and
- (8) signatures from every employee involved in the removing of chips and coins from table games, attesting to the accuracy of the information contained on the credit slip.

(b) Chips, tokens and/or cash equivalents shall be removed from the table tray by the dealer or boxperson and shall be broken down and verified by the dealer or boxperson in public view prior to placing them in racks for transfer to the cage; and

(c) Cross fills (the transfer of chips between table games) and cash exchanges are prohibited in the pit.

(d) Every removal shall be performed in accordance with the standards set forth in the gaming facility's system of internal controls as set forth in section 5313.1 of this Subchapter.

§ 5323.10. Acceptance of cash and coupons in exchange of chips or plaques.

(a) Whenever cash or a promotional coupon is presented by a patron at a table game for exchange for chips:

(1) the cash or promotional coupon shall be spread on the top of the table game by the dealer or boxperson accepting it in full view of the patron who presented it and the supervisor assigned to such table game;

(2) the amount of the cash or promotional coupon shall be announced orally by the dealer or boxperson accepting it in a tone of voice calculated to be heard by the patron who presented it and the supervisor assigned to such table game;

(3) the dealer or boxperson shall not distribute the chips to the patron until he or she receives approval from a supervisor; and

(4) immediately after an equivalent amount of chips has been given to the patron, the cash or promotional coupon shall be taken from the top of the table game and deposited by the dealer or boxperson into the drop box attached to the table game.

(b) Whenever a match-play coupon and chips are presented as a wager by a patron at an authorized game:

(1) such match-play coupon shall be placed underneath the chips wagered by the patron;

(2) the chips shall be placed on such coupon in such a way that the type and value of the coupon shall be visible at all times;

(3) if the chips wagered by the patron are greater than the stated value of such match-play coupon, the dealer shall physically determine the additional amount in excess of the match-play value, and distinguish the additional amount in accordance with the gaming facility licensee's system of internal controls;;

(4) only one match-play coupon may be used with the wager;

(5) if the wager wins, the wager shall be paid in accordance with the terms and conditions of the coupon; and

(6) whether the wager wins or loses, the coupon shall be deposited by the dealer into the drop box attached to the table game at the time the winning wager is paid or the losing wager is collected.

(c) Whenever a progressive wager coupon is presented by a patron at an authorized game in which a progressive payout wager coupon may be used, the dealer shall:

(1) comply with the procedures set forth in paragraphs (1) and (2) of subdivision (a) of this section;

(2) remove from the table inventory container a chip that is equal in value to the value of the progressive wager coupon, place the chip in the progressive wager acceptor device and prohibit the patron from withdrawing such progressive payout wager;

(3) immediately after placing the chip in the progressive wager acceptor device, take the coupon from the top of the table game and deposit it in the drop box attached to the table game; and

(4) permit only one progressive wager coupon to be used by a patron per hand.

(d) A gaming facility may, in its discretion, require that a coupon be canceled upon acceptance by the dealer or boxperson, so as to prevent the subsequent use of such coupon.

§ 5323.11. Minimum and maximum wagers, additional wagering requirements.

(a) Except as otherwise provided in this section, the minimum and maximum wagers permitted at any authorized table game shall be established by the gaming facility and approved by the commission.

(b) A gaming facility may offer:

(1) different maximum wagers at one table game for each permissible wager in an authorized game; and

(2) different maximum wagers at different table games for each permissible wager in an authorized game.

(c) A gaming facility may increase or decrease the permissible maximum wager or decrease the permissible minimum wager at a table game at any time. A permissible minimum wager may be increased at a table game:

(1) at any time, if no patrons are playing at the table game; or

(2) when patrons are playing the game, if the gaming facility:

(i) provides at least a 30-minute advance notice of the change;

(ii) posts a sign at the table game advising patrons of the change and the time that such change will go into effect; and

(iii) announces the change to patrons who are at such table game.

(d) Notwithstanding subdivision (c) of this section, a gaming facility may, in its discretion, permit a player to wager below the established minimum wager or above the established maximum wager at a table game.

(e) Any wager accepted by a dealer shall be paid or lost in its entirety in accordance with the rules of the game, notwithstanding that the wager exceeded the current table maximum or was lower than the current table minimum not previously approved.

(f) Nothing in this section shall preclude a gaming facility from establishing additional wagering requirements that are consistent with the rules of the game provided that the gaming facility satisfies the notice requirements under section 5323.13 of this Part.

(g) The amount of the minimum and maximum wagers shall be posted conspicuously on a sign at each table. The location, size and language of each sign required by this section shall be submitted to the commission for review and approval.

§ 5323.12. Payout odds.

The gaming facility shall post a sign at each table game advising patrons of the payout odds for the game in effect at that table. The gaming facility may change pay tables at its discretion at any time after the conclusion of a round of play upon prior notice to the commission, so long as the gaming facility complies with the minimum pay tables set forth in Part 5324. This section is not applicable if the payout odds are imprinted on the table layout, as approved by the commission.

§ 5323.13. Rules of games notice.

(a) A gaming facility shall to provide notice of the rules under which a particular table game will operate by posting a sign, or making available other documentation, at such table game advising patrons of the rules in effect at such table game.

(b) Except as provided in subdivision (c) of this section, a gaming facility may not change the rules under which a particular table game operates unless the facility submits and receives approval from the commission in writing in regard to a proposed rules of game amendment.

(c) The location, size and language of each sign or documentation required by this section shall be submitted to the commission for review and approval.

§ 5323.14. Patron access to the rules of the game; gaming guides.

(a) Each gaming facility shall maintain a printed copy of the complete text of the rules of all authorized games and all other information required to be made available to the public pursuant to this Subchapter. Such information shall be made available to the public for inspection upon request.

(b) Each gaming facility shall make available to patrons upon request an abridged version of the information required to be made available pursuant to subdivision (a) of this section. Each such version, to be known as a gaming guide, may be produced in a printed, video or other format.

(c) No gaming guide shall be issued, displayed or distributed by a gaming facility unless and until the commission has approved in writing a sample thereof.

(d) Each gaming facility may display a gaming guide at any location in its establishment. Such display shall not be considered to constitute advertising within the meaning of section 5325.6 of this Subchapter.

§ 5323.15. Progressive table game system.

(a) Each progressive electronic or live table game shall have:

(1) a progressive meter visible from the front of the table game, which shall increase in value based upon wagers, that advises the players of the amount that can be won if the player receives the corresponding outcome;

(2) a meter that accumulates the total value of credits paid as a result of progressive awards paid to the player.

(3) a cumulative progressive payout meter that continuously and automatically records the total value of progressive jackpots.

(4) a key and keyed switch to reset the progressive meter or meters or other reset mechanism; and

(5) a key locking the compartment housing the progressive meter or meters or other means by which to preclude unauthorized alterations to the progressive meters. The key or alternative security method must be different than the key or reset mechanism in paragraph (5) of this subdivision.

(b) Progressive meters may not be turned back to a lesser amount unless one of the following occurs:

(1) the amount indicated has been actually paid to a winning patron;

(2) the progressive jackpot amount won by the patron has been recorded in accordance with the gaming facility's system of internal controls;

(3) the progressive jackpot has, upon approval by the commission in writing, been transferred to another progressive table game; and

(4) the change is necessitated by a table game or meter malfunction, in which case, a written explanation shall be sent to the commission.

(c) Prior to removing a progressive jackpot from the gaming floor, a gaming facility licensee shall:

- (1) submit to the commission for approval a plan for the transfer of accrued prize amount minus the seed value amount to another progressive prize pool within the same gaming facility; and
- (2) conduct such transfer in the presence of onsite commission staff.

(d) Subdivision (c) of this section does not apply to multi-site progressive jackpots provided that the gaming facility licensee has submitted to the commission for approval the terms and conditions of such jackpots.

§ 5323.16. Payment of progressive wagers at table.

(a) Whenever a patron wins a table game progressive payout, the gaming facility shall either:

- (1) pay the wager from the chips in the table inventory container; or
- (2) issue a receipt to the patron that may be exchanged for payment at the cashier's cage.

(b) If the gaming facility pays the wager described in paragraph (2) of subdivision (a) of this section, the following shall apply:

- (1) All table games progressive payments shall be made in the presence of a table games supervisor.
- (2) All progressive payouts shall be recorded prior to reducing or resetting the progressive meter. The documentation shall contain the following information:
 - (i) date;
 - (ii) time;
 - (iii) table number;
 - (iv) the configuration of the winning hand;
 - (v) progressive meter amount;
 - (vi) progressive award amount; and
 - (vii) signature of the table games supervisor.

(3) Receipts shall be prepared by the table games supervisor and issued to patrons for progressive payouts. Receipts shall contain the following information:

- (i) date, time and shift;
- (ii) pit and table number;
- (iii) amount of the progressive meter;
- (iv) total jackpot won;
- (v) the configuration of the winning hand;
- (vi) signature of preparer;
- (vii) signature of dealer;
- (viii) signature of patron;
- (ix) an indication as to on what hand the payout is based; and
- (x) name of patron and account number, if the patron is a member of the gaming facility licensee's player tracking system.

(4) The table games supervisor shall validate the winning progressive hand prior to preparing the documentation. Following preparation, the patron must sign and be given a duplicate copy. The progressive meter amount shall be recorded prior to resetting the progressive meter.

(5) The record of jackpots must contain the following information:

- (i) date, time and shift;
- (ii) window number;
- (iii) pit and table number;
- (iv) patron name (and account number, if applicable);
- (v) amount on the progressive meter;
- (vi) total jackpot won;
- (vii) method of payment (cash or casino check);
- (viii) the configuration of the winning hand;
- (ix) signature of cashier or supervisor preparing the form;
- (x) signature of the table games supervisor; and

(xi) an indication of the hand on which the payout is based.

(6) Appropriate tax withholding forms and other necessary paperwork shall be completed before a payout is dispersed to the patron pursuant to this section.

(7) The accounting department of the gaming facility shall verify and reconcile every progressive wager payout.

§ 5323.17. Table game tournaments.

(a) No gaming tournament shall be conducted unless the gaming facility licensee files a written notice with the on-site commission staff, at least five business days prior to the commencement of such tournament, which notice shall include, at a minimum, the following information:

(1) the date and time of the scheduled gaming tournament;

(2) a detailed description of the type of gaming tournament to be offered;

(3) the number of patrons involved in the gaming tournament;

(4) the exact location of the gaming tournament;

(5) a description of any additional security measures that will be implemented for the gaming tournament;

(6) a statement from the supervisors of the gaming facility licensee's security, gaming operations and surveillance departments that the proposed gaming tournament will not adversely affect the security and integrity of gaming operations; and

(7) a statement from the gaming facility controller or designee if the tournament impacts gross gaming revenue.

(b) For poker tournaments, a gaming facility licensee may require that a percentage of the prize pool offered to participants be withheld for distribution to the tournament dealers as tips or gratuities, pursuant to Racing, Pari-Mutuel Wagering and Breeding Law section 1337(3), so long as such gaming facility gives prior notice to the commission.

(c) The on-site commission staff may at any time require the licensee to immediately cease any gaming tournament conducted, if the gaming tournament provided is in any material manner different from the description contained in the submission filed pursuant to subdivision (a) of this section or in any way compromises the security or integrity of gaming operations or the collection of gross revenue.

(d) Gaming tournaments involving games where the outcome depends on the skill of the participant are authorized provided that some element of chance is also part of the game.

§ 5323.18. Request to offer a new table game or new feature for an existing table game.

A table game device manufacturer, gaming-related gaming service provider or a gaming facility that desires to offer a new table game that is not in this Subchapter or a new wager, pay table or feature as part of a table game included in this Subchapter shall file a written request with the commission for approval. Such request shall contain, at a minimum:

(a) A detailed description of the table game or feature, including the rules of play and wagering that would be used for such new table game or feature. In addition, the table game device manufacturer, gaming-related gaming service provider or gaming facility shall:

- (1) indicate whether the game is a variation of an authorized game, a composite of authorized games or a new game;
- (2) provide the true odds, the payout odds and the house advantage for each wager;
- (3) provide a sketch or picture of the game layout, if any; and
- (4) provide sketches or pictures of the equipment used to play the game;

(b) The reason why the new table game or feature is being proposed and, if the request is not filed by a gaming facility, the name of the gaming facility that is interested in offering the new table game or feature;

(c) A list of other gaming jurisdictions where the new table game or feature is currently being offered; and

(d) Whether the game, its name or any of the equipment used to play the game is covered by any copyrights, trademarks or patents, either issued or pending.

§ 5323.19. Temporary permission to operate table games or table game features.

The commission, by directive, may authorize the temporary operation of a table game or table game feature for the purpose of determining whether such game or feature should be authorized on a permanent basis. The rules of such table game or table game feature shall be posted on the commission's website and shall be made available for inspection by the gaming facility in the manner set forth in section 5323.14 of this Part. Any such temporary authorization shall not exceed 270 days.