



**Overview:** This training module will encompass inventory management.

**Staff Responsible:** Program Director is responsible for inventory ordering and maintaining in-stock and display items. The Chief Instructor is to authenticate the order form.

**Frequency:** Inventory should be assessed every Monday and needed items should be re-ordered every Monday.

**Graduation Inventory:** Should be ordered 10 days prior to graduation.

**Systematic Inventory:** Only one style of basic uniforms should be sold.

Only one style of upgrade uniforms should be sold.

Only one style of leadership/Black Belt/any other program should be sold.

Only one color of sparring gear should be sold and allowed in the school.

Weapons: One style and color of each weapon should be used, unless it has to be differentiated for child/adult sizes.

**Items to be Kept in Stock:** Ideally, the old phrase, “Two to go, one for show,” is a good rule of thumb.

- Uniforms: At least three of every size kept in stock. Anticipate for surge in sales as necessary.
- Patches: Minimum of 10 should be in stock at all times, for patches that are not given out at graduation.
- Flags:
- Six Task books (Leadership material): Minimum of 10 booklets or packets of materials to be kept in stock.
- Sparring gear: At least two of every size in stock.
- Weapons: As needed (It is recommended to introduce one weapon per rotation in order to simplify inventory and anticipate ordering needs. In other words, as much of the student body as possible should be using the same weapon. For example, in Rotation 2 beginner, intermediate, advanced, and Black Belt students all use the bo staff.)



# MALTA

Martial Arts Leadership Training Association



## Basic Uniforms

Tops: Catalog #	Needed In-Stock	In-Stock	Need to Order
00	4		
0	4		
1	4		
2	4		
3	3		
4	3		
5	3		
6	3		
7	2		
8	2		

## Basic Uniforms

Bottoms: Catalog#	Needed In-Stock	In-Stock	Need to Order
00	4		
0	4		
1	4		
2	4		
3	3		
4	3		
5	3		
6	3		
7	2		
8	2		

## Upgrade Uniform (Black Belt Club)

Catalog #	Needed In-Stock	In-Stock	Need to Order
00	3		
0	3		
1	3		
2	3		
3	2		
4	2		
5	2		
6	2		
7	1		
8	1		

## Patches

	Catalog #	Needed In-Stock	In-Stock	Need to Order
American Flag				
Black Belt Club				
Master's Club				
Ambassador's Patch				



Sparring Gear:



Item	Catalog #	Needed In-Stock	In-Stock	Need to Order
Gloves—Child				
Gloves—Adult S				
Gloves—Adult L				
Shins—Child				
Shins—Adult S				
Shins—Adult L				
Helmet—Child				
Helmet—Adult S				
Helmet—Adult XL				
Feet—1/2				
Feet—3/4				
Feet—5/6				
Feet—7/8				
Feet—9/10				
Feet—11/12				
Mouthpiece—Youth				
Mouthpiece--Adult				
Chest Guard—Child				
Chest Guard—M				
Chest Guard--XL				

Master Club Pants

Catalog #	In-Stock	Need to Order
0	2	
1	2	
2	2	
3	2	
4		
5	2	
6	2	
7	2	
8	2	



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Graduation Ordering:

-STORM Tops

Blue Tops/#	Needed	Red Tops/#	Needed	Black Tops/#	Needed
0		0		0	
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	

STORM Patches	Catalog #	Number Needed
Jr. Assistant.		
Jr. Instructor		

-Six Tasks Patches

Names	Number Needed
Respect	
Teamwork	
Perseverance	
Self-Discipline	
Leadership	
Knowledge	

-Belts

Belt Color                      Size                      Total Needed                      Total Ordered (Order 5 extra)

Yellow	0		
YellowBlack Stripe	0		
Orange	0		
Orange Black Stripe	0		
Purple	0		
Green Black Stripe	0		
Blue Black Stripe	0		
Red Black Stripe	0		



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Brown Black Stripe	0		
Brown 2 Black Stripe	0		
Half Belt			
Half Belt			
Half Belt			

	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
BlWhStr										
Bl2WhStr										
Black										

## Rebreakable Boards

Catalog #	Number Needed
Yellow	
Blue	
Red	
Black	

## Weapons

Weapon	Catalog #	Number Needed
Nunchuka		
Bo		
Kama		

## Black Belt Tops

Size	Number Needed
0	
1	
2	
3	
4	
5	
6	
7	
8	



Swords



<b>Sword Type</b>	<b>Catalog #</b>	<b>Quantity Needed</b>
Adult		
Child		