

Potomac Valley Aquarium Society  
**Breeders' Award Program**  
~ Rules and Procedures ~



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## **Section 1: PURPOSE**

- 1.1 To promote the keeping and breeding of fishes.
- 1.2 To recognize outstanding achievements in the breeding of fishes.
- 1.3 To encourage research into the spawning of the more difficult species of fishes.
- 1.4 To make accounts of successful spawning techniques available through the Delta Tale and through association at the general meetings.

## **Section 2: PARTICIPATION**

### **2.1 Qualifications for Participation**

All members of PVAS in good standing, except for corresponding members, are eligible to participate in the program.

### **2.2 Award Levels**

- 2.2.1 Breeder Award - Attainment of 50 breeding points from any of the categories.
- 2.2.2 Intermediate Breeder Award - Attainment of Breeder Award status and a total of 150 breeding points from any of the categories.
- 2.2.3 Advanced Breeder Award - Attainment of Intermediate Breeder Award status and a total of 300 breeding points, including at least 100 points from category 2 or category 3.
- 2.2.4 Master Breeder Award - Attainment of Advanced Breeder status and a total of 500 breeding points, including at least three species from the Category 5 (Difficult List) and Category 6 (Target List).
- 2.2.5 Grandmaster Breeder Award - Attainment of Master Breeder Award status plus spawning of at least one additional species on the Target List (Category 6) over and above those spawned for Master Breeder status.

### **2.3 Operational Positions**

#### **2.3.1 The BAP Committee**

- 2.3.1.1. The BAP Committee shall consist of five voting members plus the President of PVAS (who also has a vote) and such non-voting advisory members invited by any BAP Committee member and approved by the full BAP committee.
- 2.3.1.2. The committee shall oversee and enforce all of the rules and regulations governing the BAP. Among these are verifying and awarding points to qualifying members, keeping proper records, making appropriate awards to qualified members, and reviewing the rules and regulations at least once a year for possible improvements.

#### **2.3.1.3. BAP Chair**

The BAP chair shall be appointed by the President of PVAS. The BAP Chair is empowered to break tie votes. The Name and Contact information for the BAP Chair shall be posted on the PVAS Website, <http://www.pvas.com/bodcontact.php>.

2.3.1.4. BAP Committee Members

The remaining voting members shall be appointed by the BAP Chairman with the consent of the Board of Governors

2.3.1.5. PVAS President

The President of PVAS is an *ex officio* member of the BAP Committee. The President votes on the BAP Committee.

2.3.1.6. Advisory Members (This rule is not currently implemented)

2.3.1.6.1. Certain PVAS members may wish to be included in the BAP deliberations from time to time. Any BAP Committee member (including the Chair and the PVAS President) may propose addition of an advisory member, who, with the majority consent of the Committee will be invited to give input as the mood strikes. Advisory members are typically experienced breeders whose input is valuable in adjudicating various modification and change proposals.

2.3.1.6.2. Frequently Advisory Members are also BAP Mentors.

2.3.1.6.3. All Master and Grandmaster Breeders are automatically advisory members.

2.3.2 BAP Checkers

Although in the past there has been a separate category for BAP checkers, any PVAS member who is eligible to participate in the BAP and not part of the breeder's household may perform in person checks and verifications with approval from the BAP chair.

2.3.3 Breeding Mentors (This Rule is not currently implemented)

2.3.3.1. Becoming a Breeding Mentor

2.3.3.1.1. Experienced breeders of course may advise other breeders at any point, but those who care to volunteer to be available to mentor less experienced breeders may formalize this availability by contacting a member of the BAP and indicating their availability. The list of available Breeding mentors, their location, contact information, and particular areas of expertise will be kept by the BAP chair, and not published publicly.

2.3.3.1.2. A Mentor may request to be removed from the list at any time.

2.3.3.2. Obtaining a Breeding Mentor

A member interested in a breeding mentor may request of the BAP Committee to be put in touch with one. The member should provide their contact information, location, and their particular interests. The BAP chair will contact appropriate members on the mentor list, and give the member's information to a willing mentor, who will contact the member to work out details.

#### 2.3.4 PVAS Board of Directors

- 2.3.4.1. As with all PVAS committees, the BAP committee is subject to the decisions of the PVAS board of directors. Any decision by the BAP Committee may be appealed to the Board.
- 2.3.4.2. All Process Modification Proposals (PMPs, which see, below) which obligate PVAS Resources or impinge on another PVAS Committee's domain must be approved by the Board.

#### 2.3.5 General Membership

- 2.3.5.1. The general membership of PVAS is encouraged to participate in the BAP. he active participation in the BAP at all levels is a positive asset to the BAP and PVAS at large, and all input will be valued and given due consideration by the BAP committee.
- 2.3.5.2. Members may proposed changes to the award criteria via a Requirement Change Proposal (RCP, which see below), BAP process via a Process Modification Proposal (PMP, which see below), or to the function of the BAP committee and the Committee's interactions with other PVAS committees via an Administrative Change Proposal (ACP, which see below). Less formally, ideas may simply be communicated to members of the BAP committee who will bring them up at committee meetings.
- 2.3.5.3. Member comment will be solicited on any changes to the BAP Rules and Procedures (via PMPs and ACPs), for a period of no less than 1 month, prior to those changes going in to effect.
- 2.3.5.4. Members may request positions on the BAP Committee (when there are vacancies) and as Advisory members, Breeding members, and BAP Checkers.
- 2.3.5.5. Any member eligible to participate in the BAP may also check and verify spawns for any participating member not of their household, provided they notify the BAP chair.

### 2.3.6 Current Operational Positions

2.3.6.1. The Names of the BAP Chair and Committee members and BAP Checkers shall be posted on the PVAS website on the BAP Page.

2.3.6.2. Advisory members may be listed at their option.

2.3.6.3. The Contact information for the BAP Chair shall be posted on the Board of Directors contact page in the Committee Heads section.

2.3.6.4. The BAP Chair shall maintain a list of all Committee members, both advisory and voting, as well as BAP Checkers, breeding mentors, participants in the BAP, and general members who have expressed an interest in serving in some capacity.

2.3.6.5. A general BAP email address, [bap@pvas.com](mailto:bap@pvas.com) , shall be posted in the Contact Us section of the Board of Directors Page. This will redirect to the BAP Chair's email.

## **Section 3: BAP AWARD RULES**

### **3.1 Program Start**

The start date for the current program under the present rules is set for 1 January, 2009. From that date, Checks and Verifications of Spawns may be requested, and Completed BAP forms will be accepted by the BAP Committee.

### **3.2 Prior BAP Points**

3.2.1 The BAP ran under substantially these rules for an indeterminate time in the past, and a partial set of the records for that run of the BAP are currently under review.

3.2.2 Pending completion of the review (anticipated by 1 November 2009) participants in the BAP start with zero (0) points, and are considered to have never bred any species for the purpose of eligibility.

### **3.3 Getting Started**

In order to participate in the BAP, all any eligible PVAS member need do is have an eligible Spawn, a BAP form, and follow the BAP Award process, below.

### **3.4 Definitions**

3.4.1 One Week = 7 days

3.4.2 (The) Breeder: The PVAS Member participating in the BAP

3.4.3 Spawn

3.4.3.1. For Livebearers: A Spawn is birth.

3.4.3.2. For Mouthbrooders: A Spawn is the release of free swimming fry.

- 3.4.3.3. For Killifish: a spawn is considered the total number of fry hatched in one week from the eggs laid in 1 week. The spawn is considered to be complete at the end of one week of hatching.
  - 3.4.3.4. For all other fish, a spawn begins with the physical act of mating, and is considered complete when the eggs hatch.
  - 3.4.3.5. If the first indication that a spawn has occurred is the presence of Free Swimming Fry in the tank, this is considered a Spawn.
  - 3.4.3.6. For fish bred in a colony setting, a spawn is considered all fry of approximately the same age.
  - 3.4.3.7. In order to be eligible for award, spawning must be the product of breeding in the breeder's tank, not the result of eggs or gravid fish obtained from another breeder.
- 3.4.4 Free Swimming Fry
- 3.4.4.1. Fry that have consumed their egg sack and are moving about the tank under their own power.
  - 3.4.4.2. Mouthbrooder fry that have left the parent's mouth for under their own power are free swimming.
  - 3.4.4.3. Livebearer fry are free swimming at birth.
  - 3.4.4.4. There is no intent to have the Breeder tear down a tank to prove spawning. Therefore, the first detection of free swimming fry can also be taken as spawning.
- 3.4.5 Species
- 3.4.5.1. Any fish with a binomial scientific name.
  - 3.4.5.2. Any undescribed species that is accepted to be distinct from other species.
    - 3.4.5.2.1. Note that it is generally recognized that certain Loricariid "L" numbers represent different varieties of the same undescribed species.
    - 3.4.5.2.2. On BAP committee request, it is the responsibility of the breeder to demonstrate with a citation or citations that a particular L number is distinct from other L numbered species they may have bred.
    - 3.4.5.2.3. This holds true for "C" numbered corydoras as well, and any other nomenclature system outside the accepted scientific practice.

- 3.4.5.3. A fish remains a member of the same species regardless of changes in taxonomic classification. (eg. A Convict is a Convict, regardless of whether it is *Cichlosoma nigrofasciatus* or *Amitatitla nigrofasciatus* or *Michaelbarberii convictofishii* if it were to be so renamed.) The only exception is when a group considered to have been a single species is split into multiple species by the scientific community.
  - 3.4.5.4. In the event that the scientific community combines multiple species into a single species, the former species become Varieties. Points gained for these Varieties while they were considered separate species remain, but, absent an approved Requirements Change Proposal, they will be treated as the standard variety of a single species going forward. (eg. If a Breeder were to be awarded points for *Cyphotilapia frontosa* and *C. gibberosa*, and they were later recombined into *C. frontosa*, that Breeder would retain the points for both, but subsequent breeders would only be able to gain points for one.)
  - 3.4.5.5. With the exception of those of longstanding in the trade (eg, Sailfin Mollies), Hybrids are not considered separate species, and in general are not eligible for point awards. Note that Domestic Varieties of Swordtails, Platies, and Sailfinned and Shortfinned Mollies are for the purposes of the BAP considered separate species from their wild counterparts.
  - 3.4.5.6. Species must be legal to possess and breed (or legally licensed for those purposes) in the locality in which they are being bred in order to be eligible for award of points. Sorry folks, no Piranha in Virginia unless you get an OK from Virginia Fish and Wildlife.
- 3.4.6 Variety
- 3.4.6.1. Only Standard and Albino are automatically accepted as separate varieties, eligible for points independently.
  - 3.4.6.2. The Standard Variety is defined as any and all varieties not separately eligible for points. By default, this means not albino.
  - 3.4.6.3. The Albino Variety is not currently strictly defined. It consists of fish lacking all pigmentation. In general the Albino form is thought to present additional difficulties with regard to sensitivity and raising of fry.
  - 3.4.6.4. Other color, finnage, and location varieties are not considered distinct from the Standard variety and are not separately eligible for points.
  - 3.4.6.5. Subspecies are considered varieties for this purpose.
  - 3.4.6.6. Varieties may be added on a species by species basis by means of the Requirement Change Proposal process.
- 3.4.7 Catch All
- 3.4.7.1. Because of the huge and ever changing number of species, many, if not most, are covered under one or more Catch All categories.

3.4.7.2. Catch alls may be any combination of habitat, breeding method, or taxon (ie Order, Family, Genus) based.

3.4.7.3. If a species is covered under multiple catch alls, the most specific one applies. Eg. *Rineloricaria eigenmanni* is covered under Whiptail Catfish, Loricariids, and Catfish. Whiptails (including a group of genera including but not limited to *Rineloricaria*) is the applicable catch all.

#### 3.4.8 Report

The first notification to PVAS of a spawning. This applies to all categories and may be performed via forum post, email to [bap@pvas.com](mailto:bap@pvas.com), or by contacting the BAP chair via phone or in person.

#### 3.4.9 Check

This is an in-person in person verification by a BAP Committee member or checker for spawns. Applies to categories 4, 5, and 6.

#### 3.4.10 Verification

The second notification to PVAS of a spawning. This is always done in person by a BAP committee member or Checker, but may occur at a PVAS meeting. Verification determines if all requirements for signature on the BAP form have been met.

#### 3.4.11 Signature

Everyone knows what this means in the context of a paper form, but in the context of electronic forms (Word Documents, et al) an email to the BAP Chair at [bap@pvas.com](mailto:bap@pvas.com) from the individual who would otherwise sign the form is preferred.

### 3.5 Requirement Change Proposals (RCP)

The RCP format will be posted in Word and PDF format to the PVAS Website BAP Page for Breeder use.

#### 3.5.1 Adding a Variety to a species

3.5.1.1. Each species is only eligible for points once in its Standard variety, and once in its Albino form.

3.5.1.2. In cases where a subspecies, color morph, finnage type, or locality type presents difficulties beyond those of the standard type or follows a significantly different breeding process, a written proposal to make it eligible for a separate point award may be made to the BAP Committee via the RCP Process.

#### 3.5.2 Adding a New Species

3.5.2.1. There will be cases where a species is nowhere represented on the BAP point value list or a species falls under a catchall with a point value the breeder deems inappropriate.

3.5.2.2. In these cases, a proposal to add the species to a particular category or to separate it from a catchall and relocate it to a different category may be made to the BAP Committee via the RCP Process.

- 3.5.2.3. This process may also be used to add a new catch all category. (e.g. Bitterlings, which require live, freshwater clams to spawn in.)
  - 3.5.3 Modifying an existing species
    - 3.5.3.1. There will be cases where a Breeder or other member will deem a current species to be inappropriately categorized..
    - 3.5.3.2. In these cases, a proposal to relocate a species to a different category may be made to the BAP Committee via the RCP Process.
  - 3.5.4 Waiver of minimum fry
    - 3.5.4.1. Certain fish produce so few fry that it is unlikely or impossible that the required number will survive to point award.
    - 3.5.4.2. In these cases, a proposal to waive the minimum number of fry or set the required minimum to a lower number may be made to the BAP Committee via the RCP Process.
  - 3.5.5 It is the responsibility of the member writing the RCP to clearly define the proposed change, and to back it up with reasons and citations. Ultimately in order for the RCP to be approved, it must convince a Majority of the BAP committee.
  - 3.5.6 Administration of Change Proposals – See Requirement Change Proposals in the Administration section below.
- 3.6 Categories, Point Values, and Fry Requirements**
- 3.6.1 Categories and point values for species and catch alls are listed in the BAP Point Value document.
  - 3.6.2 Category 7 has been eliminated and rolled into Categories 1 and 2 for category 7a and 7b respectively.
  - 3.6.3 For species and varieties where fewer fry than 10 are required (former categories 7a and 7b), this is noted in the BAP Point Values Document.

## **Section 4: THE BAP AWARD PROCESS**

- 4.1 Spawn Detected
- 4.2 Has the Breeder previously been awarded points for this species and variety?
  - 4.2.1 If so, this spawn is ineligible for a point award.
- 4.3 Has the Breeder previously been awarded points for a different Variety?
  - 4.3.1 If so, and the current variety is not recognized for this species, the Breeder may make an RCP to Add this variety. If this is approved, the process continues, otherwise this spawn is ineligible for award

- 4.4 Begin Filling out BAP form
  - 4.4.1 This may be done at any time prior to the first required signature when the spawn is first checked.
  - 4.4.2 It is recommended that the Breeder begin to fill out a BAP as soon as they begin to condition their breeding adults, as the BAP form requests details on this.
- 4.5 Determine Category and Point Value for spawn.
  - 4.5.1 If the species is not listed by name, find the appropriate Catch All
  - 4.5.2 If no appropriate Catch All exists, write an RCP to Add a New Species
  - 4.5.3 If the existing Catch All point value is not commensurate (in the Breeder's opinion) with the difficulty of breeding this species or raising the fry, write an RCP to Add a New Species.
  - 4.5.4 If the species is listed by name then that is the category or point value. If the Breeder disagrees with the assignment, an RCP to Modify an Existing Species may be made.
- 4.6 Determine the required number of Fry.
  - 4.6.1 Unless otherwise noted, 10 Fry are required at the time of verification.
  - 4.6.2 If the current spawn is slight enough that there is little or no chance of that number of fry surviving to verification, the Breeder may write an RCP for a Waiver of Minimum Fry.
- 4.7 Report the Spawn
  - 4.7.1 The Breeder must within 10 days of first detection of Free Swimming Fry report the spawn. This may be accomplished by any of the following means
    - 4.7.1.1. Post to the Breeders Award Subforum of the PVAS Forum. Using the subject "BAP Spawn Report: (What fish)" is useful in assuring that this will be detected by the BAP chair, who
    - 4.7.1.2. Email to [bap@pvas.com](mailto:bap@pvas.com). This will go directly to the BAP chair. It would be helpful if the BAP form were attached to this email (though it is not strictly necessary.)
    - 4.7.1.3. Direct communication with the BAP chair, either via phone, or in person,
    - 4.7.1.4. In the event that the BAP chair cannot be contacted within the window, a spawn may be reported to any other PVAS member , who will then contact the BAP chair and vouch that the report was made on such and such a date, within the 10 day window.
  - 4.7.2 If the spawn is checked (see 4.8, below) within 10 days, it is considered to be reported, and a separate report is not required.

- 4.7.3 The date of report and the name of the person reported to or "Forum Post" is input on the BAP form in the fields for "Checked By/On"
- 4.8 Arrange a Check of Spawning
  - 4.8.1 A Check of Spawning must occur within 21 days of the Spawn for category 4 or higher fish.
    - 4.8.1.1. Contact (via phone or email or other means) the BAP Chair or any PVAS member and arrange a time for them to view the spawn.
    - 4.8.1.2. The Checker or Committee Member will check the spawn and, if all requirements are met, contact the BAP Chair either with an email or by phone or in person attesting that the requirements have been met.
    - 4.8.1.3. The BAP chair will then add the Checker's name and the date of the check to the BAP form, if it is available. If the Breeder has not yet sent the BAP form, they may add this data. This will overwrite any previous report data.
  - 4.8.2 No Breeder may check their own spawn, nor may any member of the breeder's household.
- 4.9 Grow Out Fry
  - 4.9.1 For category 1 fish, fry must be grown out for at least 30 days after becoming free swimming.
  - 4.9.2 For all other categories, fry must grow out for at least 60 days after becoming free swimming.
- 4.10 Count surviving fry
  - 4.10.1 If there are fewer fry than required, an RCP for a Waiver of Minimum Fry may be submitted, or the process ends.
- 4.11 Arrange for Verification
  - 4.11.1 All spawns must be verified by a PVAS Member not of the breeder's household. The Breeder has two options:
  - 4.11.2 Arrange an in person verification as with the Checking process above, or...
  - 4.11.3 Bring at least the required number of fry to the next general meeting, with the BAP form. Note that this is not a viable option for species illegal to possess in the state of Virginia, unless you are licensed for the purposes of transporting and showing this species by Virginia Fish and Wildlife.
- 4.12 Resolve all RCPs before continuing.
  - 4.12.1 RCPs are resolved according to the process in Administration: Requirement Change Proposals (RCP) below.

- 4.12.2 If any are denied in such a way as to make this spawn ineligible, the process ends.
- 4.12.3 If any are denied in such a way that the spawn remains eligible, the process continues as if the RCP were never made.
- 4.12.4 If all are approved, the process continues with the proposed changes, and the proposed changes are incorporated in the BAP Point Value Document.
- 4.13 Turn Completed BAP form in to the BAP Chair (or any BAP committee member if the Chair is unavailable.) Ideally this should be done as an attachment to an email to [bap@pvas.com](mailto:bap@pvas.com), but dead tree format is still accepted. For now.
- 4.14 Spawning Summary
  - 4.14.1 For all species of Category 4 or higher, the Breeder is required to present a detailed summary of the spawning process within 4 months of the BAP form being turned in.
  - 4.14.2 For Category 2 and 3, if there is a Spawning summary for that species and variety in the articles section of the PVAS site, and it is less than 5 years old, no Spawning summary is required (though it would still be accepted). If there is no article, or if the article is more than 5 years old, a spawning summary is required.
  - 4.14.3 This may be an oral presentation at an upcoming meeting.
    - 4.14.3.1. Notify the BAP Committee of intent to give an oral presentation. Note preferred meetings for this, and meetings that will be missed.
    - 4.14.3.2. The BAP Committee will arrange for 15 minutes to be set aside at an upcoming general meeting. Every effort will be made to accommodate the **Breeder's** preferences, and the Committee will err on the side of the earliest available meeting.
    - 4.14.3.3. Present the breeding summary. Visual aides (powerpoint slides, photos, the fry, or the breeding pair) are encouraged but not required.
  - 4.14.4 This may be a written presentation for inclusion in Delta Tale and the PVAS website articles section.
    - 4.14.4.1. There is no standard for length, format, or quality, but the Breeder is recommended to spawning summaries in the various commercial aquarium magazines (TFH, AFI, FAMA) for examples of good length, structure, and style.
    - 4.14.4.2. Turn in the completed summary (preferably as an attachment in Word 2003 or earlier format, but paper is acceptable) to the BAP chair.
    - 4.14.4.3. Unless otherwise stated in the Summary, it is assumed to be Copyrighted to the Breeder on the date of submission, under the creative commons license with unrestricted rights to use of text and graphics explicitly granted to PVAS.
    - 4.14.4.4. The BAP will then have this included in an Upcoming Delta Tale

#### 4.15 Points are Awarded

4.15.1 If all requirements are met, the BAP chair will sign off on the BAP form, and the points appropriate to the species will be awarded the Breeder.

4.15.2 If these points are sufficient to bring the breeder to the next level of recognition, this will be recognized in the BAP report at the next general meeting, as well as in an upcoming Delta Tale.

#### 4.16 Go forth and breed something else.

### **Section 5: ADMINISTRATION**

#### **5.1 BAP Committee Meetings**

##### 5.1.1 Quorum

5.1.1.1. At least 4 members of the BAP are required to determine any ordinary issue.

5.1.1.2. Any member of the BAP can propose that an issue is a "matter of substance", and require that all BAP members vote. This determination is not itself a matter of substance.

5.1.1.3. An abstention is a valid vote and counts towards the quorum.

5.1.1.4. In the case of virtual meetings, every effort will be made to assure that any BAP committee member who cares to vote will have the opportunity.

##### 5.1.2 Actual Meetings

5.1.2.1. No formal meetings of the BAP committee are currently envisioned.

5.1.2.2. Ad hoc meetings may be held if necessary.

5.1.2.3. Discussions may occur before the PVAS general meetings.

##### 5.1.3 Virtual Meetings

5.1.3.1. For the purposes of decision making, the BAP committee may discuss, debate, and vote on issues via phone, email, or the PVAS forum.

5.1.3.2. Virtual Meetings will be announced via Broadcast email to all Committee members and advisory members.

5.1.3.3. Where possible, those not acknowledging within 24 hours will be contacted by phone.

5.1.3.4. Members without internet connectivity will be contacted by phone and read into the discussion by the BAP Chair.

- 5.1.3.5. In the event that all members have connectivity, yet some are slow to respond, the BAP Chair is empowered to Noodge and Pester them without mercy until their input is given.

## **5.2 Changing the Rules**

- 5.2.1 Any rule or point value may be changed by majority vote of the BAP committee, with a confirming vote from the PVAS Board for any change that requires PVAS resources or changes the interaction with other committees.
- 5.2.2 The BAP chair, BAP Committee Members, and the PVAS president may introduce changes directly in a BAP meeting, virtual or otherwise. All others must submit written proposals to the BAP Committee via email or in printed form. The documents referred to below are designed for this, and it is strongly encouraged that they be used.
- 5.2.3 Requirement Change Proposals (RCPs)
  - 5.2.3.1. RCPs propose changes to the BAP Point Values document for one or at most a few species.
  - 5.2.3.2. Any member can submit an RCP at any time, but those submitted by members in the process of breeding a species for award are given priority. Submission may be by hard or soft copy.
  - 5.2.3.3. The RCP format will be available in Word and PDF format on the PVAS website on the BAP Page.
  - 5.2.3.4. The RCP format will be available in hardcopy at PVAS meetings, and may be photocopied as needed.
  - 5.2.3.5. RCPs are not "matters of substance" by default.
  - 5.2.3.6. An RCP requires a majority of the BAP quorum (unless elevated to a matter of substance) to approve.
  - 5.2.3.7. BAP committee rulings on RCPs are subject to appeal to the PVAS board.
  - 5.2.3.8. Changes due to approved RCPs will be incorporated in the BAP Point Value document.
  - 5.2.3.9. RCPs are not subject to the 1 month comment period that other changes are.
- 5.2.4 Process Modification Proposals (PMPs)
  - 5.2.4.1. PMPs propose changes to such of the BAP process and rules
    - 5.2.4.1.1. Those which obligate PVAS resources or impinge on the domains of other PVAS Committees must be approved by the PVAS Board to take effect.

- 5.2.4.2. PMPs may also be used to propose a mass revision to the BAP Point Value Document. It is envisioned that this application will be used primarily to adopt and incorporate portions of Point Value lists from other organizations' BAPs (either as is or in modified form).
- 5.2.4.3. Any member can submit an PMP at any time. Submission may be by hard or soft copy.
- 5.2.4.4. The PMP format will be available in Word and PDF format on the PVAS website on the BAP Page.
- 5.2.4.5. The PMP format will be available in hardcopy at PVAS meetings, and may be photocopied as needed.
- 5.2.4.6. PMPs are subject to a comment period from the general membership that will include at least 2 general meetings. The change will be in effect if approved by the BAP (and the Board if necessary), but is probationary, and may be repealed or modified if the comments warrant. PMPs disapproved by the board will also be available for comment, and may be reconsidered if comments warrant.
- 5.2.4.7. PMPs are "matters of substance", and require a majority vote of the BAP Committee to approve.
- 5.2.4.8. BAP committee rulings on PMPs are subject to appeal to the PVAS board, unless they have already been approved by the PVAS Board.
- 5.2.4.9. Changes due to approved PMPs will be incorporated into this document or the BAP Point Value document as appropriate.

### **5.3 Approving BAP forms**

- 5.3.1 All BAP forms must be signed by the BAP Chair.
- 5.3.2 Unless there are serious defects or inconsistencies in the form or questions about it, the BAP chair will sign.
- 5.3.3 If there are any issues the BAP chair will seek an opinion of the BAP Committee before signing.
- 5.3.4 Should the BAP Committee determine that there are defects, the Committee will investigate.
- 5.3.5 Disapproving a BAP form is always a matter of substance, requiring the votes of all BAP committee members, and is subject to appeal to the PVAS Board.

### **5.4 Minimum Requirements for BAP forms**

The BAP committee is aware that the BAP form looks scarily complex and that a great deal of information is required. However, much of it is actually optional. The Required data is as follows:

- 5.4.1 The Breeder's name and Contact information (Either phone or email address)

- 5.4.2 Enough data about the fish's species to uniquely identify it. Preferably the Scientific name, but if that is ambiguous or unavailable or if the breeder simply doesn't know it, the common name will do (though the BAP chair may need to contact you to clarify if the common name is ambiguous.)
- 5.4.3 The Free Swimming Date – the date the fry became Free Swimming.
- 5.4.4 If no Variety is given, it is assumed to be standard. Note that, unless another is specifically approved for the species, Albino is the only separately eligible variety.
- 5.4.5 If no category, point value, or catchall is given, they will be assigned by the BAP Chair.
- 5.4.6 Minimum Fry is assumed to be 10 unless the species has had that changed in the past.
- 5.4.7 It is necessary that a number of fry at 30 (for category 1) or 60 (all others) be input on the form. This does not need to be an exact count unless it is close to the minimum number of fry for the species.
- 5.4.8 **All Other Fields are Totally Optional!** It would be nice if you filled out as much as you could, but it will not be held against you if you don't. Note that, if a Spawning Summary is required, the additional fields can be very helpful in recording the data you will need to put it together.
- 5.4.9 There are also some extra fields. Those shaded grey are there in anticipation of some rules changes that we hope to implement in the coming years. Those shaded green are for the BAP Chair to fill out.

## 5.5 Use of PVAS Technical Assets

### 5.5.1 Delta Tale

- 5.5.1.1. Breeding Summaries will be referred to Delta Tale for publication in an upcoming issue.
- 5.5.1.2. Those achieving a new BAP Award level will be named in the next edition of Delta Tale.
- 5.5.1.3. Successful spawnings of category 6 fish will be mentioned in Delta Tale if the breeding summary is delayed.

### 5.5.2 The PVAS Web Site

- 5.5.2.1. The following BAP documents will be made available on the BAP page of the PVAS website.
  - 5.5.2.1.1. This document.
  - 5.5.2.1.2. The BAP Rules Guide (to replace the current rules page of the Breeder's Award Section of the PVAS Site.)

5.5.2.1.3. The BAP Point Values Document.

5.5.2.1.4. The BAP Form

5.5.2.1.5. The RCP Form

5.5.2.1.6. The ACP/PMP form.

5.5.2.2. These will be provided in Word and PDF formats

5.5.2.3. An HTML version of the following documents will be linked from the main BAP Page:

5.5.2.3.1. The BAP Rules

5.5.2.3.2. The BAP Rules Guide.

5.5.2.3.3. The BAP Point Values Document.

### 5.5.3 The PVAS Forum

5.5.3.1. A member's only subforum of the PVAS forum has been created for the use of the BAP.

5.5.3.2. Summaries of PMPs and RCPs will be made available here for general membership comment.

5.5.3.3. Reports of Spawns may be made here.

5.5.3.4. Discussions of breeding techniques is encouraged.

5.5.3.5. BAP announcements would be posted here periodically, to include at the very least announcements of Breeders achieving new award levels.

### 5.5.4 PVAS Email

[bap@pvas.com](mailto:bap@pvas.com) has been created for direct communication with the BAP committee via the chair.

### 5.5.5 BAP DB

A database for tracking the BAP Point Values, Participants, and Standings is currently in the early stages of requirements definition. It is hoped that it will at some point streamline reporting and recordkeeping.

## 5.6 The BAP Report

The BAP Chair or another BAP committee member in the chair's absence, shall give a monthly report to the PVAS general membership at each monthly meeting. This shall consist of the following (at a minimum):

5.6.1 Breeders achieving a new award level in the last month.

5.6.2 A summary of the changes to the BAP Rules and Point Values in the last month.

- 5.6.3 A list of proposed changes open for comment in the current month, with particular emphasis on those nearing the end of their comment period.
- 5.6.4 Any spawning of category 6 fish in the last month.
- 5.6.5 Any other noteworthy achievements in breeding either within or without PVAS in the last month.

## **5.7 Record Keeping**

- 5.7.1 So as to avoid another hiatus, the BAP will follow rigorous recordkeeping standards.
- 5.7.2 The following records will be kept:
  - 5.7.2.1. All BAP Forms
  - 5.7.2.2. All Breeding Summaries
  - 5.7.2.3. All RCPs, PMPs, and ACPs
  - 5.7.2.4. All other written and electronic communications directly related to RCPs, PMPs, and ACPs. (The above three items should be kept together.)
  - 5.7.2.5. Minutes of all BAP Committee Meetings,
  - 5.7.2.6. Copies of all emails and summaries of phone calls to BAP Committee members without connectivity comprising virtual BAP Committee Meetings.
  - 5.7.2.7. Copies of all other written and electronic correspondence with the BAP.
- 5.7.3 Retention of Documents
  - 5.7.3.1. Softcopies of all documents should be kept in duplicate, with one copy going to the BAP Chair and one to the PVAS President, in perpetuity.
  - 5.7.3.2. Documents existing only in hardcopy shall be scanned into softcopy whenever practical and certainly on an annual basis, if not quarterly.
- 5.7.4 The BAP DB
  - 5.7.4.1. The BAP DB, when live, shall be backed up no less than quarterly, with backup copies held by the PVAS president and BAP Chair for at least one year (or 4 backups, whichever is longer.)
  - 5.7.4.2. While it will streamline record keeping, the BAP DB will not replace the BAP form.
  - 5.7.4.3. Points awarded and Changes made via RCP should be entered in the BAP DB no less than Monthly.

5.7.4.4. Any backlog when the BAP DB goes live shall be entered so as to catch up no less than 2 months each month of operation, and preferably much, much more quickly than that.

5.7.5 It is **STRONGLY** recommended that all participants keep copies of their BAP forms and Change Proposals.

## **Section 6: DOCUMENT CONTROL**

Author's note: It is the purpose of this document to rigorously codify the BAP Rules and Processes based on the current BAP rules as posted to the PVAS website, with such changes as noted. Though this document should be available to all interested PVAS members, a second document for general distribution, the BAP Rules Guide, contains the broad rules and process defined in this document. This should avoid intimidating potential participants, particularly Junior members.

### **6.1 Document Purpose**

It is the purpose of this document to set forth in clear and unambiguous form the rules of governance and operation for the PVAS BAP.

### **6.2 Audience**

This document is primarily intended for use by the PVAS BAP committee and those developing and implementing the BAP DB. A summary document, the BAP Rules Guide, is appropriate for a more general audience.

### **6.3 Distribution**

This Document should be made available to all interested PVAS Members.

### **6.4 Baseline**

6.4.1 Document Version 1.0 is the current Baseline Document.

6.4.2 This Document shall be conformed after each approved change.

6.4.3 This Document shall be reviewed at least annually by the BAP Committee and re-baselined if necessary.

### **6.5 References**

This document references the following other documents:

6.5.1 The BAP Point Value Document

6.5.2 The BAP Rules Guide

6.5.3 The BAP Form

6.5.4 The RCP Form

6.5.5 The ACP/PMP Form

## 6.6 Artifacts

This Document references the following artifacts:

- 6.6.1 Delta Tale (The PVAS newsletter)
- 6.6.2 The PVAS Website: <http://www.pvas.com/> and sub-pages thereof.
- 6.6.3 The PVAS Forum: <http://www.pvas.com/forum/>
- 6.6.4 The BAP DB (In development)
- 6.6.5 TFH (Tropical Fish Hobbyist Magazine), AFI (Aquarium Fish International Magazine), and FAMA (Freshwater and Marine Aquarium magazine.)

## 6.7 Change History

Date	Section	Description
	All	Baseline at ver 1.0
3/31/01	All	Replace Logo with new PVAS Logo. Clear watermark.
9/29/09	Various	Conforming this document to current practice

JT Thomas  
22 November 2008